

## **PROCUREMENT AND TRANSFER OF RADIOACTIVE MATERIALS**

Radioactive material may be brought onto a Technological University campus **only with the prior approval** of the Radiation Protection Advisory Committee (RPAC) and the Environmental Protection Agency – Office of Radiological Protection (EPA).

*All incoming radioactive material must be included in the University's licence and covered by a valid permit.* The steps for obtaining radioactive material are outlined below.

Only the Sources of Ionising Radiation specified in the University Licence from the EPA and in the amounts specified in the licence can be requisitioned, ordered or taken into TU Dublin Campuses.

## **REQUISITIONING**

Sources of Ionising Radiation can only be requisitioned after written approval of the EPA which the University's RPO (City Campus) will apply for in consultation with the RPAC, and orders for same must be sanctioned by the relevant Head of School / Centre Managers.

*TU Dublin Purchase Orders for ALL licensable sources of ionising radiation for use (whether research or otherwise) MUST be countersigned by the RPO/DRPO PRIOR to the purchase of the source being authorised. It is the responsibility of the budget signatory (i.e., Head of School / Centre Manager) to ensure that this occurs.*

**Sources of Ionising Radiation brought into TU Dublin from other institutions must have the prior approval of the Chair of the Radiation Protection Advisory Committee, the appropriate Head of School, the University Radiation Advisory Committee in TU Dublin and of the RPO of the other Institution.**

This applies to source of ionising radiation that are licensable by the EPA or fall under the EPA licence conditions. The RPO must be informed prior to the transport and will obtain the necessary transport licence from the EPA as well as providing advice on protective measures that should be employed during transport, if required.

**The removal of Sources of Ionising Radiation from the TU Dublin Campuses in order to bring them to another institution or company must also have the prior approval of the Chair of the Radiation Protection Advisory Committee and the appropriate Head of School/Centre Director and the University RPO along with the approval of both the RPO of the receiving institution (or company) and of the EPA.**

#### **PURCHASING PROCEDURE FOR SOURCES OF IONISING RADIATION:**

1. Prior to the **purchase** or the receipt of **gifts** of sources of ionising radiation (*Solid, Powder or Liquid sources (alpha, beta or gamma) or Equipment containing sources of ionising radiation or capable of producing ionising radiation*) advice should be sought from the TU Dublin Radiation Protection Officer (RPO) or Deputy Radiation Protection Officer (DRPO).
2. An application for permission to carry out work involving any source of ionising radiation must be made to the Radiological Protection Advisory Committee (RPAC), this application should include a Risk Assessment and a Standard Operating Procedure. Following receipt of the necessary documentation the RPAC will review the application and if approved submit an application to the Environmental Protection Agency – Office of Radiological Protection (EPA) for an amendment of the University's licence to carry out said work.
3. The purchase of **all** sources of ionising radiation within TU Dublin Campuses must at **all** times be countersigned, or accompanied by sanctioning in writing, from the TU Dublin RPO or DRPO **before** being completed. EPA approval of such purchases can require investigation by the RPO/DRPO or consultation with the TU Dublin Radiation Protection Advisory Committee and therefore can take time from the receipt of the order. {Approximately 8 - 12 weeks}
4. When ordering an item of equipment or instrument, the purchaser of the item (i.e., the budget holder) must be satisfied, through querying with the supplier of the instrument or equipment, that the item does not contain a source of ionising radiation. If it is suspected that the device may contain a source of ionising radiation, the purchaser must contact the RPO or DRPO prior to the final sanctioning of the purchase.

5. The purchaser must also, in the case of sealed radioactive sources of ionising radiation, obtain a Wipe Test certificate and for all other types of sources of ionising radiation a written 'Take-Back Agreement' must be obtained from the supplier before taking receipt of the item. **Furthermore, the purchaser must have sufficient funds in their budget to pay for the disposal of the relevant source of ionising radiation.** This documentation must be presented to the RPO or DRPO at the time of placing the order of the item.

**Statement for Tender Documentation Terms and Conditions:**

When submitting a proposal, each supplier shall inform the University in writing of the presence or absence of sources on ionising radiation within the equipment. The supplier shall make all investigations and examinations to ascertain whether the equipment contains a source of ionising radiation if this is unknown. The supplier shall also, where the equipment contains a sealed source of ionising radiation, provide evidence of recent wipe testing and evidence of a 'take-back agreement' for same. Any queries in relation to this can be directed to the RPO or DRPO.

***Summary of Information to accompany the requisition order form:***

- 1) Signed and dated by person who has approval from the RPO to use the source.
- 2) Signed and dated by the Head of School/Centre Director or person deputising for the Head of School/Centre Director.
- 3) Initialed and dated by the RPO or deputy RPO.

**The above procedure also applies to NON-PURCHASED MATERIAL (that is from other researchers, free samples from vendors, etc.)**

## **DELIVERY/RECEIPT OF SOURCES OF IONISING RADIATION**

The person requisitioning the source must ensure that suitable and satisfactory arrangements are in place to receive the source on its arrival at TU Dublin (this may require checking with the supplier the means, date and time of delivery in order to make the necessary arrangements).

The source must be licenced for use by the EPA prior to delivery of the source, through the RPO who will prepare a schedule 2 amendment to the TU Dublin licence if the RPAC has authorised the work.

This EPA amendment must be confirmed before the source can be taken on to TU Dublin premises and used.

The RPO requires the following information (which must be supplied by the person acquiring the source) in order to process this application:

- The manufacturer's wipe test certificate in respect of each sealed radioactive source;
- Written assurance from the manufacturer that each sealed source will be accepted back when no longer required by the University.

In the case where a source is being acquired to replace an existing source, arrangements must be made to ensure that the original source is returned to the manufacturer with prior written authorisation by the EPA and University RPAC.

When radioactive material is received, the following actions are taken:

- Containers are checked for damage or contamination.
- A check is made to ensure the order and that material is covered by a valid permit. Material not covered by a valid permit will not be released until a new permit is issued or a current permit is amended.
- An entry is made in the inventory file.
- For sealed sources the RPO will carry out a wipe test on the sealed sources of radioactive material
- Material is delivered to user. If there are special time requirements, arrangements can be made to pick up the material from the RPO.