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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **WHS FORM** | **WHS56** |
| SEALED RADIOACTIVE SOURCE PURCHASE |

Complete this form and email a scanned copy to the University Radiation Safety Officer for approval of the acquisition.

Given the long term storage and disposal challenges for sealed radioactive sources, all acquisitions of any sealed source, no matter how low the level of radioactivity, must be approved by the University Radiation Safety Officer.

Radionuclides with the shortest possible half-life for the purpose should be selected.

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| ACQUISITION | |
| Nuclide: (include target element if neutron source)  Contact Phone No: | |
| Activity: Date of activity: Half-life: | |
| Purpose or use of the sealed source: | |
| Person responsible: | |
| EPA-licensed person in charge of safe use: | |
| Supplier’s name: | |
| Supplier’s contact number: | |
| **Details of the sealed source** | |
| Manufacturer of source: | |
| Model / type number of source: | Source serial number: |
| Encapsulation certificate: | |
| Intended arrangements for disposal (including by radioactive decay): | |
| Does the source need to be registered? **YES / NO** | |
| If **YES,** what is the registration number of source (if already registered): | |
| **Details of the apparatus or instrument (if applicable)** | |
| Manufacturer: | |
| Model / type number: | Serial number: |
| Location used: | Location stored: |
| **Submission, endorsement & approvals of purchase (Signature/Date)** | |
| **Employee** submitting: | |
| Endorsed by **Departmental RSO**: | |
| Approved by **Executive Dean, Director or General Manager**: | |
| Approved by **University RSO**: | |

**On purchase the following actions are to be taken for any EPA-registrable source:**

* **An application for registration is to be submitted to the EPA via the University RSO (fees paid from the local cost centre)**
* **the source is to be recorded on the University radioactive source register on the Radiation Safety Committee SharePoint (via the Departmental RSO)**
* **Source certification records are to be kept locally and on the RSC SharePoint.**

**Non-registrable sources are still to be recorded on a local source register or inventory.**