



Chapter 9: [Radiological Safety](#)
**Sealed Radioactive Source Acquisition
 Authorization Form**

ENVIRONMENT, SAFETY & HEALTH DIVISION

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 URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/radFormSRSRequest.pdf>

This form is used to authorize the acquisition of sealed radioactive sources. It is to be submitted by the requester and approved by the Sealed Radioactive Source Program Manager (SRSPM). Approved forms are to be attached to the requisition and maintained by SRSPM. (See [Radiological Safety: Radioactive and Nuclear Material and Waste Requirements](#) [SLAC-I-760-0A30S-001] and the [Sealed Source Acquisition Process](#) [SLAC-I-760-2A30S-001].)

A. Source Information (to be filled out by requester)

Source type: <input type="checkbox"/> sealed <input type="checkbox"/> open	Radionuclide:	
Chemical composition (e.g., cesium source has a chemical makeup of cesium chloride):		
Date you need the source at SLAC to start work:	How long will the source remain at SLAC (e.g., 1 month of use but 6 months of storage):	
Can the source be returned to the manufacturer at the end of the experiment (typically for an additional disposal fee): <input type="checkbox"/> yes <input type="checkbox"/> no		
Activity expected (mCi or equivalent):		
Use of source (e.g., provide a calibration signal for a detector):		
Is the source to be used in a vacuum: <input type="checkbox"/> yes <input type="checkbox"/> no; in low / high temperatures <input type="checkbox"/> yes <input type="checkbox"/> no If yes, SLAC will require that the source be certified by the manufacturer for the desired operating conditions.		
Area of use (building/room):		
Users (list all):		
Requester name (print):	Signature:	Date:

B. Additional Requisition Information (include items 2, 4, and 5 on requisition)

1. Make sure to mark the item as "radioactive material" in requisition.
2. The vendor will provide both 7-day and 1-day notices prior to shipping the sources. The vendor will also provide a tracking number once the sources have been shipped. The 7 and 1-day notices and the tracking number notification will be made through e-mail (RPradmat@slac.stanford.edu). Upon arrival, Shipping and Receiving will notify RPFO and hold the package for RP pickup.
3. If the source cannot be returned to vendor at end of the experiment, the requester must finance the disposal of legacy sources in kind.
4. The source must be returned to vendor if the source is found leaking upon receipt.
5. The vendor must provide a certificate with the assay date, original activity, and serial number which will be affixed in the source.
6. The custodian must attach this authorization to the requisition.

C. Radiological Controls (specified by RP per 10 CFR 835, SLAC [RCM](#), [Radioactive Sealed Source Procedure](#), and [RP procedures](#))

1. Custodian and users are to have GERT (ESH Course 115), RWT I (ESH Course 116), and Radiation Source Custodian training (ESH Course 118). For low-level sources only GERT is required for users.
2. Source cannot be modified at SLAC: all modifications are to be done by the manufacturer.
3. Posting and required procedures: to be determined by RPFO upon deployment of source.
4. RPFO will deliver the source to the location specified, label, and post the area as appropriate.
5. The custodian must 1) verify radiological controls/procedures are in place prior to operation; 2) restrict use to the custodian and users; and 3) call RPFO at ext. 4299 if any concern arises.

D. Approval

Sealed Radioactive Source Program Manager (SRSPM) name (print):	Signature:	Date:
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