 **Radiation Control**   
 Private Bag X62 Enquiries: Admin

**RN525i**

BELLVILLE 🕿: 021-957 7472 / 021-015 5511

7535 Email: [radionuclides@sahpra.org.za](mailto:radionuclides@sahpra.org.za)

**APPLICATION FOR AUTHORITY TO   
DISPOSE OF (DISCARD) SEALED RADIOACTIVE MATERIAL**IN TERMS OF SECTION 3A OF THE HAZARDOUS SUBSTANCES ACT 15 OF 1973

Please quote your file number   
 in all correspondence ⇨

**File no.: Authority no: x x / x x x x**

**See page 3 for instructions.**   
Submit the completed form, with supporting documents as required, to ***the above*** ***email address***.

## Section A: General information

1. Name of authority holder:

2 🕿 (office): Fax:

3. 🕿 (cell): Email:

4. Street address:

Post code:

## Section B: Details of depleted source(s)

1. Please *indicate with a* ***✓******on a copy of your source list*** the sources you are replacing or disposing of,   
and attach that list to this form. (The source list starts on page 2 of your current authority.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |
|  |  |  |  |  |
| Yes |  |  | No |  |
|  |  |  |  |  |
| Yes |  |  | No |  |

2. Do you intend to exchange the above-mentioned radionuclide(s)?

*(If yes, please give full details of replacement source(s) overleaf)*

3. Must packaging material be returned?

4. Has the source been damaged in any way, e.g. is it leaking?

**(If yes, give full details on a separate sheet.)**

5. Details of conveyor accepting consignment for disposal /exchange:

Company name: File & authority no.:

Contact person: 🕿:

**Collected by:** (Signature) Date:

Print name:

**FOR OFFICE USE (NECSA) – CONFIRMATION OF DISPOSAL**

Received: Date: Sign: Ref:

Disposed of: Date: Sign: Ref:

Total cost:

## Section C: Details of replacement *(new)* source(s)

Ignore this section if you are not exchanging sources.   
***Read the table headings carefully – many users get this wrong.***

In Column 1, give the sequence numbers of the *depleted* sources as they appear on your current source list ***(and attach the list).*** *Columns 2 -6 are for the new sources.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sequence nos. of ***old* sources**  to be replaced | Details of *REPLACEMENT* sources, i.e. the ***new* sources** | | | | |
| Nuclide | Serial number | Activity (Bq) | Reference date | \*Locality/installation where source is to be used |
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\* If the locality/installation where the replacement nuclide is to be used has changed, please provide details on a separate sheet. Submit sketches (not working drawings) indicating distances between installed source(s) and walkways and/or workstations frequented or occupied by employees.

## Section D: Signature

Completed by: Signature:

Email: Date:

🕿:

**Note**

This form (with source list) must be sent in, and disposal authority obtained, *before* sources are disposed of.   
On receipt of the sources, Necsa will send the form back to Radiation Control with the last section of page 1 completed. Only then will the sources be removed from the authority.

*Do* NOT *submit this page with your form.*

## A simplified overview of the administrative process for final disposal: RN525[[1]](#footnote-1)

Form RN525 is for final disposal of radioactive sources to Necsa NLM.

* If you (the authority holder) are selling or transferring source(s) to another authority holder, use form RN526 instead.
* If you are exporting the source back to an overseas supplier for destruction, use the RN782 export form.

These instructions apply only to disposals to Necsa NLM.

1. Before disposing of the source(s), complete form RN525, excluding the shaded blocks:

* Get the source list from your authority and *mark the sources you want to dispose of.*
* If this is *only a disposal*, not an exchange, ignore the table on page 2 – but do complete the signature block (Section D) on page 2.
* If you are *exchanging* the sources, that table is required.   
  **Please pay attention:** The first column refers to the OLD sources already on your list.  
  The remaining columns refer to the NEW sources that will be replacing them. If you do not yet have the serial numbersof the new sources, put “TBA” (to be advised).
* Send the form(s), with the list, to Admin at [radionuclides@sahpra.org.za](mailto:radionuclides@health.gov.za). Do not send the entire authority (or this page). If you have a long source list, send only the relevant pages.

2. Radiation Control (RadCon) flags the marked sources as “Awaiting disposal” and sends the form, with list (and another document) to James Dolamo at Necsa NLM.  
In the case of *exchanges*, the new sources are added and flagged “To be acquired”. This is to remind you to send in the source calibration certificate and proof of delivery after the exchange.

3. RadCon sends you a letter of authority (W01) to dispose of the source, along with a copy of your RN525 (and source list). You also receive an updated authority showing the flagged sources.

4. As described in the W01 letter, you then contact James Dolamo at Necsa NLM (012-305 6238; James.Dolamo@necsa.co.za) to get a quote for the disposal. Then you send the source, along with a copy of the form and source list, to NECSA, ensuring that the conveyor complies with the transport regulations. Correct packaging and labelling is your responsibility as consignor.

5. James (or other NECSA staff) will sign the form on receipt and send it back to RadCon (with the list and other documents).

6. Finally, RadCon removes the source(s) from your list and sends you an updated authority.

*Do NOT submit this page with your form.*

1. Additional requirements apply for Category 1 sources. Afterloader and industrial radiography sources follow a different process. [↑](#footnote-ref-1)