Source Transfer Notice

This form must be used to notify the CEO of ARPANSA about the transfer of controlled apparatus or controlled material **within Commonwealth jurisdiction**. This form must be received by ARPANSA within 7 days of the transfer.

**Note:** Transfer of sources **out of Commonwealth jurisdiction** requires **prior approval** from the CEO of ARPANSA. Licence holders seeking such approval should use the [Request for approval to dispose of a source](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-forms) form.

**Note:** Transfer of **security category 1, 2 or 3** sources to any jurisdiction1 requires **prior approval** from the CEO of ARPANSA. Licence holders seeking such approval should use the relevant sections of the [Request for approval to dispose of a source.](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-forms)

|  |  |
| --- | --- |
| Licence holder details | |
| Licence holder transferring the source |  |
| Licence number |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Controlled material (source) details | | | | | | | |
| RAD source No. |  | Group no.² |  | Item no.² |  | Serial no. |  |
| Radionuclide |  | Activity |  | Model |  | Sealed/unsealed |  |
| **Controlled apparatus (source) details** | | | | | | | |
| Model type |  | kVp |  | Serial no. |  | | |
| Model no. |  | mA |  | Make |  | | |
| Manufacturer |  | | | Other information | |  | |

|  |  |
| --- | --- |
| Transfer details | |
| Date of transfer |  |
| Organisation receiving the source |  |
| Licence number of licence holder receiving the source |  |
| New location of the source |  |
| Any other relevant information |  |
| Name and position of person authorised to provide this information |  |
| Date of notice |  |

Send completed form to [licenceadmin@arpansa.gov.au](mailto:licenceadmin@arpansa.gov.au) with subject: **Source Transfer Notice followed by your source or facility licence number**.

If you require assistance, please contact your assigned Regulatory Officer or call (02) 9541 8330. The resulting amendment to the source inventory should be noted in your next quarterly or six-monthly report³.

1 Refer to [RPS 11 Code of Practice for the Security of Radioactive Sources](http://www.arpansa.gov.au/Publications/codes/rps11.cfm) (applies only to sealed sources)

² Refer to [Group and Item of controlled apparatus or controlled material as set out in Part 1 section 4 of the Regulations.](https://www.legislation.gov.au/F2018L01694/latest/versions)

³ Check your current licence for your reporting requirements