

## 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) before the material or apparatus is brought into the University or used by staff / students.
- ✓ Please use this form to provide details of the apparatus, substance or high powered laser device you wish to acquire. The RSC will check the information provided and will then make its assessment.
- ✓ The **Primary Contact** is responsible for completing and submitting this form to [radiationsafety@csu.edu.au](mailto:radiationsafety@csu.edu.au)

### 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.

- Electronic files with digital signatures are preferred.
- If you have any questions, please contact [radiationsafety@csu.edu.au](mailto:radiationsafety@csu.edu.au)

### Submitting the report

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

### Notification of outcome

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

**Please do not assume a request has been granted until you are formally advised by the RSC in writing.**

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### Notes to Purchasers following approval by the RSC

#### Procurement Process

- Acquisition of irradiating apparatus, radioactive substances and high-powered laser devices **must not commence** without written approval from the RSC, quoting a protocol number.
- Following approval from the RSC, obtain quotes (if not already done).
- Lodge a purchase requisition in Unimarket. **You must attach a copy of this form once approved & signed by the RSC.** A purchase order is not valid without the approval of the RSC.
- 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.

- You must complete an [Arrival Notice](#) within 3 business days of delivery and send it to [radiationsafety@csu.edu.au](mailto:radiationsafety@csu.edu.au).
- For irradiating apparatus: Arrange for a Certificate of Compliance to be issued (contact [radmon@csu.edu.au](mailto:radmon@csu.edu.au)). Once received, forward a copy to [radmon@csu.edu.au](mailto:radmon@csu.edu.au) and [radiationsafety@csu.edu.au](mailto:radiationsafety@csu.edu.au).
- The RSC 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 <i>(incl. title)</i>	
Staff ID No.	
Email	
Work phone	
Mobile phone	
Position	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no. <i>(attach a copy)</i> and expiry date	
Radiation user licence condition/s	

## 2. General exemptions (if Primary Contact does not hold a Radiation User Licence)

This section is not applicable for laser devices.

To be completed if the above Primary Contact does not hold a Radiation User Licence. A General Exemption must be issued by a person with a GE1 condition on their Radiation User Licence and must identify the person(s) with the appropriate condition on their licence to oversee the acquisition and certification process.

Full name of GE1 licence holder	
Staff ID No.	
Email	
Position	
School / Faculty / Organisation / Unit	
Campus / Location	



Radiation user licence no. ( <i>attach a copy</i> ) and expiry date	
Radiation user licence condition/s	
Name or Class of Supervisor	
Staff ID No.	
Email	
Position	
School / Faculty / Organisation / Unit	
Campus / Location	
Radiation user licence no. ( <i>attach a copy</i> ) and expiry date	
Radiation user licence condition/s	
Signature of GE1 licence holder	
Date	

### 3. 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
Apparatus / substance / laser device	
Quantity ( <i>SI Units – substances</i> )	
Supplier Name	
Supplier Address	
Supplier Radiation Management Licence no. and expiry date	
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

## 4. Facility / Location Details

Location of the apparatus, substance or laser device (**building number** and **room number**)

## 5. Signatures and approvals

### 5.1 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	
Date	
Signature	

## 5.2 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	
Date	
Signature	

## 5.3 Supervisor

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



Submit form and attachments to [radiationsafety@csu.edu.au](mailto:radiationsafety@csu.edu.au)

### Approval - RSC Use Only

Protocol Number	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
RSC Presiding Officer		

