**** **Registration of Projects involving the use of**

**Ionising radiation**

All projects involving the use of ionising radiation must be registered with the St. George’s University of London Safety Health and Environment Office before the project commences. This confirm that the work will be undertaken within the conditions of the lonising Radiations Regulations 2017, and St. George’s University of London’s Registration & Authorisation under the Environmental Permitting Regulations 2016 and helps to ensure staff safety.

For projects involving the use of large quantities of radionuclides or likely to generate special waste (such as long half-life solid waste), the Radiation Protection Advisor (RPA), Radioactive Waste Advisor (RWA) or the SHE Office should be contacted **in advance** for advice.

Advice on the completion of this form can be obtained from Colin Sandiford (SHE Advisor) on extension 0637.

Completed forms should be sent to the Safety, Health and Environment Office, Room 01.233, Corridor 10, Basement Floor, Jenner Wing

**Institute Information**

|  |  |
| --- | --- |
| Project Title |  |
| Institute / Research Centre |  |
| Location where work will be undertaken |  |
| Project Supervisor |  |
| Phone no  e-mail of Project Supervisor |  |

**Registration of Project**

**1.Details of Ionising Radiation to be used**

|  |  |
| --- | --- |
| Unsealed source | Specify Radionuclide |
| Sealed Source | Specify Radionuclide |
| Electrically generated ionising radiation (X-rays) | Give details of equipment being used. |

|  |
| --- |
| Description of Project |

**Risk Assessment of Project**

Has a risk assessment for the project been completed (form available here <https://portal.sgul.ac.uk/she/word_docs/2sgul-radiation-risk-assessment-form-shep-37.doc>)

Give form identification number

Date of Risk Assessment

Completed Risk Assessment forms should accompany this form.

**Radionuclides to be Used**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Radionuclide |  |  |  |  |  |
| Approx. activity used per month (MBq) |  |  |  |  |  |
| Maximum activity per experiment (MBq) |  |  |  |  |  |

**Generation and Disposal of Radioactive Waste**

Please enter the anticipated disposals in MBq / month for each of the following categories. (enter ‘nil’ where appropriate.)

|  |  |  |
| --- | --- | --- |
|  | 3H and / or -14C | Other Nuclides |
| 1. Solid VLLW waste for refuse |  |  |
| 2. Aqueous waste |  |  |
| 3. Solid (LLW) waste for decay storage |  |  |
| 4. Organic Scintillant |  |  |
| 5. Other (please specify) |  |  |

**Registration of Radiation Project Worker**

All individuals who will be working on the project should be listed below

**1. Details of Worker and radionuclide to be used**

|  |
| --- |
| Name of Worker |
| Institute / Research Centre and Location |
| Telephone number |
| E-mail address of worker |

**2. Declaration by Worker**:

I have read and undertake to work in accordance with the departmental LOCAL RULES and the St. George’s University of London general rules governing the use of Ionising Radiations and Radioactive Substances

|  |
| --- |
| Name of Worker |
| Signature |
| Date |

**3.** **Declaration by Project Supervisor**:

I confirm that the person named above has received:

A): Sufficient and appropriate training and supervision in the safe handling of unsealed radionuclides

Or

B): Sufficient and appropriate training in the use of sealed sources or equipment containing sealed sources.

Or

C:) Sufficient and appropriate training in the use of electrically generated ionising radiation (X-rays)

|  |
| --- |
| Name of Principal Investigator |
| Signature |
| Date |

**4.** **Declaration by Safety Health and Environment Office**:

I confirm that the SHE Office has agreed to the work to be carried out by the above Principal Investigator.

|  |
| --- |
| Name of SHE representative |
| Signature |
| Date |

**Competence** **of** **individuals** **to** **undertake** **the** **above** **procedure**

The above individual must sign to they confirm that they understand the procedures involved and agree to work in accordance with the specific requirements of the Departmental Local Rules.

|  |  |  |
| --- | --- | --- |
| **Procedure** | **Signature** | **Date** |
| Knowledge of local rules |  |  |
| Dispensing of radionuclides |  |  |
| Storage of radionuclides |  |  |
| Contamination monitoring |  |  |
| Use of appropriate shielding |  |  |
| Knowledge of correct personal protective equipment |  |  |
| Completion of isotope stock records |  |  |
| Disposal of aqueous liquid waste |  |  |
| Disposal of Low Level Solid and  Very Low Level waste(VLLW) |  |  |
| Completion of waste disposal records |  |  |

In the event of any changes to the location or isotopes used, the RPA or the SHE office should be informed. Any substantial changes in the amount of radioactivity being used *(>50%* increase above the registered figure) should also be reported. Amendments may be made by completing the relevant sections of a new registration form, or by e-mailing the changes to the St. George’s University of London Radiation Protection Adviser or the SHE office.