# Transport of Radioactive Substances –

# *Request for Services form*

This form is intended to accompany a University purchase order being sent to a 3rd party courier/contractor as part of a radioactive material shipment. The intention is that this form can be used by both parties to agree the terms of the contract, i.e. who is carrying out and preparing what? This will hopefully help compliance and minimise the risk of mis-communication and/or assumption errors affecting University shipments.

The form can also be used as a ‘checklist’ for those preparing packages for transport to ensure they have ‘covered’ everything with respect to compliance.

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| **General Information:** | |
| Purchase Order number: |  |
| Name of staff member or researcher sending consignment: |  |
| Name of company providing service: |  |
| Are they on the University’s recommended carrier list? | YES  NO |
| Contact name, email and telephone number of company providing service: |  |

| **Shipment information:** | |
| --- | --- |
| Radionuclide: |  |
| Activity at time of transport: |  |
| Physical form: | Solid  Liquid  gas Other (specify): |
| Dimensions of package: |  |
| Mode(s) of Transport: | Road  Air  Other |
| Consignor (from) address: |  |
| Consignee (from) address: |  |

Use the table below to record who is carrying out each task. Note, just because a task falls under the responsibility of the consignor, there is no reason why it can’t be carried out by the contracted carrier/courier/etc. For example, it is the responsibility of the consignor to mark and label the package but the carrier may offer to do this as part of their service. If there are other tasks which have not been listed, and you want include these in the agreement with the contractor, record these at the end of the form.

| **Task** | **University** | **Contractor** | **N/A** |
| --- | --- | --- | --- |
| 1. **Who is classifying the package?**   *i.e. who is determining the package type needed based on the radionuclide, the activity and the dose rate?* |  |  |  |
| 1. **Who is checking if there are any sub-risks of the material that may need addressed?** |  |  |  |
| 1. **Who is choosing which package to use to transport the material?** |  |  |  |
| 1. **Who is physically packing the material into its transport package?** |  |  |  |
| 1. **Who is ensuring absorbent material is used for liquids being transported?** |  |  |  |
| 1. **If there is any shielding required to meet the package dose rate limits who is providing the shielding and checking there is enough?** |  |  |  |
| 1. **Who is checking the dose rate & contamination levels on the package prior to shipment?** |  |  |  |
| 1. **Who is marking the package for consignment?** |  |  |  |
| 1. **Who is labelling the package for consignment?** |  |  |  |
| 1. **If there is an Air Transport Excepted Package label required; who is putting this on the outside of the package?** |  |  |  |
| 1. **Who is preparing and completing the Transport Document?** |  |  |  |
| 1. **For transport by Air, who is transferring the information on the Transport Document to the Air Waybill?** |  |  |  |
| 1. **For transport by Air, who is signing the Air Waybill?** |  |  |  |
| 1. **For transport by Air, who is checking state and operator variations for the proposed movement?** |  |  |  |
| 1. **Who is drawing up contingency plans for reasonably foreseeable radiation accidents?** |  |  |  |
| 1. **Who is preparing the Instructions in Writing and providing them to the drivers in a language understood by all of the vehicle crew?** |  |  |  |
| 1. **Who is checking that the package has been loaded and stowed correctly in its conveyance?** |  |  |  |
| **Record any other compliance questions below...** | | | |
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