

Environmental, Health & Safety

New Mexico State University

MSC 3578, Box 30001

Las Cruces, NM 88003-8001

**RADIATION PERMIT MODIFICATION FORM**

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| **Instructions: Fill out the appropriate section(s) of the form and send the signed form and any supplemental information via campus mail to EH&S, MSC 3578 or scan the signed form and e-mail it to** [**dschoep@nmsu.edu**](mailto:dschoep@nmsu.edu) **.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Permit Holder Name: |  |  | Permit Number: |  |
|  | | | | |
| Signature: |  |  | Submission Date: |  |

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| **Changes / Modifications to an Existing Permit** | | | | |
| **To add or remove an authorized worker from an existing URSC Permit**, please use the **Radiation, X-RAY or Nuclear Gauge Worker Change Form** otherwise check the appropriate box/boxes listed below. | | | | |
|  | Add New Laboratory to Permit: | | |  |
|  | *[RSO inspection is required]* | | | (Building Name / Room Number) |
|  | Remove a Laboratory from Permit: | | |  |
|  | *[RSO inspection is required]* | | | (Building Name / Room Number) |
|  |  | | | |
| **Change in the Status of an Existing Permit** | | | | |
|  | Change Permit Holder: | | |  |
|  | | New Permit Holder Name: | |  |
|  |  | | | (New permit holder must submit a new RAM Use Application) |
|  | Temporarily Inactivate Permit (i.e. sabbaticals, not using RAM for an extended period of time): | | | |
|  | | To place a permit on “Inactive” status the following conditions must be met: | | |
|  | | 1. Permit Holder has no radioactive material in inventory, storage or waste | | |
|  | | 1. After Condition 1 has been met; the RSO has conducted a laboratory contamination survey or has a recent laboratory survey on file. | | |
|  | | | | |
|  | Terminate Permit: *Permitted laboratories must be inspected, decommissioned and certified as “clean” by the RSO before the permit can be terminated.* | | | |
|  | |  | Terminate only activities using radioactive material or radioactive devices | |
|  | |  | Terminate all laboratory activities: (Follow [EH&S Procedure for Decommissioning of Laboratories](http://hr.nmsu.edu/safety/wp-content/uploads/sites/72/2015/03/NMSU2014_LabDecomProcFrm.pdf)*)* | |
|  | | | | |
|  | Other: Permit change / modification not listed | | | |

Substantial change(s) to the University Radiation Safety Committee (URSC) approved application (change to approved scope of work, addition of new isotopes or radiation producing devices) may require URSC approval. Please contact the RSO and send a brief description of the modification. The type of documentation and level of review needed by the URSC varies depending on the type and complexity of the requested modification. The RSO will contact the appropriate URSC member(s) and they will conduct a preliminary review. The goal of the preliminary review is to determine the type of formal documentation and level of URSC review that will be needed to evaluate the request.