Proposed Scheme of Work with UNSEALED RADIONUCLIDES

PROPOSER SECTION

First Name: _____ **Surname:** _____

Institute/Unit:[1] _____ **Location of work:**[2] _____

Name of RPS:[3] _____ **Email:** _____

Name of ARS:[4] _____ **Name of PI:**[5] _____

DETAILS OF PROPOSED EXPERIMENT/PROCEDURE

Nuclide[6]	Max. Activity Handled[7]	Max. Activity Concentration[8]	Compound

Brief outline of proposed use:[9] _____

Will there be radioactivity in a particulate, aerosol or gaseous form?[10] _____

Why do you need to use radioactivity?[11] _____

Do any of the University Generic Radiation Risk Assessments apply to this work?[12]

YES ☐ NO ☐ If YES, what number is it? _____

Have you read the relevant Local Rules?[13] YES ☐ New Local Rules Required ☐

What categories of waste will arise? (*tick all that apply*)

Solid combustible ☐ Liquid to drains ☐ Non-aqueous miscible liquid ☐

Airborne ☐ None ☐ Other ☐ _____

Is there an existing estimate of the waste fractions for this experiment?[14]

YES ☐ NO ☐ N/A ☐ If YES please specify the existing scheme _____

All of the following Codes of Practice (http://www.ed.ac.uk/health-safety/radiation-protection/policy-guidance/codes-of-practice) should be reviewed before proceeding with any work:

RP CoP003	Contamination Monitoring Procedures in Research Laboratories
RP CoP004	Protocol for Determining the Relative Fractions of Waste Activity Arising from Experimental Work with Unsealed Radioactive Material
RP CoP005	Accounting for Radioactive Sources

1 Curie (Ci) = 3.7×10^{10} Bq

RP CoP006	Working with Unsealed Radioactive Materials
RP CoP009	Waste Disposal
RP CoP010	Accounting Procedures for Unsealed Radioactive Material
RP CoP011	Controlled and Supervised Areas
RP CoP012	The University's Organisation and Arrangements for Compliance with the Conditions of its Radioactive Substances Act Certificates of Registration and Authorisation
RP CoP017	Transport of Radioactive Materials

PROPOSER DECLARATION

I declare that I will seek instruction from my RPS on the methods of working, monitoring and keeping records ☐
I declare the information above is accurate and the activities stated will not be exceeded ☐
I declare that I will read all Codes of Practice recommended by the University RPU ☐
I understand that any changes in the details of the scheme will require further authorisation ☐

Signed: _____ **Role:**[15] _____

Date: _____

RADIATION PROTECTION SUPERVISOR USE ONLY

Tick the relevant box if the activity limits of the existing Permits would be exceeded by this proposal.

Holdings ☐ Disposals ☐ Not Applicable ☐

I certify that the above proposal is satisfactory to the unit ☐
I certify that the proposer has satisfied the basic training requirements of the University[16] ☐

Signed: _____ **Position:** _____

Date: _____

RADIATION PROTECTION UNIT USE ONLY

This scheme:
Has been approved without further conditions ☐
Has been approved with additional conditions (see below) ☐
Has **NOT** been approved ☐

The following personal monitoring is required:

Whole body dosimeter	☐	Extremity dosimeter	☐
Urine monitoring	☐	Thyroid monitoring	☐
Eye dosimeter	☐	Other	☐ _____

No personal monitoring is required ☐

Signed: _____ **Position:** _____

Date: _____

Proposed Scheme of Work with UNSEALED RADIONUCLIDES - Guidance

Anyone wishing to work with radiation or radioactivity within the University of Edinburgh must complete a Proposed Scheme of Work form. This is intended to ensure that the work can be undertaken in relative safety and in compliance with specific radiation safety legislation. It comprises part (or in some cases the whole) of the prior risk assessment for the proposed work, the other part being the University's generic radiation risk assessment identified on the form. The local Radiation Protection Supervisor (RPS) and the University Radiation Protection Adviser (RPA) must countersign the form before work can commence.

On completion, the form must be handed to the RPS for signature. He/she will send it to the RPA who will approve it and return it with any comments. The RPS will return a copy to the proposer.

1. This should be the name of the relevant research unit, group or institute. Do not enter merely the name of the University College or School.
2. Please indicate where the work with the radioactive material will be occurring (not office location).
3. Radiation Protection Supervisor
4. Area Radiation Supervisor
5. If you have a Principal Investigator please put their name here.
6. More than one isotope or experimental procedure can be put onto the one form, provided they are similar in application.
7. This should be the maximum activity handled at any time during the procedure. In many cases, this would be the stock solution. Please include the unit.
8. This need only be completed for liquids. It is the activity per unit of volume of liquid (known as the volume specific activity). Report the maximum likely to be handled during the experimental procedure, which in many cases will be the stock solution. Please include the unit.
9. Please outline the nature of the handling of the radionuclide(s) rather than the reason for the experiment. Mention if there is expected to be any in vivo work, and if so, what type of body.
10. This may increase the risk, and is unlikely to be covered by one of the generic radiation risk assessments. Consider not only the initial reactants, but also possible by-products of the reactions in the experiment.
11. Explain why radioactivity needs to be used in preference to any alternative.
12. If there are no generic risk assessments that apply (http://www.ed.ac.uk/health-safety/radiation-protection/tools-forms/tools), a specific risk assessment will have to be written. The University Radiation Protection Unit may be able to help with this.
13. Local rules are normally available via your RPS. If there are no Local Rules please get in touch with your RPS for advice.
14. For new waste estimates in SBS please send a copy to your RPS. For other schools please get in touch with your RPS for advice. Note: the N/A option is only to be used by those transporting radioactive materials.
15. For example, research fellow or postgraduate student. We need to know whether you are postgraduate or undergraduate.
16. You must have attended a basic radiation training course. If this was not through the UoE then you must attend the UoE Radiation Regulation lecture as soon as possible.

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