



Acquisition Application

About this form

- ✓ The use of ionising radiation is governed by the [Protection from Harmful Radiation Act 1990](#) and its [Regulations](#). The acquisition and use of any radioactive material, irradiating apparatus or high-powered laser devices (Class 3B & Class 4) must be approved by the CSU Radiation Safety Committee (RSC or committee) before the material or apparatus is brought into the University or used by staff / students.
- ✓ **Obligations for purchasers/disposers of plant and equipment**
Division 5 of the Work Health and Safety (WHS) Regulation confers obligations on suppliers to provide information to the purchaser in relation to the safety, hazards, warnings and safe operation of the plant. Plant must comply with WHS Regulations under Division 7 including guarding, operational controls, emergency stops, warning devices, maintenance and inspection. Further obligations are conferred for Lasers under r223. Supplier information must include documented instructions from the item's manufacturer. If the item is second hand, then the supplier must also provide written notice of the condition of the plant and identify any faults. The item must not be used until the faults are rectified. If the item has been purchased as spare parts or scrap, it must not be used as operational plant.

Contact the Health Safety and Wellbeing team for assistance regarding meeting your WHS obligations safety@csu.edu.au
- ✓ Please use this form to provide details of the apparatus, substance or high-powered laser device you wish to acquire. The committee will check the information provided and will then make its assessment.

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.

- The **Primary Contact** is responsible for completing and submitting this form to radiationsafety@csu.edu.au
- Electronic files with digital signatures are preferred.
- If you have any questions, please contact radiationsafety@csu.edu.au

Submitting the report

1. Before submitting, remember to attach any additional documents, such as such as copies of radiation licences, written approvals, risk assessments or additional pages of information relating to this form.
2. If acquisition is required **before** the next RSC meeting, please type '**URGENT**' in the subject line of your email when you submit your application. For RSC agenda closing dates, see the [RSC Meeting Schedule](#)
3. Ensure that **this form has been signed** before submitting the notice.
4. Submit the application to radiationsafety@csu.edu.au

All staff involved must have completed the Radiation General Induction training module online **before** they commence any work with radioactive substances or irradiating apparatus. Staff members can enrol themselves in the course, or contact the ELMO team (elmo@csu.edu.au) for enrolment assistance.

Notification of outcome

The nominated **Primary Contact** will receive notification of outcome by email once the request has been considered.

Do not assume a request has been granted until written approval has been received from the committee

Notes to Purchasers following approval by the committee

Procurement Process

- Acquisition of irradiating apparatus, radioactive substances and high-powered laser devices **must not commence** without written approval from the committee, quoting a protocol number.
- Following approval from the committee, obtain quotes (if not already done).
- Lodge a purchase requisition in Unimarket. **Attach a copy of this form once approved & signed by the committee Presiding Officer.** A purchase order is not valid without the approval of the committee.
- Await approval by the budget centre manager.
- Ensure the delivery details are correct with the supplier – the goods must be delivered directly into the hands of the purchaser or their supervisor, who holds an appropriate radiation user licence. Technical and administrative staff **cannot** accept delivery of radioactive materials, therefore, the licence holder must be present at the time of delivery.
- Complete an [Arrival Notice](#) within 3 business days of delivery and email it to radiationsafety@csu.edu.au.
- For irradiating apparatus: Arrange for a Certificate of Compliance to be issued (contact radmon@csu.edu.au). Once received, forward a copy to radmon@csu.edu.au and radiationsafety@csu.edu.au.
- The committee will approve the Arrival Notice and return it to you for your records. File it carefully in a central location, as you may need it to lodge the [Disposal Notice](#) when the apparatus, substance or laser device is disposed of or transferred.

1. Primary contact

Full name (incl. title)		
Staff ID No.		
Email		
Work phone		
Mobile phone		
Position		
School / Faculty / Organisation / Unit		
Campus / Location		
Radiation user licence no. (attach a copy) and expiry date		Expiry:
Radiation user licence condition/s		
Has this person completed the Radiation General Induction training module? Please provide certificate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No



2. Apparatus / Substance / Laser Device Details

This application is for acquisition of:	<input type="checkbox"/> irradiating apparatus <input type="checkbox"/> radioactive substances
	<input type="checkbox"/> Class 3B or Class 4 laser device/s
New or replacement	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Apparatus / substance / laser device	
Quantity (<i>SI Units – substances</i>)	
Supplier Name	
Supplier Address	
Supplier Radiation Management Licence no. and expiry date	Expiry:
Supplier Licence Conditions	

Briefly describe the use/s of the apparatus, substance or laser device

For apparatus / devices, provide any known details of the make, model, power output, exposure range, etc **For substances**, provide a description of the substance, eg composition, state, decay, etc



3. Facility / Location Details

Location of the apparatus, substance or laser device (building and room number)	
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4. Signatures and approvals

4.1 Facility manager/s

Declaration

By signing below, I confirm that I have read this application.

Facility Manager Full Name		
Facility		
Email		
Contact phone		
Position / Role		
School / Faculty / Section / Organisation		
Campus / Location		
Facility Manager signature and date		Date:

4.2 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 application.

Primary Contact Full Name		
Primary Contact signature and date:		Date:

4.3 Supervisor

Supervisor Full Name (<i>if applicable</i>)		
Supervisor signature and date		Date:





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

Approval - RSC Use Only

Protocol Number

Signature

Date

RSC Presiding Officer

