

Old Dominion University
Radiation Safety Committee

RSO-4 Application for the Possession and Use of Radiation Producing Machines

Directions: This application is to be completed by approved Authorized Users or those persons applying for Authorized User status (RSO-3). Complete the form, sign, and send to the Radiation Safety Officer (Environmental Health and Safety Office, Spong Hall 2501). Upon review by the Radiation Safety Committee, the applicant will be notified of approval or the need for more information. This authorization to possess and use radiation producing equipment expires two years from the date of approval.

Applicant					
Department			Date		
Office Building		Room		Phone	
Location of Proposed Use:					
Lab Building		Room		Phone	
Application Type:					
New		Renewal		Amendment	
Radiation Producing Equipment:					
Machine Type	X-Ray (Analytical)	X-Ray (Medical)		X-Ray (Dental)	Other
Manufacturer		Model No.		Serial No.	
Number of Tubes		Maximum Potential (kVP)		Maximum Current (mA)	
Type of Beam		Open		Closed	
Is equipment portable?		Yes		No	
Last Inspection Date:				Name of Inspector:	
Has the device been registered with the Virginia Department of Health?		Yes	No	VDH Registration #	

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Description (Provide a thorough description of the radiation producing equipment. Include safety and operating procedures. Attach additional pages if necessary.)		
Attach a description of the use protocol involving the radiation producing machine.		
Will humans be used in proposed protocol?	Yes	No
Will animals be used in proposed protocol	Yes	No
Facilities (Attach a floor plan of areas where radiation producing equipment will be used. Describe primary and secondary shielding, and/or protective barriers, if applicable. Include adjacent areas where individuals may be present during operation of equipment, including spaces above or below. Include room numbers.)		
Security (Describe security measures designed to prevent unauthorized persons from operating the radiation producing equipment).		

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Radiation Safety: Describe the warning devices such as lights or audible alarms that indicate when the machine is producing radiation. Also, describe safety features (such as interlocks) that are included in the radiation producing device.

Training: Describe the minimum training that operators and associated personnel must have to operate the machine.

Personnel: (List all persons who will use the machine. Radiation Safety Officer shall be notified of changes in personnel)

Principal User:

Others:

Instrumentation: Describe any radiation detection instrumentation you plan to employ during machine usage. Include a description of how surveys will be performed and/or documented.

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Certification: *The signature below affirms that the applicant has read and will comply with the rules, regulations, and procedures of Old Dominion University's Radiation Safety Program. The applicant accepts responsibility for maintaining current knowledge of those rules, regulations, and procedures, including responsibility for the actions of persons working under his/her authorization. Any changes to the information in this application will be reported to the Radiation Safety Officer in a timely manner.*

Signature		Date	
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Radiation Safety Committee Use Only	
Approval / RSO	
Approval / Chair	
Approval / Member	
Approval / Member	
Approval / Member	
Approval / Member	
Date Application Approved	
Dosimetry Required	
Conditions of Application	