

REQUEST TO ADD OR REMOVE SPACE OR INACTIVATE AUTHORIZATION

Complete appropriate section(s) below to (A) add location or (B) inactivate the authorization for any space(s) used for radioactive materials preparation, waste or storage.

Submit to ehdean@vcu.edu or Grant House, 2nd floor.

A. New or additional location for radioisotope work or storage:

Attach a diagram of the new room(s) or location to this form.

Include the building, room number, radioisotope work areas, and areas which will be monitored by swipe surveys.

Indicate whether this room already has an entrance sign designating it for radioisotope use.

Yes No

B. Close out of a laboratory space from the designation as a radioisotope use or storage area.

Complete the information below to schedule a survey by Radiation Safety which, if acceptable, will change the laboratory status to inactive for the radiation hazard category:

Building and room number: _____

Date all radioactive material, labeled equipment and contaminated items (including radioactive waste) will be removed from the room: _____

C. Inactivate authorization of an authorized user for radioactive materials.

Complete the information below to schedule a survey by Radiation Safety which, if acceptable, will change the authorized user status to inactive for the radiation hazard category:

Building and room number: _____

Date all radioactive material, labeled equipment and contaminated items (including radioactive waste) will be removed from the room: _____

Signature of Responsible Investigator:

Name _____ Date _____

Signature _____

Approved by:

RSO _____ Date _____