

Radioactive Material Transfer Receipt			No.:
<p>Portions of this report are both required and authorized by law. (Atomic Energy Act of 1954, 42 USCA S2011, et seq. (1973), as amended; the Energy Reorganization Act of 1974, 42 USCA S5801, et seq. (1973), as amended, (Supp. 1976); and CFR, Title 10.) Relevant provisions of the cited authorities provide that failure to report may result in revocation of license and/or the issuance of court orders and/or civil penalties and/or criminal prosecution for certain willful violations.</p>			
SECTION I - ORIGATION INFORMATION (Originator completes this section)			
A. Item Data			
(1) Name of Item:		Ref. No. (Previous Transfer Receipt):	
(2) Serial Number:	(3) Isotope:	(4) Activity (Millicuries):	
(5) Physical and Chemical Form of Radioactive Material:			
(6) Activity Determined By (check one): <input type="checkbox"/> Record Information <input type="checkbox"/> Calculation <input type="checkbox"/> Measured By: _____			Date Determined:
(7) Purpose of Item:			
(8) Leak Test Certificate Provided With This Transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt			
B. Accounting Data			
(1) Transferred From (Licensee's Name):		License Number:	<input type="checkbox"/> NRC <input type="checkbox"/> State of _____
(2) Transferred To (Licensee's Name):		License Number:	<input type="checkbox"/> NRC <input type="checkbox"/> State of _____
C. Responsible Individual (Shipper's Radiological Safety Officer)			
(1) Signature:	Title:	Date:	Telephone No.:
(2) Originating Organization (complete address - include zip code):			
D. Shipping Data			
(1) Date Shipped:	(2) Addressed To (include zip code):	(3) Mode of Shipment (specify):	
(4) Name of Carrier:	(5) Transportation Documentation (give name & number of shipping documents):		
SECTION II - DESTINATION INFORMATION (Receiver completes this section)			
A. Receipt Information			
(1) Date Item Received:	(2) Condition:		
(3) Information in block _____ should be corrected to:			
B. Responsible Individual (Receiver's Radiological Safety Officer)			
Signature:	Title:	Date:	Telephone No.:
C. Disposition of Item			
(1) Name of Custodian:			Telephone No.:
(2) Disposition and Location:			

JSC Form 1625
Radioactive Material Transfer Receipt
Instructions for Preparation

Purpose of Form: The information requested is required to maintain Radiological Control records in compliance with internal and U.S. Nuclear Regulatory Commission procedures and regulations. Completion of form is required for each transfer of a radioactive item by any organization when such action involves transfer of accountability to or from any license held by Johnson Space Center for possession and use of such material. The form is also required to document relocation of radioactive material from one geographical location to another while accountable under the JSC license. **NOTE: THIS FORM DOES NOT CONVEY AUTHORIZATION TO SHIP.** Authorization to ship must be obtained from the JSC Radiological Safety Officer by written or telephone message.

Completing Form:

Section I – ORIGINATION INFORMATION – Originating (shipping) organization shall complete this section.

- A. **ITEM DATA –** Complete all information in block (1) through (8). If any blocks are not applicable, indicate as N/A.
- B. **ACCOUNTABILITY DATA –** Show name and license number of organization relinquishing accountability of radioactive material and name and license number of organization assuming accountability. **BE ACCURATE.**

NOTE: For change in location only, enter applicable JSC license number in both blocks.

- C. **RESPONSIBLE INDIVIDUAL –** Person authorized by originating organization to control radioactive material.
- D. **SHIPPING DATA –** Under block (3), Mode of Shipment, specify type of transport. **EXAMPLE:** Truck freight, air freight, military aircraft, NASA aircraft, etc. Under Transportation Documentation, give name and number of specific documents.

Section II – DESTINATION INFORMATION – Receiving organization shall complete this section.

A & B – self explanatory.

- C. **DISPOSITION OF ITEM –** Explain initial disposition of item received. If delivered to a user custodian, enter reference number of approved use request following custodian name.