



Harvard University  
Radiation Safety Committee

### Radioactive Materials Permit Application Instructions

Submit a completed [Radioactive Materials Permit Application](#). For an amendment submit the completed application form containing only the desired changes. The application includes the following information:

1. The applicant's name, academic degree, department, faculty title, office building and room number, and phone number. Also include the name of the alternate permit holder who will be responsible for the laboratory in your absence and the person to send general correspondence (the contact person).
2. A list of all rooms where radiation will be used or stored. Specify radiation work areas and waste storage locations.
3. A list of each isotope for which possession authorization is requested with the following information:
  - a. isotope half-life,
  - b. maximum activity to be possessed,
  - c. chemical form or class of compound, and
  - d. physical form (e.g. liquid, gas, powder, sealed source).
  - e. For each experimental procedure that is performed provide:
    - i. a descriptive summary, such as a published paper with the procedure highlighted,
    - ii. approximate frequency,
    - iii. approximate amount of isotope activity per procedure, and
    - iv. list any chemical or biological hazard, including reference to a material safety data sheet (MSDS), or the MSDS itself.
    - v. If the procedure involves the use of animals, include a copy of the protocol submitted to the Animal Care and Use Committee.
4. The formal training of the applicant including training location and duration.
5. Laboratory training and experience using the requested radioisotope(s).
6. Names of all those who will be working with radioactive materials, their training in radioactive material use and laboratory experience. **Note: Everyone who is going to use radiation needs to take the Radiation Safety Seminar regardless of prior experience.**
7. List the detection equipment such as liquid scintillation counters, gamma counter, and survey meter, to be used. Include the manufacturer and model of each, as well as the probe type [Geiger-Mueller (GM) or sodium iodide].
8. A description of the radiation safety hazards that these procedures may produce and the methods used to minimize those hazards. For example:
  - a. radiation shielding,
  - b. radiation surveys,
  - c. storage location and methods for radioactive material security,
  - d. personnel dosimetry
  - e. control technologies such as self-contained work boxes for iodinations.
9. List the form and type of waste expected from the procedures, and the method of disposal and waste minimization techniques.

Contact the RPO at 617.496.3797 or [radiation\\_protection@harvard.edu](mailto:radiation_protection@harvard.edu) with any questions.

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#### Laboratory Safety

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