

May 2008

**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)**

**Wednesday, May 14<sup>th</sup>**  
9:30 am – 11:00 am

**Tuesday, June 17<sup>th</sup>**  
1:30 pm – 3:00 pm

**Monday, July 21<sup>st</sup>**  
9:30 am – 11:00 am

**Friday, August 15<sup>th</sup>**  
1:30 pm – 3:00 pm

**Radiation Safety  
Course  
(CL 154)**

**Mon, June 2<sup>nd</sup> to Fri, June 6<sup>th</sup>**  
8:30 am – 10:30 am

Radiation Safety Office  
Clinical Building 159  
Office: 274-4797  
Fax: 274-2332  
Email: 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

## Survey Meter Calibration

We will be calibrating survey meters during the month of May. A notice will be emailed to all Permit Holders with information on the dates and time the instruments are due at Radiation Safety.

## Holiday Schedule

The RSO will be closed for the following holidays:

### Memorial Day

Mon, May 26<sup>th</sup>

### Independence Day

Fri, July 4<sup>th</sup>

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

## Radiation Safety 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.

## Updated Forms, Part 2

Last newsletter, we mentioned that we have updated many of our forms. We have also updated risk wording and informed consent templates for human use protocols. Our website has the newest versions of our forms.

## Standing Orders for Upcoming FY 08-09

The current standing orders will expire June 30, 2008. Permit Holders with existing standing orders will be receiving a Radioactive Materials Requisition to complete for FY 08-09. 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.

