**Instructions for Obtaining Authorization to Use Radioactive Material**

The use of radioactive material at all Penn State University locations, other than the Hershey Medical Center and Hershey College of Medicine, requires approval of the University Isotopes Committee (UIC). University faculty and staff members must request such approval by completing a Request for Authorization to Use Radioactive Material form. The form, in Word document format, can be downloaded from the Environmental Health and Safety (EHS) website at https://ehs.psu.edu/radioactive-materials/forms or the Office of Research Protection website at <https://www.research.psu.edu/uic/applications> for completion. It is strongly recommended contacting EHS or ORP staff for assistance prior to your initial application. It will usually save time if the applicant discusses the request with EHS staff before the request form is filled out. Once the application is complete, it should be submitted electronically to the ORP at ORP-Isotope@psu.edu. The form should be submitted in Microsoft Word document format or in Rich Text Format (rtf) as an attachment from the Principal Investigator’s Penn State Email account. If the application cannot be transmitted electronically then mail it to: **The Office for Research Protections (ORP), The 330 Building, Suite 205, University Park, PA 16802.** ORP will review the request and distribute copies to the University Isotopes Committee members for review.

Penn State owns two licenses for the possession and use of radioactive materials: one is the broadscope license issued by the Pennsylvania Department of Environmental Protection (PA, DEP) for by-product materials (Radioactive materials produced in a nuclear reactor or by a particle accelerator) and source materials (U and Th); the other is the special nuclear material license issued by the Nuclear Regulatory Commission for special nuclear materials (Pu, 233U, and enriched 235U). Persons using radioactive material are responsible for compliance with the license conditions, federal and state regulations pertaining to radioactive material, and the Rules and Procedures for the Use of Radioactive Material at The Pennsylvania State University. The latter document is available and can be downloaded from the EHS website at <https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines>. **It is the authorized user's responsibility to ensure that all individuals using radioactive material under his/her authorization are properly trained and aware of the regulations. See Penn State Policy SY-14 Use of Radioactive Materials.**

Detailed instructions on how to fill out the request form are described at the beginning of each section of the request form. Please leave items in the header as blank for ORP use. Follow the instructions to complete each section and put your name and date at the end of the application. If this is your first request at Penn State, you must also complete the last section of the form: Required Training and Experience Information for First Time Applicants. Feel free to contact the Radiation Safety Officer at 814-865-6391 if you have any questions.