

# REQUEST TO MODIFY AUTHORIZATION CHANGE DESIGNATED USERS OF RADIOACTIVE MATERIALS

Complete appropriate section(s) below to add, or remove authorized individual(s) in the absence of the Responsible Investigator to sign orders, and receive radioactive materials on behalf of the Principal / Responsible Investigator.

Use the back of this form if additional space is needed. Submit to [ehdean@vcu.edu](mailto:ehdean@vcu.edu) or Grant House, Room 211.

**A. Addition of person(s) authorized by the Responsible Investigator to sign orders for radioactive material.**

Name	Signature	Effective Date
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**B. Deletion of person(s) from designation by Responsible Investigator to sign orders for radioactive material.**

Name(s)	Effective Date
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**C. Designation of responsibility during absence of Responsible Investigator\*.** Responsible Investigators must designate another Responsible Investigator or a qualified technical staff member to be responsible for laboratory radiation safety during their absences of less than four weeks.

The designated individual has completed all required training and is familiar with radiation safety procedures.

\* I designate (print name) \_\_\_\_\_ to be responsible for laboratory radiation safety during my absences of less than four (4) weeks.

Signature of Designee: \_\_\_\_\_ Date \_\_\_\_\_

NOTE: \*Principal / Responsible Investigators who will be absent more than four weeks are required to either completely shut down their lab operations with radioactive material, or transfer their authorizations to another qualified individual who meets the University's requirements for Responsible Investigators.

**Signature of Responsible Investigator:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Approved by:**

RSO \_\_\_\_\_ Date \_\_\_\_\_