**RADIOACTIVE MATERIALS PERMIT AMENDMENT**

**INACTIVE STATUS OR TERMINATION**

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| **Name of Authorized User** | **Permit (License) Number** | |
|  |  | |
| **Check the box for the requested change in permit status** | **Inactive** | **Termination** |
|  |  |

**Requirements for Inactive Status or Termination of Permits**

* Any dispersible radioactive materials in inventory must be appropriately transferred or picked up by Radiation Safety for disposal.
* All radioactive waste must be properly packaged and picked up by Radiation Safety for disposal.
* Any pending paperwork, such as radiological surveys or sewer disposal records must be completed.
* The ability to procure radioactive materials via the B Number system will be discontinued during inactive status and cancelled when permits are terminated.
* Inactive permits may be reinstated upon receipt by Radiation Safety of a written request from the Authorized User, if personnel training qualifications and other standard requirements are met.
* Permit termination requires the transfer or close-out of authorized use locations by the Radiation Safety staff. A close-out requires the satisfactory completion of a radiological survey by a representative from Radiation Safety, at which time all radioactive material postings will be removed and the location may be released for unrestricted use.

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| **Authorized User**  **Signature: Date:** |

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| ***↓ Radiation Safety Use Only Below This Line ↓*** |

**Permit Number: Date Received:**

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| **RSO Recommendation** |  | Approve Amendment |
|  | Approve Amendment pending resolution of conditions noted below |
|  | Do not approve due to conditions noted below |
| **Comments:** | | |
| **Radiation Safety Officer**  **Signature: Date:** | | |