

Arrival Notice

About this form

- ✓ Please use this form to notify the Radiation Safety Committee (RSC) of the arrival of the apparatus or substance you have acquired.
- ✓ **This Arrival 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 received.**

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. Apparatus Details *(not applicable for substances or laser devices)*

Control Console / Generator

Manufacturer	
Model Number	
Serial Number	

X-Ray Tube Housing

Manufacturer	
Model Number	
Serial Number	

X-Ray Tube Insert

Manufacturer	
Model Number	
Serial Number	

The Certificate of Compliance:	<input type="checkbox"/> is attached OR <input type="checkbox"/> will be forwarded later to radmon@csu.edu.au and radiationsafety@csu.edu.au
The Licence Transfer: <small>(for second-hand items – to be arranged by the seller/supplier)</small>	<input type="checkbox"/> is attached OR <input type="checkbox"/> will be forwarded later to radmon@csu.edu.au and radiationsafety@csu.edu.au

2. Arrival Information

Full name <i>(incl. title)</i> <i>(from Acquisition Approval)</i>	
Protocol Number <i>(from Acquisition Approval)</i>	
Apparatus / Substance / Laser Device	
Received by <i>(name)</i> <i>The radiation licence holder listed in the Acquisition Approval</i>	
Date of Arrival	
Location of equipment <i>(as per Acquisition Approval incl building and room number)</i>	
Radiation user licence no. and expiry date	
Radiation user licence condition/s	
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	

