

Princeton University: Environmental Health & Safety

REQUEST TO INACTIVATE RADIOISOTOPE AUTHORIZATION

Date

Authorized User	Department	Phone
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A. I do not plan to use radioactive materials for at least a year. I am requesting that all authorization numbers issued to me be inactivated (list your authorizations in Table A and indicate the disposition of any materials used under each authorization).

Table A. Radioisotope Authorizations to be inactivated:

Isotope	Authorization Number	Approximate Date of Last Use	Disposition
			No materials were ordered or used under this authorization
			Materials are in secure storage
			Disposed of as waste and removed from lab
			Transferred to:
			No materials were ordered or used under this authorization
			Materials are in secure storage
			Disposed of as waste and removed from lab
			Transferred to:
			No materials were ordered or used under this authorization
			Materials are in secure storage
			Disposed of as waste and removed from lab
			Transferred to:
			No materials were ordered or used under this authorization
			Materials are in secure storage
			Disposed of as waste and removed from lab
			Transferred to:
			No materials were ordered or used under this authorization
			Materials are in secure storage
			Disposed of as waste and removed from lab
			Transferred to:

B. If you possess an inventory of any radioactive materials, list the amount and storage location in Table B (see the reverse side of this form for Table B).

Certification: I certify that Table A accurately describes the disposition of radioactive materials possessed or used under my authorizations, and Table B accurately describes the inventory and storage location for any remaining radioactive materials. While my authorizations are inactivated, no radioisotope use will take place under these authorizations.

Authorized User's Signature	Date
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Table B. Inventory of Radioactive Materials

Isotope	Inventory (mCi)	Storage Location	Comments

For EHS Use Only:

	Is a closeout survey required?
	Modify Inventory Database
	Dosimetry to be canceled?
	Modify Location of Use Spreadsheet
	Remove signage and postings?
	E-mail notification to EHS staff
	Chemistry: notification to Chair

EHS Comments:

This inactivation is approved by _____ Date _____
Radiation Safety Officer's Signature