**SOURCE NUMBER**

Unique No. Assigned By LS Finance Office

# Form 6. Department of Life Sciences- Radioactive Isotope Record

## Ionising Radiation Regulations 2017 & Environmental Permitting Regulations 2016

**The Department and the University have the legal responsibility of knowing the location of all radioactive isotopes from the time of delivery until final recorded disposal. Because the legislation requires the use of Becquerels and most suppliers use Curies it is essential to ensure that converted activities are accurate.**

### 1 Order Request - Scheme of work

**Requester to fill in this section. Send all 4 copies with your order request to the LS Finance Office.**

|  |  |
| --- | --- |
| **Item** | **Details** |
| Scheme of work No |  |
| Source (Isotope) |  |
| Compound |  |
| Activity requested (both units please) | kBq |
| Authorised worker placing order |  |
| Other authorised workers |  |
| Deputed collector |  |
| Contact's ext no |  |
| Name of scheme supervisor |  |
| Signature scheme supervisor |  |
| Date |  |

### 2. Order placement

**LS Finance Office to fill in. Assign unique source no. and send top 3 copies to stores. Pink copy to file.**

|  |  |
| --- | --- |
| **Item** | **Details** |
| Supplier |  |
| Order no |  |
| Order date |  |
| Activity ordered (both units please) | kBq  MBq |
| Signed |  |
| Date |  |

### 3. Delivery detail

**LS Stores to fill in immediately after delivery. Post safety signs on door and inform contact/collector that delivery must be collected.**

|  |  |
| --- | --- |
| **Item** | **Details** |
| Delivery date |  |
| Approximate time |  |
| Advice/Delivery note ref |  |
| Activity - units as shown on advice note | kBq |
| Volume (mls) |  |
| Date on advice note |  |
| Activity - units as shown on container | kBq |
| Date on container |  |
| Signed |  |

### 4. Collection & Storage

**Authorised person to fill in when collecting the radioisotope. They shall confirm the activity (MBq) taken to laboratory.  
Yellow copy to accompany isotope to laboratory. Send  
blue copy to DIRPS, White copy to UIRPO.**

|  |  |
| --- | --- |
| **Item** | **Details** |
| Recorded activity  (both units please) | MBq  kBq |
| Collected by |  |
| Collection date |  |
| Collection time |  |
| Taken to isotope lab No |  |
| Collector's signature |  |
| Collector's name |  |
| Date |  |

**LS Finance Office: transfer all details to pink copy**

**white copy to University Ionising Radiation Protection Officer (UIRPO) (WHSW Office, Room 4SB.5.4)**

**blue copy to LS Department Ionising Radiation Protection Supervisor (DIRPS)**

**yellow copy to laboratory records**

**pink copy to LS Finance Office file.**

**1 microcurie (****Ci) = 37 kilobecquerels (kBq) 1 megabecquerel (MBq) = 27 microcuries (****Ci)**