This checklist is for use by the Radiation Safety Office to facilitate and track compliance with the radiation safety requirements during the authorization process.

**Documentation/Requirements – check applicable documents:**

- Authorization updated and current to reflect personnel, isotopes, use/storage locations
- Protocol for each isotope listed on authorization
- Hazard Index for each isotope listed on authorization
- Accountability/receiving record for each isotope listed on current authorization
- Copy of authorization request form and amendment request form available
- Radioactive material inventory system updated
- Dosimetry required
- Lab equipped with proper contamination survey instrument

**Comments:**