

**UNC Charlotte - Radiation Safety Recordkeeping Requirements - Summary Sheet - 2023**

FORM	PURPOSE OF FORM	TYPE OF RADIATION SOURCE	ACCOUNTABILITY	FREQUENCY OF ACTION
<b>RAS 1</b>	Application for use of Radioactive Materials	Radioactive Material	Authorized User/ Applicant	University licensing required when radioactive materials are requested to be used for Research by an Unauthorized radioactive material user.
<b>RAS 2</b>	Application for radiation dosimetry services	Radioactive Material & Radiation Machine Sources	Authorized User	Required when new worker is to be brought into the radiation safety program to use a RAM or Xray source controlled by an Authorized User
<b>RAS 3</b>	Application for the purchase of radioactive materials	Radioactive Material	Authorized User completes form - RSO approves form	This form must accompany all requisitions for new radioactive materials under a current ACTIVE Authorized User
<b>RAS 4</b>	Radiation Survey Report (NON-Sealed sources)	Radioactive Material	Authorized User	Required to be completed <b>monthly</b> for active sources and <b>once every 6 months</b> for inactive authorized users - "stored" isotopes
<b>RAS 5</b>	Radiation Survey Report (Sealed Source Leak Test)	Radioactive Material	Authorized User / RSO	Required to be completed <b>once every six months</b> for all regulated quantity isotope sealed sources in active use
<b>RAS 6</b>	Radioactive material inventory record	Radioactive Material	Authorized User	One form is completed per specific source ID number. Send a copy of the updated form to EHS Office on a quarterly basis.
<b>RAS 7</b>	Radioactive waste disposal record	Radioactive Material	Authorized User	Required to be completed when radioisotope is used and considered to be a waste by an authorized user AND is properly collected and stored for pickup and disposal by the EHS Office
<b>RAS 8</b>	Notification of transfer of radioactive materials or radiation producing machines	Radioactive Material & Radiation Machine Sources	Authorized User	Required to be completed whenever isotope or radiation producing machine is moved from one location at the University to another location on campus or offsite. DOT clearance is required when RAM is to be shipped offsite. Consult with the EHS Office before any transfer.
<b>RAS 9</b>	Application for the use of radiation producing machines or devices	Radiation Machine Sources	Authorized User/Applicant	Required when new ionizing radiation producing device is to be purchased/brought on Campus by an Authorized or Un-Authorized User.
<b>RAS 10</b>	Radiation producing machine utilization log	Radiation Machine Sources	Authorized User	Required to be completed whenever the radiation producing device is operational. Must be submitted to the Environmental Health and Safety Office on a <b>quarterly</b> basis.
<b>RAS 11</b>	Radioactive materials authorized user inspection record	Radioactive Material	EHS Office / RSO	Required to be completed <b>once a year</b> by the Radiation Safety Officer (RSO) on each Authorized "active" RAM user.
<b>RAS 12</b>	Notification of inactive user status request for reactivation of authorized user status	Radioactive Material & Radiation Machine Sources	Authorized User	Required when an Authorized User wishes to go to "inactive" status and vice versa...required when active RAM usage status is desired from previous inactive use status.
<b>RAS 13</b>	Radiation Survey Report (Radiation Producing Machine)	Radiation Machine Sources	Authorized User	Formal check required to be completed and documented monthly...but Xray users complete daily "start up" checks whenever the radiation producing device is operational. Must be submitted to the EHS Office on a <b>biannual</b> basis.

<b>RAS 14</b>	Radiation producing machines authorized user inspection record	Radiation Machine Sources	EHS Office / RSO	Required to be completed <b>once a year</b> by the Radiation Safety Officer (RSO) on each Authorized "active" Xray user.