

**REGISTRATION OF DESIGNATED RADIATION EQUIPMENT PROCEDURE**

**The Principal Investigator responsible for the designated radiation equipment shall ensure that this procedure is followed.**

1. Complete and sign the ***Application for Registration of Designated Radiation Equipment* form**. In section D, record the name of the Principal Investigator and research facility in the “Name” field - e.g. Dr. XX (Optogenetics Lab).
2. Complete the Equipment Specifications form (attached).
3. Include a copy of the hazard assessment and Standard Operating Procedures for using the equipment. Contact safety.services@uleth.ca if assistance with this is required.
4. Send the completed documents above to safety.services@uleth.ca.
5. The Radiation Safety Officer will arrange the inspection with the applicant and the authorized inspection agency.
6. Inspection and registration fees are the responsibility of the department or the Principal Investigator. **Registration fees** are as follows:
* $200.00 **Plus GST** registration fee for each unit.
* The Certificate of Registration is now on a **four year cycle** for equipment registered after September 1, 2016.
* There is an **$80.00 plus GST Administration Fee charged once every four years**. (not per piece of equipment).
* There is an **$80.00 plus GST Administration fee charged if equipment is relocated within the first two years** of the four year registration cycle. (The AASP Registry must be notified; an inspection is required; a new certificate of registration will be issued with the original expiration date.)
* A **FOAP** will be required for payment of inspection and registration fees.

**Inspection fees** vary dependent upon the inspection agency and if travel costs are required.

1. A compliance verification report from the agency performing the inspection will be sent to the Radiation Safety Officer and the Alberta Radiation Health Registry. The applicant will be required to complete all recommended actions in order for the registration certificate to be issued.

**Note: Applications must be submitted at least 30 days prior to the date of anticipated equipment operation.**

**Equipment Specifications**

Manufacturer       Model Number

Serial Number       Manufacture Date

Building       Room Number

|  |
| --- |
| **A. Laser** **(**Please provide information for all laser wavelengths used.) |
|  |  |  |  |  |  |  |  |  |
| [ ]  | gas |       | [ ]  | solid state |       | [ ]  | other (specify) |       |
|  |  |  |  |  |  |  |  |  |
| Laser eyewear:Optical Density |       |  |  | Wavelength (nm) |       |  |
| Beam diameter (at 1/e2 pts) |       | cm |  | Output power: |       | watts |
| Beam divergence: |       | mrad |  | Ppower density: |       | watts/cm2 |
| Wavelength: |       | nm |  | Pulse energy: |       | joules |
| Focal length (lens): |       | cm |  | Single pulse duration: |       | usec |
| Numerical aperture (fibre) |       |  |  | Pulse repetition |       | hertz |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. X-ray Equipment** |  |  |  |
| mA per irradiation: |  | kVp per irradiation: |  |
| Time per irradiation (sec) |  | Irradiations/week: |  |
|  |  |  |  |

**Hazard Assessment and Standard Operating Procedures**

Attach the hazard assessment and standard operating procedures for use of designated laser or x-ray equipment.

**Signatures & FOAP**

 **Applicant Signature DATE**

 **Department Head Signature DATE**

 **Dean (or designate) Signature DATE**

**FUND       ORGANIZATION       ACCOUNT       PROGRAM       LOCATION**