This document must be read in conjunction with the latest issues of:

Radiation Ordinance (Chapter 303) and its subsidiaries:
Radiation (Control of Irradiating Apparatus) Regulations and
Radiation (Control of Radioactive Substances) Regulations
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RADIATION SAFETY

1. INTRODUCTION

At CityU, radioactive substances and irradiating apparatus are used for teaching and research purposes. These substances and equipment must be handled appropriately to avoid adverse effects to the user, the public and the environment.

Hong Kong SAR legislation requires that the use of radioactive substances and irradiating apparatus be regulated by the Radiation Board of Hong Kong SAR (hereafter referred to as the Radiation Board). The user of a radioactive substance or an irradiating apparatus is required to apply for and hold formal licences issued by the Radiation Board for the import, installation, storage and/or use of radioactive substances and irradiating apparatus. CityU has appointed a University Radiation Protection Officer (URPO), a University Deputy Radiation Protection Officer (UDRPO) while departments involving the use of radioactive substances and/or irradiating apparatus have appointed their own Departmental Radiation Protection Officer (DRPOs) to oversee a comprehensive Radiation Safety Program which includes controls on the purchasing, storage, use and disposal of radioactive substances and irradiating apparatus. Personnel registration and radiation area designation are requirements of the Safety Programme, and regular checks and monitoring are essential elements of the procedures. Guidance on training requirements and medical surveillance are also provided where required.

Failure to comply with the requirements outlined in this programme may not only jeopardize the health of staff and students but may also result in criminal prosecution of the offender.

2. REGISTRATION OF USERS

A staff member or student is authorized to handle radioactive substances or irradiating apparatus provided she or he:

a) is registered with the DRPO and URPO;

b) has attended radiation safety training courses where necessary;**

c) has signed a statement agreeing to comply with the provisions of this document.

Registration forms can be obtained from the Safety and Health Unit of Facilities Management Office (FMO).

* Students attending instructional classes and teaching laboratories do not need to be registered although they must, at all times, follow the laboratory regulations and the directions of their instructor.

Students conducting independent research projects involving the use of radioactive substances or irradiating apparatus must be registered.

** A person who has not yet received training may work under the close supervision of a trained person for a period of up to 3 months.
3. Responsibilies

When authorized to work with radioactive substances or irradiating apparatus, the user becomes directly responsible for:

a) compliance with all regulations governing the use of radioactive substances or of irradiating apparatus in the user's possession.

b) the safe use by other investigators or technicians who work with the radioactive substance or irradiating apparatus under the user's supervision.

c) keeping current working records of the receipt and status of all radioactive substances and irradiating apparatus in the user's possession including use in research, waste disposal, transfer, storage, etc.

At CityU the use of irradiating apparatus and radioactive substances is subject to the:

**Radiation Ordinance (Chapter 303) and its subsidiaries:**

**Radiation (Control of Irradiating Apparatus) Regulations and**

**Radiation (Control of Radioactive Substances) Regulations**

Copies of these publications are available in CityU library and FMO (Facilities Management Office) library.

Principal investigators/supervisors are responsible for establishing safe procedures and obtaining and providing any protective equipment needed in handling radioactive substances or using irradiating apparatus. They must instruct their personnel as to the possible hazards, the safety precautions, waste handling, the consequences of an accident, and the actions to take in case of an accident. It is also their responsibility to assure that users are held accountable for the substances and equipment they work with. In the case of personnel changes occurring (e.g. due to job transfer or termination) users must properly dispose of or transfer all assigned substances or equipment to another responsible party before leaving.

Users are required to know and understand the properties of the substances and the relevant features of the equipment they work with and to follow all precautions applicable to each task. In case of unexpected malfunctioning, damage, or injury, the staff and/or student should act to protect themselves and others in the area. They should also report to the supervisor any unsafe or hazardous condition in the area.

The Safety and Health Unit of the Facilities Management Office (FMO) assists supervisors and users in maintaining safe work areas by providing information on the hazardous properties of substances and equipment, recommending methods for controlling them and monitoring the work environment. In addition, the Unit organizes and/or conducts training on the recognition, evaluation and control of various safety hazards.
4. **PLANNING**

The user must evaluate each task in which radioactive substances or irradiating apparatus are used to determine the associated risk. This evaluation must include a consideration of the properties and reactivity of any chemicals and the siting and safety features of irradiating apparatus. Additionally, for radioactive substances, disposal options and waste minimization techniques should be evaluated in the planning stage. It is essential that all procedures, substances and equipment involved in the proposed work should be reviewed by a knowledgeable person in advance of the operation.

5. **IRRADIATING APPARATUS AND THEIR CONTROL**

Equipment is defined as irradiating apparatus if it emits radiation from an X-ray tube or other sources. And if at a distance of 5 cm from the accessible surface, the dose rate is in excess of 5.0 µSv/hr (0.5 rem/hour), additional room shielding protection is required.

6. **PURCHASING OF RADIOACTIVE SUBSTANCE OR IRRADIATING APPARATUS**

A copy of the purchase request for any radioactive substances or irradiating apparatus must be sent to the DRPO as well as URPO for prior approval BEFORE the purchase request is sent to the Finance Office for processing for procurement.

This must be accompanied by the following information:- user's name and phone number, proposed storage location of the radioactive substances or irradiating apparatus, and proposals for waste disposal arrangements.

The amount of radioactive substances in the work area must be minimized. Never order more than what is actually needed.

Packages for radioactive substances arriving on campus should be initially checked for surface contamination to assure that no leakage has occurred during transit. Any leakage from or damages to the radioactive substance should be handled in accordance with Section 14.

7. **STORAGE OF RADIOACTIVE SUBSTANCE**

Radioactive substances must be stored in lockable metal cabinets or refrigerators at designated locations within a laboratory, or in a designated lockable room for storing radioactive substances. These controlled locations should be protected against unauthorized access. Proper storage of radioactive substances includes providing sufficient shielding to reduce emitted radiation level to the lowest possible (and certainly to below the legally prescribed limits), and preventing the release or spillage of radioactive substance. In particular:

- all storage locations housing β-emitters (eg \(^{32}\)P, \(^{90}\)Sr) should be checked with a gamma survey meter for the production of bremsstrahlung radiation. To reduce such radiation, all β-emitters should be stored in plexiglass containers which are then surrounded by lead sheeting.
storage locations for radioactive substances, such as refrigerators, freezers and hoods, should be labelled with the Caution: Radioactive Substances signs. Storage containers and waste containers also should be labelled with the Caution: Radioactive Substances signs.

8. USE OF RADIOACTIVE SUBSTANCE

At CityU, the use of irradiating apparatus and radioactive substances is subject to the:

   Radiation Ordinance (Chapter 303) and its subsidiaries:
   Radiation (Control of Irradiating Apparatus) Regulations and
   Radiation (Control of Radioactive Substances) Regulations

Copies of these publications are available in CityU library, and FMO (Facilities Management Office) library.

In particular:

- Access to facilities used for the handling of radioactive substances shall be restricted to authorized personnel only.

- Eating, drinking, smoking or storing food in laboratories is prohibited.

- Work involving the use of radioactive substances must be conducted only in designated areas within the laboratory. Cover work surfaces with plastic backed absorbent spill paper, glass or trays in such a way that any spill may be contained.

- Before commencing work a survey meter should be used to verify that shielding is adequate. In particular, work involving β-emitters should be conducted behind plexiglass shields.

- Appropriate protective clothing should be worn (laboratory coat and gloves, etc). However, lead aprons are not recommended; they are heavy to wear and may get contaminated. In particular, lead aprons should not be used for work with β-emitters because they will create bremsstrahlung radiation that might increase the total dose received by the worker unless the apron has sufficient thickness to absorb the bremsstrahlung.

- Rooms, areas within rooms and vessels that contain or store radioactive substances should be labelled appropriately.

- Any work involving volatile radioactive substances, e.g. $^{125}$I and $^3$H$_2$O, and those procedures giving rise to aerosols, e.g. sonicating, homogenizing, should be performed in a radiation standard fume hood. TEDA charcoal filters should be installed in hoods used for iodinations to trap free iodine. Minimum shielding raised from the bottom of the hood should be used to prevent blocking the air flow and negating the effectiveness of the fume hood.
In a sealed source the radioactive substance is encapsulated. If the capsule is defective, some of the radioactive substance may leak. Therefore these sources should be tested upon arrival for leakage by wipe test and thereafter at intervals not greater than twelve months and the test result recorded. The test is done by either wipe testing the source or a surface or substance that has been in contact with the source. The removable contamination limit is set by the Radiation Board.

9. TRANSFER OF RADIOACTIVE SUBSTANCE OR IRRADIATING APPARATUS

The locations designated for housing radioactive substances and irradiating apparatus are specified on their licences issued by the Radiation Board. The Radiation Board has to be notified if the locations are changed. No radioactive substances or irradiating apparatus are to leave the campus without prior authorization from the DRPO, URPO and the Radiation Board.

10. INVENTORY OF RADIOACTIVE SUBSTANCE

An up-to-date inventory of radioactive substances in each department will be maintained by the DRPO.

11. EXPOSURE EVALUATION

The dose limits for radiation workers as well as for the general public are defined by the Radiation Board. It is the policy of CityU to keep radiation exposure to its staff and students to a level as low as reasonably achievable and below the legal requirements of the Hong Kong SAR government.

Personal dosimeters should be used in situations required by the Radiation Board.

The DRPOs will be responsible for issuing and collecting personal dosimeters on specified schedules for analysis. The DRPO will keep a continuing record of all analyses performed. The DRPO will notify the URPO and the corresponding users of any abnormal results.

Any persons performing radioiodinations are responsible for obtaining an iodine uptake evaluation within 2 hours of completing the experiment. This evaluation must be prearranged with the DRPO and adequate notice must be given (at least one week prior to the experiment being performed).

Individuals involved in operations which utilize at any one time, large amounts of an isotope, e.g. more than 3.7 GBq (100mCi) of $^{3}$H in a non-contained form other than metallic foil, are responsible for obtaining a urinalysis performed within 24 hours of a single operation and at weekly intervals for continuing operations. This test must be prearranged with DRPO and adequate notice must be given (at least one week prior to the experiment being performed).
12. SURFACE CONTAMINATION

On a regular basis, e.g., monthly, designated areas for using radioactive substances should be checked for contamination. These checks may be done by wipe-testing the areas as described below and/or by using a hand-held survey meter. Contamination can be removable or non-removable (fixed). Removable contamination is detected by wipe test. Non removable contamination is detected by hand-held survey meters such as GM counter. Records of these tests should be kept. Removable or non-removable contamination should be reported to the DRPO and the URPO.

13. RADIOACTIVE WASTE

All waste contaminated with radioactive substances must be disposed of as radioactive waste. All radioactive liquid wastes, including contaminated rinses of glassware, must be collected as radioactive waste. Depending on the waste categories and the half lives of the involved radioactive substances, appropriate handling procedures should be followed for the radioactive waste. Consult your DRPO for details.

Very low levels of radioactive substances may be discharged into the sanitary sewer system, but only AFTER obtaining approval from your DRPO. A single monthly discharge limit is established to cover all operations for the entire campus. Sewage from the CityU will be monitored by the Environmental Protection Department for illegal discharge of hazardous substances. The DRPO will send records of all discharges on a monthly basis to the Safety and Health Unit of FMO and copy to the URPO for monitoring and records.

Substances with non-dischargeable levels of radioactive substances should be segregated according to isotope and form, and tagged with a radioactive waste label or hazardous waste label where appropriate.

Waste containing toxic chemicals and/or biohazards must be inactivated prior to disposal as radioactive waste; however, these substances may not be autoclaved unless the volatilized radioactivity may be trapped in a filter.

Waste Categories:

Solid Waste
Solid waste should be packed in clear plastic bags. It should not contain pourable liquids or animal carcasses. Needles, Pasteur pipettes and other sharp objects should be placed in a puncture-proof sharps container to protect the waste handler and to prevent piercing the waste bag.

Stock Vials
Radioactive substance stock vials should be placed in a designated container.

Lead Shielding
Any lead pegs and shielding should be separated from their plastic holders and placed in a bucket provided for lead disposal. If not contaminated, the plastic holders may be treated as normal waste once the radioactive symbols have been removed or obliterated. The lead may be recycled. Otherwise, it may be disposed of as chemical waste.
Liquid Waste
Aqueous liquids should have a pH between 6 and 9 and organic liquids should be segregated according to isotope and chemical name.

Liquid waste should be disposed of in plastic bottles. Do not mix chemicals coming from different processes. The chemical names and percentages of all the chemical components, including solvents, should appear on the hazardous waste label.

For radioiodine waste, bottles containing sodium thiosulfate (at 0.1 mol/L final concentration) should be used to bind the free iodine. Shielding may be necessary, pathogenic substances should be inactivated with an appropriate disinfectant solution prior to disposal. (Note: Do not add bleach to substances containing radioactive iodine. This will result in the release of the iodine.)

Liquid Scintillation Vials
Liquid scintillation vials should be segregated by isotope and returned to their boxes or trays for collection. On the hazardous waste label, indicate the brand name of the scintillation cocktail used. This will facilitate segregation of different types of cocktails, e.g. flammable and biodegradable, by waste handlers.

Biological Waste
Solid biological substance includes animal carcasses, solid excreta and wet bedding.

14. SPILL & DECONTAMINATION

In the case of such an emergency, the following procedures are recommended.

- Notify all personnel in the room and ask them to leave the area of the spill.
- Notify the appropriate supervisor.
- Call : Your DRPO
  University Radiation Protection Officer (URPO) :
  Prof Peter Yu at 3442-7812
  Deputy University Radiation Protection Officer (UDRPO) :
  Prof C H Woo at 3442-7848
  Senior Safety and Administration Manager :
  Mr Tony Tung at 3442-6850 (office hours) or ext. 8888 (after hours)
  Radiation Board at pager 7110 3382 call 1912

Attempt to confine the hazard:

a) drop absorbent paper on the spill.
b) if iodine liquid is involved, cover with sodium thiosulfate.
c) if gas or vapour is being emitted, use local exhaust ventilation to prevent the spreading of the substances to other parts of the building.
Personnel decontamination

a) **External contamination**

Remove all suspected contaminated clothing, place in a plastic bag and seal it. Check the skin for contamination with a portable survey meter and/or by wipe tests while washing with a detergent. Do not scrub the skin with a brush as this can generate aerosols.

In particular:

- clean skin contaminated with $^{32}$P with household vinegar.

- in case of contamination with free iodine, apply a paste of sodium iodide to the contaminated area and let this react with the free iodine, then wash the area with a detergent. A dose of 300 mg of saturated solution of potassium iodide is recommended to prevent any thyroid burden. Arrange for an iodine uptake evaluation.

b) **Internal contamination**

Report to the Senior Safety and Administration Manager, your DRPO and the URPO.

Area decontamination

a) Wear gloves and protective clothing. Start at the periphery and work toward the area of highest level of contamination. For surface decontamination, use soap and water and cleaning agents appropriate to the particular radiolabelled compounds and carrier chemicals (dilute HCl, Micro™, Alconox™, CountOff™, Radiacwash™, or other). Do not use scrub brushes which will produce aerosols and spread contamination. Survey continuously. Permit no one to resume work in the area until a survey is made and no contamination is found above background level.

b) In case of free iodine contamination, apply a paste of sodium iodide to the contaminated area and let this react with the free iodine, then wash the area with a detergent. Do not use acids when cleaning a spill containing free radioiodine because the low pH will cause more volatilization of the radioactive substances.

**NOTE:**

All accidents/incidents involving radioactive substances must be immediately reported to the DRPO as well as URPO and an incident analysis report must be completed.
REGISTRATION FORM

FOR USERS OF RADIOACTIVE SUBSTANCE
AND/OR IRRADIATING APPARATUS

1. Staff/student name: ........................................ 4. Telephone number: ........................................
2. Department/Division: ........................................ Fax number: ........................................
3. Post: .......................................................... E-mail address: ........................................
5. Nature/Description of work requiring registration:

                                                                                   ..........................................................
                                                                                   ..........................................................
                                                                                   ..........................................................

6. Location(s) where the above work will be carried out:

                                                                                   ..........................................................
                                                                                   ..........................................................
                                                                                   ..........................................................

7. I have attended the following radiation safety training course(s) (please show dates):

                                                                                   ..........................................................
                                                                                   ..........................................................
                                                                                   ..........................................................

STATEMENT OF COMPLIANCE

I agree to comply with the provisions of Document RP001/CityU RADIATION SAFETY in all work associated with radioactive substance and/or irradiating apparatus.

Signed ................................................................

On completion please return this form to the Departmental Radiation Protection Officer (DRPO) in your department for approval, and then for onward transmission to the Safety and Health Unit of Facilities Management Office (FMO) for records and for arranging for final approval by the University Radiation Protection Officer (URPO). Upon final approval by the URPO, the Safety and Health Unit of FMO will officially notify you and your DRPO. You should not handle radioactive substances or irradiating apparatus before obtaining approval.

Endorsed by ..........................................................  Approved by ..........................................................

   (DRPO)  Prof Peter Yu (URPO)

Date ..........................................................  Date ..........................................................
# Radiation Monitoring Service

**Personal detail of dosimeter user**

<table>
<thead>
<tr>
<th>Name</th>
<th>中文 (in Chinese)</th>
<th>英文 (in English)</th>
<th>姓 (Surname)</th>
<th>名 (Given Name)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sex</th>
<th>Ward (if any)</th>
<th>姓別</th>
<th>工作間 (if applicable)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hong Kong Identity Card Number/Passport Number</th>
<th>(Must fill out this item 必須填寫此項)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>出生日期</th>
<th>Day 日</th>
<th>Month 月</th>
<th>Year 年</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of first employment to radiation work</th>
<th>首次受聘從事輻射工作之日期</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer (Please tick as appropriate)</th>
<th>government 政府</th>
<th>non-government 非政府</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of worker</th>
<th>(e.g. doctor, nurse, radiographer, other, please specify 例如：醫生、護士、放射技師或其他)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Applicable only to personnel who are previously monitored by other service. 此項只適用於過去曾接受其他監測服務的人士填寫。</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cumulative radiation dose received</th>
<th>累積輻射受量</th>
<th>mSv</th>
<th>豪希沃特</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Choice of service</th>
<th>Whole body monitoring</th>
<th>Extremity (finger) monitoring</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature 簽名</th>
<th>Date 日期</th>
</tr>
</thead>
</table>

衛生署放射衛生部
輻射監察服務
香港西灣河太康街二十八號
西灣河健康中心三樓

或電郵至: rhu-rms@dh.gov.hk
或傳真: 28341224

Radiation Monitoring Service
Radiation Health Unit
Department of Health
3/F, Sai Wan Ho Health Centre
28 Tai Hong Street
Sai Wan Ho, Hong Kong

or e-mail to: rhu-rms@dh.gov.hk
or fax: 28341224
To: Radiation Monitoring Service
Radiation Health Unit
Department of Health
3/F., Sai Wan Ho Health Centre
28 Tai Hong Street, Sai Wan Ho,
Hong Kong.

or e-mail to: rhu-rms@dh.gov.hk
or fax: 2834 1224

Radiation Monitoring Service
Deletion of User

In the coming Subscription of Radiation Monitoring Service for 2015/16, the following existing user(s) will not renew their monitoring service from 1st April 2015:

<table>
<thead>
<tr>
<th>Name of user / TLD name</th>
<th>HKID / other ID</th>
<th>Dosimeter Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>用戶名稱 / 劑量計名稱</td>
<td>身份證號碼 / 其他身份证明文件編號</td>
<td>(e.g. whole body or finger)</td>
</tr>
<tr>
<td>劑量計類型</td>
<td>(例如: 全身或手指)</td>
<td></td>
</tr>
</tbody>
</table>

(please attach separate sheets if the space above is insufficient) (如上列空間不足填寫，請夾附資料)

RMS Ref:

RMS P -

Name of Company
公司名稱

Correspondence Address
通訊地址

E-mail Address
電郵地址

Tel. No. 電話號碼

Fax No. 傳真號碼

Signature
簽名

Name (in BLOCK letter)
姓名（請用正楷）

Company seal
公司印鑑

Date
日期
In the coming Subscription of Radiation Monitoring Service for 2015/16, the following present user(s) will be replaced by new user from 1st April 2015:

In the coming Subscription of Radiation Monitoring Service for 2015/16, the following present user(s) will be replaced by new user from 1st April 2015:

<table>
<thead>
<tr>
<th>輔射監察服務</th>
<th>Radiation Monitoring Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>使用者之替換</td>
<td>Replacement of Dosimeter User</td>
</tr>
</tbody>
</table>

(1) 替換工作人員 Replacement of staff

<table>
<thead>
<tr>
<th>替換前之人員 Present staff</th>
<th>替換後之人員 Replaced by</th>
</tr>
</thead>
<tbody>
<tr>
<td>姓名 Name</td>
<td>身份證號碼 / 其他身份證明文件編號 HKID / other ID</td>
</tr>
<tr>
<td>姓名 Name</td>
<td>身份證號碼 / 其他身份證明文件編號 HKID / other ID</td>
</tr>
</tbody>
</table>

請附上每位新工作人員填妥的“熱釋光劑量計使用者資料”表格

Please enclosed a filled "Personal Detail of Dosimeter User" form for each new user.

<table>
<thead>
<tr>
<th>Name of Company</th>
<th></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Correspondence Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tel. No. 電話號碼</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Fax No. 传真號碼</th>
<th></th>
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<table>
<thead>
<tr>
<th>Signature 簽名</th>
<th></th>
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</thead>
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<table>
<thead>
<tr>
<th>Name (in BLOCK letter) 姓名 (請用正楷)</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company seal 公司印鑑</th>
<th>Date 日期</th>
</tr>
</thead>
</table>
STATEMENT OF THE USE OF RADIOACTIVE SUBSTANCES AND/OR IRRADIATING APPARATUS

This form must be completed if you intend to import or use any radioactive substances or irradiating apparatus. You are required to list all of the substances and apparatus as required by this project.

Title of Proposal / Project:  

Name of Principal Investigator (School / Department):  

You may not proceed with this proposal without the confirmation by your Departmental Radiation Protection Officer (DRPO) and the University Radiation Protection Officer (URPO).

Section A
The following radioactive substances (RS) and/or irradiating apparatus (IA) will be used in the proposed research project:

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
<th>Please list for each type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sealed RS (e.g. Cs-137 sealed source)</td>
<td>☐</td>
<td>☐</td>
<td>________________</td>
</tr>
<tr>
<td>2. Unsealed RS (e.g. C-14 unsealed liquid)</td>
<td>☐</td>
<td>☐</td>
<td>________________</td>
</tr>
<tr>
<td>3. Closed beam IA (e.g. XRF fully shielded machine)</td>
<td>☐</td>
<td>☐</td>
<td>________________</td>
</tr>
<tr>
<td>4. Open beam IA (e.g. C-arm X-ray 100kV/10mA)</td>
<td>☐</td>
<td>☐</td>
<td>________________</td>
</tr>
</tbody>
</table>

The purpose of using the radioactive substance/irradiating apparatus is for: ________________

(Note: * delete those that do not apply)

Section B
Please answer the following:

i. You have made available a Radiation Supervised / Controlled Area for the project.
   ☐ Yes. The research activities will be conducted in Room ____________ which is a Radiation Supervised / Controlled Area.
   ☐ No. I / We will convert Room ____________ into a Radiation Supervised / Controlled Area once the proposal is granted.

ii. Relevant RS / IA licence* is available.
   ☐ Yes. The available licence number is __________________________.
   ☐ No. I / We will apply for the relevant licence once the proposal is granted.
   (Note *RS / IA should have separate licences. Existing licence that does not include the new RS / IA to be purchased MUST be updated to include the new RS / IA either BEFORE purchasing the new RS / IA or according to instructions given by the Radiation Board of HKSA.)

   ☐ Yes.
   ☐ No.

iv. You have at least one staff member in your team who is a registered user for using the proposed RS / IA in the University.
   ☐ Yes. His / her name is ______________________ and staff / student number is ____________ .
   ☐ No.

v. You have a clear plan for storage and disposal of RS / IA waste during the project period and after completion of the project.
   ☐ Yes. Please provide detail: ____________________________________________
   ☐ No.

Section C
Declaration of Principal Investigator (PI):

I / We are aware of my / our safety responsibilities as PI(s) spelt out in the University’s Safety Policy.
I / We will ensure that the facilities, safety equipment and procedures are in place to enable the work to be carried out in compliance with the Hong Kong Radiation Ordinance, its subsidiary Regulations, and corresponding licence conditions.
I / We will ensure that everyone carrying out the work is appropriately trained.
I / We will follow and ensure that others follow all relevant standard operating procedures.
I / We will report all near misses and accidents and all symptoms of relevance to what I am / we are working with.
I / We will also report any new conditions that arise, e.g. pregnancy, etc.
I / We will provide supervision and instruction to all personnel working on the project.

Signed: ____________________________ Date: ____________

(Signature of Principal Investigator)

Comments by the DRPO / URPO: ______________

Endorsed by: ____________________________ Date: ____________

(Departmental Radiation Protection Officer)

Endorsed by: ____________________________ Date: ____________

(University Radiation Protection Officer)