Request for approval to dispose of a source

**INFORMATION PAGE**

PLEASE READ THE FOLLOWING CAREFULLY:

1. Applicants are advised to refer to [**Regulatory guide: Disposal of sources**](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-guides/regulatory-guide-transfer-or-disposal-sources) when completing this form.
2. For the purposes of this form the term ‘source’ is used collectively to mean controlled apparatus and controlled material (both sealed and unsealed).
3. A ’security enhanced source’ means a radioactive source or aggregation of sources assigned the Category 1, 2 or 3 when using the methodology set out in Schedule B of [RPS 11](https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rps11).
4. Prior approval is **NOT** required for a source **temporarily** sent to a service agent for repair or maintenance. However, it is the responsibility of the licence holder to ensure that the service agent has had appropriate training in radiation safety and training with respect to such activities as per the standard condition on all source licences.
5. Prior approval is **NOT** required to dispose of Group 1 controlled apparatus by returning it to the supplier provided it does not contain controlled material.
6. Prior approval is **NOT** required to dispose of Group 1 controlled apparatus by rendering it permanently inoperable provided it does not contain controlled material.
7. Prior approval is **NOT** required to transfer sources **between** ARPANSA licence holders provided the entity receiving the source is authorised to deal with it. The transfer must be reported to theCEO of ARPANSA within 7 days using a[Source Transfer Notice](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-forms#8). This does NOT apply to ‘security enhanced sources’ as ALL transfers must have prior approval.
8. Applicants should consider their obligations under the following codes:

* [Code of Practice for the Safe Transport of Radioactive Material (RPS C-2)](https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rpsc-2)
* [Code for Disposal of Radioactive Waste by the User (RPS C-6)](https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rpsc-6)

1. Records of all disposals must be maintained and provided to ARPANSA as required.
2. This page may be removed before lodging the request for approval.

#### Use this form to seek approval from the CEO of ARPANSA to:

1. **Dispose of controlled apparatus by rendering it permanently inoperable**
2. **Dispose of a source by transfer to a person/organisation outside of ARPANSA’s jurisdiction**
3. **Dispose of a ‘security enhanced source’ by transfer to another ARPANSA licence holder**

Request for approval to dispose of a source

Section 65 of the Australian Radiation Protection & Nuclear Safety Regulations

Code of Practice for the Security of Radioactive Sources (RPS 11)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant information | | | | | | | | |
| Licence holder | | |  | | | | | |
| Licence number | | |  | | | | | |
| Name and position of person making the request | | |  | | | | | |
| Date of application | | |  | | | | | |
| Controlled apparatus | | | | | | | | |
| Type of apparatus | Description | | | | Serial no. | | Item no. in SIW | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
|  |  | | | |  | |  | |
| Controlled material | | | | | | | | |
| Type of material | Security category | Radionuclide | | Physical form | Activity  kBq / MBq / GBq / TBq | Serial no. | | Item no. in SIW |
|  |  |  | |  |  |  | |  |
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NOTE: One form may be used for multiple items only where the method of disposal and disposal pathway are the same. \*\*Additional rows may be added as required.

Indicate what you are seeking approval for:

Dispose of controlled apparatus by rendering it permanently inoperable -> complete Part A

Transfer a source to a person/organisation outside of ARPANSA’s jurisdiction -> complete Part B

Transfer a security enhanced source to another ARPANSA licence holder -> complete Part C

## PART A. Disposal of controlled apparatus by rendering it permanently inoperable

Please provide the following information (excludes Group 1 apparatus as per page 1):

|  |  |
| --- | --- |
| How the apparatus will be rendered permanently inoperable – see [Regulatory Guide](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-guides/regulatory-guide-transfer-or-disposal-sources): Disposal of sources for more information |  |
| How the apparatus will be physically disposed of and its final destination |  |

## PART B. Transfer a source to a person/organisation outside ARPANSA’s jurisdiction

Please provide the following information (excludes certain Group 1 apparatus – see page 1):

|  |  |
| --- | --- |
| Recipient’s information | |
| Name and address of the person or organisation receiving the source |  |
| Relevant authorisations issued to the person or organisation receiving the source (e.g. licence and/or permit number and name of issuing authority)  Note: Some non-ionising apparatus is not regulated in other jurisdictions |  |
| Additional information about controlled material | |
| Disposal pathway and final destination |  |
| How will receipt of the controlled material at the final destination be confirmed and recorded? |  |
| Transport arrangements as per RPS C-2 (if applicable) |  |
| Endorsed transport security plan | YES  NO  N/A |
| Disposal of radioactive material as per RPS C-6 (if applicable) |  |
| Agent or contractor details if relevant | |
| * Name and address * Relevant authorisations (e.g. licence and/or permit number and name of issuing Authority)   Note: Authorisation may be required for transport or disposal in some jurisdictions |  |

**PART C. Transfer a security enhanced source to another ARPANSA licence holder**

Please provide the following information:

|  |  |
| --- | --- |
| Recipient’s information | |
| Name and address of licence holder receiving the source |  |
| Licence number |  |
| Transport information | |
| Endorsed transport security plan | YES  NO |

|  |
| --- |
| **FOR ARPANSA USE ONLY**  Application No:  Approved  Denied  <Signature> Date: Click or tap to enter a date  <Name>  Senior Regulatory Officer |