

Environmental Health & Safety  
Department

Radioactive Materials Permit Application  
Procedure



6. A list of all rooms where radioactive materials will be used or stored.
7. Licensed (radioactive) materials must be under the constant surveillance and immediate control of a radiation worker or secured to prevent unauthorized access, use, or removal. A description of the measures that will be taken to meet these requirements must be provided.
8. A list of each isotope for which possession authorization is requested with the following information:
  - Isotope half-life.
  - Maximum activity to be possessed.
  - Chemical form or class of compound.
  - Physical form (e.g., liquid, gas, powder, sealed source).
  - Estimated frequency of use.
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The candidate will be notified of the RSC's decision in writing to either approve or decline the application. Approvals will grant the authorized user a permit for a period not to exceed five (5) years, and will include the following (not limited to):

- Authorization number
- Approval date and renewal date
- Approved radioisotopes and activity limits
- Approved radiation workers under the permit
- Approved locations for working with radioisotopes
- The terms and conditions of the permit under the KSU Radioactive Materials License

When a permit is obtained, the authorized user may then begin procurement and use of radioactive materials in accordance with the terms and conditions of the permit under the KSU radioactive materials license, the [Radiation Safety Program](#), and the [Georgia Rules and Regulations for Radioactive Materials](#).

If an application is declined, the candidate will be informed of what corrective steps need to be taken to obtain approval.

#### 4. Revisions to Permits

Revisions to a radioactive materials permit may be made at any time during the approved period. Revisions to the permit must be requested by submitting a Radioactive Materials Permit Amendment form. The amendment form will be reviewed by the RSO. If the RSO determines that the proposed revision does not involve any significant changes from the initial safety assessment and is within the scope of the initial authorization, the amendment form will be forwarded to the RSC for review with recommendation for approval.

However, if a proposed revision involves significant changes in radiation source(s), experimental procedure, or conditions of use from those specified in the initial permit, the authorized user may be required to resubmit a full application to include the proposed changes followed by full RSC review.

#### 5. Renewal of Permits

Radioactive materials permits must be renewed every five (5) years from their initial authorization dates to ensure that all approved experimental procedures and protocols remain current. For the renewal process, authorized users should review their initial application to identify any planned significant changes in radioactive sources or experimental protocol. If no major changes in radioactive source or experimental protocol is anticipated, renewal may only require resubmitting the previous application with minor changes (e.g., staff changes, training completion dates, etc.). However, in cases where significant changes in experimental protocol is anticipated, a new application must be submitted.

Authorized users will be sent a written reminder to renew their permit 90 days prior to its expiration. The RSO will review the renewal application and submit comments, concerns, and records of any violations that were identified under the previous permit to the RSC. The RSC will review the application, identify any safety concerns, and approve or decline the renewal based on the review.