



## **PROTOCOL FOR PERMIT TERMINATION**

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### **Required from the Permit Holder:**

- 1) An email/memo to the Radiation Safety Officer stating intent to discontinue the isotope licence.
- 2) Complete set of wipe tests for all laboratories listed on the permit.
- 3) Record of proper disposal of isotope on hand including old sources and waste (one may transfer isotope to another researcher that is licensed for that nuclide).
- 4) Completion of an annual inventory by logging into the online purchasing system
- 5) All isotope purchase, usage, disposal and contamination control records must be turned over to the Radiation Safety Office.

Following the completion of the above steps, the **Radiation Safety Office** will remove all signs. Thereafter, a letter will be issued to the researcher stating that the licence is no longer active. ***Permit Termination is not complete until verification by the Radiation Safety Office.***

## **LICENCE RE-ACTIVATION**

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If the researcher wishes to use isotopes again, they need simply to reapply for a licence through RISE

**\*Note: The permit holder is responsible for ensuring that the termination steps are followed. If the licensee fails to do this, the Radiation Safety Office will complete the steps on their behalf at the expense of the permit holder's department. The fee for this service is \$2000 per diem.**