

May 2010

**Radiation Safety Staff**

**Radiation Safety Officer**  
Mack Richard, M.S., C.H.P.

**Assistant Radiation Safety Officers**  
Jeff Mason, B.S.  
Kathi Haldeman, B.S.

**Health Physicist**  
Carra Roberts, B.S.

**Waste Technician**  
Mike Johnson

**Purchasing Coordinator**  
Judy Savage

**Secretary**  
Debbie Phillips

**Radiation Safety  
Orientation  
(CL 154)**

**Thursday, May 13<sup>th</sup>**  
9:30 am – 11:00 am

**Wednesday, June 16<sup>th</sup>**  
1:30 pm – 3:00 pm

**Tuesday, July 13<sup>th</sup>**  
1:30 pm – 3:00 pm

**Radiation Safety  
Course  
(CL 154)**

**June 7 thru June 11, 2010**  
8:30 am – 10:30 am

Radiation Safety Office  
Clinical Building 159  
Office: 274-4797  
Fax: 274-2332  
Email: [radsafe@iupui.edu](mailto:radsafe@iupui.edu)

Radiation Safety Website  
<http://radsafe.iusm.iu.edu>

This newsletter is issued quarterly in February, May,  
August, and November.

# Radiation Safety Newsletter

## Holiday Schedule

The RSO will be closed for the following holidays:

### Memorial Day

Monday, May 31<sup>st</sup>

### Independence Day

Monday, July 5<sup>th</sup>

Please keep this in mind when placing orders and scheduling waste pick-ups.

## EMF

The Environmental Management Facility (EMF) which was built in 1997 and shared with Environmental Health & Safety as a waste processing facility will be demolished as part of the plan for a new Wishard Hospital. Our waste operations will be transferred to a Campus Services building on 16<sup>th</sup> Street. During this transition, we may have to interrupt operations during the transfer of waste. Further information will be forthcoming.

## Training

All new radioactive material users, including temporary personnel (e.g., summer students, interns, etc.), and individuals previously approved who have left the university or have not been listed on a permit for a period of two years or more are required to attend the Radiation Safety Orientation. A completed Radiation Safety A-3 form, *Authorization to Use Radioactive Materials*, should be submitted to the RSO prior to the initial use of radioactive materials. This form can be obtained from our office or from our website. After receiving this form, our office will send an email notification to register for the next orientation. Please

make sure to register on-line to confirm adequate classroom space for all attendees. In addition to attending the orientation, all new radioactive users with inadequate training/experience with radionuclides must attend the Radiation Safety Course. Temporary employees (i.e., individuals working in a lab for less than 6 months) are required to complete the orientation but not the course. These individuals must be supervised during their work with radioactivity.

## Film Badge Reminders

Some reminders regarding film badges:

- If you have extra film badge holders, please return them to the RSO.
- If you do not receive your new badges by the first of the month, contact the RSO immediately.
- Badges from the previous wear period should be returned to the RSO by the 15<sup>th</sup> of the month.

Any questions should be directed to the RSO at 274-4797.

## Cut-Off Times

As a reminder, all radioactive materials must be ordered through our office. The cut-off time for ordering is 3:00 pm. Any order placed after 3:00 pm may not be ordered that day.

In addition, the cut-off time for scheduling a waste pick-up is 3:00 pm the day before the pick-up.

## Waste Schedule

The new waste schedule for the second half of 2010 (July through December)

will be sent out to all Permit Holders **via email** in the next few weeks. Please forward it to the appropriate lab personnel. This information will also be updated on our website.

## Survey Meter Calibrations

Survey meters will be calibrated in the month of June. Permit Holders will soon receive an Important Notice indicating the date the meters are due at the RSO.

## Designated Surveyors

To ensure that radiation safety responsibilities are carried out in the absence of a designated surveyor (due to vacation, illness, termination, etc.), please make certain other individuals working under the permit are aware of survey requirements. It is important they know all of the following:

1. Remind them that monthly surveys are **due in the calendar month**. This includes counting all wipes and performing decontamination as necessary. The frequency (i.e., monthly or after each experiment) is listed on your permit.
2. They need to know what counting room(s) are approved for use, according to the permit, and how to operate the equipment.
3. All equipment should be available (e.g., wipes, GM, etc). Also, they will need to know how to complete the survey form and be knowledgeable of the limits for contamination and for direct measurements.
4. They should know the location of the **Radionuclide Inventory and Survey Book**. Missed surveys are probably the most common non-compliance item noted by the RSO during lab audits; however, there may be other responsibilities that need to be assumed in the absence of lab personnel. It is

always best to consult the “Conditions of Authorization” section of the “Radionuclide Use Permit” to find out these additional items.

## Standing Orders for Upcoming FY 10-11

The current standing orders will expire June 30, 2010. Permit Holders with existing standing orders will be receiving a Radioactive Materials Requisition to complete for FY 10-11. If you are interested in setting up a new standing order, please contact Judy Savage at 274-4797.

## New Account Numbers

As you know, some account numbers change at the end of the fiscal year (i.e., end of June). If you receive film badges and have a change in your account number, don’t forget to contact us with your new one.

## Training Sheets

The semi-annual training sheets entitled, *Channel Set-Up for LSC/Gamma Counters and Efficiency Calculations*, was sent via email to all Permit Holders to distribute to all radionuclide users. The PH is required to either fax or email the sign-off form or send it via campus mail to the RSO. These were due back by April 30<sup>th</sup>. If you have not returned the sign-off form, please do so as soon as possible.

