



INDIANA UNIVERSITY
OFFICE OF RESEARCH ADMINISTRATION
RADIATION SAFETY – INDIANAPOLIS

May 2012

TRAINING

All Training Classes are in:
Gatch Hall (CL) Room 154

Radiation Safety Course

June 4th – June 8th
8:30 am – 10:30 am

Radiation Safety Orientation

Mon, May 7th 9:30 am – 11:00 am
Fri, June 8th 1:30 pm – 3:00 pm
Thur, July 12th 9:30 am – 11:00 am

RADIATION SAFETY STAFF

Radiation Safety Officer

Mack Richard, MS, CHP

Assistant Radiation Safety Officers

Kathi Haldeman, BS
Jeff Mason, BS
Carra Roberts, BS

Health Physicist

Tim Kleyn, BS

Waste Technician

Mike Johnson

Purchasing Coordinator

Judy Savage

Departmental Secretary

Debbie Phillips

Radiation Safety Office
Clinical Building 159
Office: 274-4797
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Radiation Safety Website:
http://researchadmin.iu.edu/Radsafety/IUPUI/radsafe_home.html

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

Radiation Safety Newsletter

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.

New Website Address

The Radiation Safety Office Website can now be found at:

http://researchadmin.iu.edu/Radsafety/IUPUI/radsafe_home.html

For the time being, the old site address will take you to the new site.

Holiday Schedule

The RSO will be closed for the following holidays:

Memorial Day

Monday, May 28th

Independence Day

Wednesday, July 4th

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

Fond Farewell

Our office will soon have a staffing change. Kathi Haldeman, will be leaving IUPUI for another radiation safety opportunity here in town. We wish Kathi the best and thank her for her 17 years of service in our office. Good luck, Kathi, we will miss you!

Radiation Safety Surveys

Surveys are an important item we review during our audits of labs. There are times surveys are missed in the course of work. To assist in remembering surveys (due during the calendar month):

- Put survey reminders on your calendar, especially Outlook so a reminder will notify you that your survey is due
- Do not wait to perform your survey until the last day of the month
- Have a back-up individual designated as a person to perform a survey

If you have any questions, please contact our office.

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.

Standing Orders for Upcoming FY 12-13

The current standing orders will expire June 30, 2012. Permit Holders with existing standing orders will be receiving a Radioactive Materials Requisition to complete for FY 12-13. If you are interested in setting up a new standing order, please contact Judy Savage at 274-4797.

Training Sheets

In April, a semi-annual training sheet was sent via email to all Permit Holders to distribute to all radionuclide users. The PH is required to return the sign-off form via fax, email, or send it via campus mail to the RSO. These were due back by April 30th. If you have not returned the sign-off form, please do so as soon as possible.

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.

Removing Radionuclide Users from Permits

It has come to our attention that Permit Holders are not always keeping up with removing radionuclide users from their permits. Whenever anyone leaves or is no longer utilizing radioactive materials under a permit, the PH should submit a Rad. Safety A-13 Form. This form is available from the RSO or can be completed and submitted on-line from our website. If you have any questions, please contact our office.