

UNIVERSITY OF HOUSTON

Radiation Safety Manual

Radioactive Material Sublicense Application and Amendment Guidelines

All radioactive material use at the University of Houston must be approved by the Radiation Safety Officer and authorized by the Radiation Safety Committee. All forms can be found in the Radiation Safety Manual located via the Internet at <http://www.uh.edu/plantops/ehrm>.

New Principal Investigators must fill out an Application for Radioactive Material Sublicense and send it to Radiation Safety at EHRM-1005, for review by the Radiation Safety Officer. This sublicense application must include all radioisotopes, radioactive material users, and locations. Anyone not listed on the sublicense permit **must not** be allowed to work with radioactive material for any reason.

The use of radioactive material often requires specialized safeguards. Investigative procedures vary widely as do applicable safety techniques. The information provided on the application will enable Radiation Safety to formulate necessary safety measures and assist the Principal Investigator in implementing these measures. It is important that all pertinent information is included and the application totally completed. Radiation Safety Personnel will perform a compliance inspection prior to allowing radioactive material use.

New Principal Investigators also planning to work with radioactive material in animals must complete an Application for Use of Radioactive Material in Animals and submit it with the sublicense application. There are separate Radiation Safety Procedures for the Use of Radioactive Material in Animals. Details concerning the actual use of animals must be worked out with Animal Care Operations and approved by the Animal Care Committee.

Authorized Principal Investigators planning to make a change to their sublicense must fill out a Radioactive Material Sublicense Amendment Form and send it to Radiation Safety at EHRM-1005, for review by the Radiation Safety Officer. This includes additions or deletions to the sublicense.

The Radiation Safety Officer will submit all applications to the Radiation Safety Committee for approval. The Radiation Safety Officer may give interim approval to Principal Investigators for the Radiation Safety Committee. When the RSO finds reason to give an interim authorization to a new PI, prior to Radiation Safety

Committee approval, the authorization will be limited to 90 days to allow sufficient time for a committee meeting (with quorum) to discuss and then approve, deny, or issue conditionally a new sublicense to the Principal Investigator. A temporary sublicense permit with a 90 day expiration date will be issued with the RSO's signature until the Radiation Safety Committee approval is valid. A new permit will then be issued which includes the Chair's signature.

Approved Principal Investigators will receive an Authorization Permit to work with radioactive material, which is proof of radiation authorization at the University of Houston and may be submitted with Grant Proposals. Once authorized, the Principal Investigator will remain so until sublicense termination by the Principal Investigator or revoked by the Radiation Safety Committee for noncompliance.