

Disposal Notice

About this form

- ✓ Please use this form to notify the Radiation Safety Committee (RSC) of the apparatus or substance that has been disposed of.
- ✓ **This Disposal Notice must be sent to Radiation Monitoring (radmon@csu.edu.au) and the RSC (radiationsafety@csu.edu.au) within 3 business days of the item being removed.**

Completing the form

DO NOT COMPLETE THIS FORM IN A WEB BROWSER. You will not be able to save your data or sign the form in a browser. First SAVE this form, then OPEN the file in Adobe Acrobat Reader or Adobe Acrobat Pro.

- This checklist can be completed electronically.
- The **Primary Contact** is responsible for completing and submitting this form.
- Digital forms and electronic signatures are preferred.
- If you have any questions, please contact radiationsafety@csu.edu.au

Submitting the report

1. Before submitting, please check that you have attached any additional documents, such as such as copies of radiation licences, exemption forms, written approvals or additional pages of information relating to this form.
2. Submit the complete application to radmon@csu.edu.au and radiationsafety@csu.edu.au

1. Primary contact

Full name (<i>incl. title</i>)	
Staff/Student ID	
Email	
Work phone	
Mobile phone	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no (attach a copy) and expiry date	
Radiation user licence condition/s	

2. Apparatus / Substance / Laser Device Details

This notice is for disposal of:	<input type="checkbox"/> irradiating apparatus <input type="checkbox"/> radioactive substances <input type="checkbox"/> Class 3B or Class 4 laser device/s
Apparatus / Substance / Laser Device	
Manufacturer <i>(for apparatus & laser devices)</i>	
Serial Number <i>(console/generator)</i>	
CSU Asset number	
Regulated Material ID Number <i>(from CSU licence)</i>	
Location of equipment prior to disposal <i>(incl building and room number)</i>	
Disposed or bought by	
Disposer/Buyer Address	
Disposer/Buyer Radiation Licence No. & expiry date	
Disposer/Buyer Licence conditions	

Briefly describe the disposal method and other relevant details
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The Certificate of Disposal:	<input type="checkbox"/> is attached OR <input type="checkbox"/> will be forwarded later to radmon@csu.edu.au and radiationsafety@csu.edu.au
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3. Signatures

3.1 Primary Contact

Declaration

By signing below, I confirm that all relevant stakeholders have had the opportunity to review the information above prior to submission of this form.

Primary Contact's Full Name	
Date	
Signature	

3.2 Supervisor

Supervisor's Full Name <i>(if applicable)</i>	
Date	
Signature	



Submit form and attachments to radmon@csu.edu.au and radiationsafety@csu.edu.au

Approval - RSC Use Only

EPA Licence updated by:	_____	Date:	_____
Protocol No.	_____		
Signature:	_____	Date:	_____
	RSC Presiding Officer		

