Obtaining A Permit/Sub-permit:

The following chart describes the classifications of people working with radiation at the University of South Alabama.

<table>
<thead>
<tr>
<th>Permit Holders</th>
<th>Conditional Permit Holders</th>
<th>Sub-permit Holders</th>
<th>Conditional Sub-permit Holders</th>
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<tbody>
<tr>
<td>Radioactive Materials Permit Holders are the primary investigators (PI) that have fulfilled all the requirements imposed by law and university policy to work with radiation. They are issued a permit naming the specific radionuclide(s) and possession limit(s) allowed by the permit. As their needs change according to new research or practice, the permit may be amended to meet those needs. Changes or amendments are applied for by the PI and considered / granted by the Radiation Safety Committee.</td>
<td>Conditional Permit Holders are the same as Permit Holders except they are not able to provide documentation that they have six months experience working with radionuclides. The law requires them to work with a Permit Holder for six months to gain the experience. After the completion of six months competent experience, the “sponsor” Permit Holder writes a letter to that effect to the Radiation Safety Committee. The committee considers and hopefully approval is granted so the conditional permit upgrades to a regular permit.</td>
<td>Radioactive Materials Sub-permit Holders are the technologists that do hands on work in the lab with radioactive materials (RAM). Like the Permit holders, they must fulfill the same requirements and take the test. They work in the PI’s lab under the PI’s permit to use RAM.</td>
<td>Radioactive Materials Conditional Sub-permit Holders are the same as a regular Sub-permit Holder except they are unable to provide documentation that they have six months experience working with radionuclides. The law requires them to work with a Permit or Sub-permit Holder for six months to gain competent experience in working with RAM. After six months, a letter by the Permit Holder is needed to attest to the Conditional Sub-permit Holder’s completion of the six months experience and that the competence level is high enough to work with RAM unattended in the lab.</td>
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The first step toward working with radiation at the University of South Alabama is to meet with the Radiation Safety Officer (RSO), successfully complete the Radiation Safety Test and provide proof of radionuclide work experience elsewhere. Acceptable “proof” is documentation or a letter from a previous employer or school. This letter must include the name and address of the institution, isotopes involved, and the number of years permitted.

Next, the applicant must complete the personal data form, “Notice to Employees” form (if requiring a radiation badge), and a records release form. In addition, the permit holder must also complete the appropriate application form for the research proposed (i.e.- non-human use, human use, medical use, non-medical use, etc.).