

# Radiation Safety Committee Acquisition Application

v191205



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University

**DO NOT COMPLETE THIS FORM IN A WEB BROWSER. First SAVE this form, then OPEN the file in Adobe Acrobat Reader.**

The use of ionising radiation is governed by the Radiation Control Act (NSW) 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 tell us if your application is URGENT. Purchase or use must not commence without written approval from the RSC.**

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).

For RSC agenda closing dates, see the RSC Meeting Schedule on the [RSC Website](#). All fields with a red border are required.

## 1. Primary Contact

Name	Staff ID No.	
<input type="text"/>	<input type="text"/>	
Phone or Mobile	Email	
<input type="text"/>	<input type="text"/>	
Position	School/Faculty/Unit	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation User Licence No (attach a copy)	Radiation User Licence Conditions	Radiation Licence Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. General Exemption (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.

Name of GE1 licence holder	Email	Staff ID No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	School/Faculty/Unit	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation User Licence No (attach a copy)	Radiation User Licence Conditions	Radiation Licence Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name or Class of Supervisor	Email	Staff ID No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	School/Faculty	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>
Radiation User Licence No (attach a copy)	Radiation User Licence Conditions	Radiation Licence Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of GE1 licence holder	Date
<input type="text"/>	<input type="text"/>

### 3. Apparatus / Substance / Laser Device Details

This application is for acquisition of:

- irradiating apparatus       radioactive substance/s       Class 3B or Class 4 laser device/s

Apparatus / Substance / Laser Device  Quantity (SI Units - substances)

Supplier Name  Supplier Address

Supplier Radiation Management Licence No  Supplier Licence Conditions  Supplier Licence Expiry

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

*Attach an additional page if the response does not fit in this field.*

**For apparatus/devices:** Provide any known details of the make, model, power output, exposure range, etc.

**For substances:** Provide a description of the substance, e.g. composition, state, decay, etc.

*Attach an additional page if the response does not fit in this field.*

### 4. Facility/Location Details

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

#### Facility Manager/s Approval

Name  Email  Phone

Position/Role  School/Faculty/Unit  Campus

Signature  Date

## 9. Signatures

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

Name of Primary Contact

Date

Signature

Name of Supervisor (if applicable)

Date

Supervisor Signature

Submit all applications to:

[RadiationSafety@csu.edu.au](mailto:RadiationSafety@csu.edu.au)

**Note:** The submit button above will not work until **all required fields** (marked with **red borders**) are complete.

Electronic files with digital signatures are preferred.

If acquisition is required **before** the next [RSC meeting](#), please write 'URGENT' in the subject line of your email when you submit your application.

Before sending, 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.

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

## Approval - RSC Use Only

Protocol Number

Date Approved

RSC Presiding Officer Signature

## 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, whom hold 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.