

FEBRUARY 2009

### 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, February 19th  
1:30 pm – 3:00 pm

Wednesday, March 18<sup>th</sup>  
9:30 am – 11:00 am

Tuesday, April 14<sup>th</sup>  
1:30 pm – 3:00 pm

Monday, May 18<sup>th</sup>  
9:30 am – 11:00 am

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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:

### Campus Holiday

Fri., April 10<sup>th</sup>

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

## Radioactive Labels on Equipment

In order to designate radioactive storage areas (e.g., refrigerators/freezers) and instruments used for radioactive work, the RSO requires that appropriate radiation labels be placed on these items. For small instruments, “radioactive” tape may be used for labeling; however, it is preferred that the sign or stickers provided by the RSO be placed on larger items, such as incubators, refrigerators, hoods, etc. These signs include the appropriate radiation propeller symbol along with the proper warning (“Caution, Radioactive Materials”). In addition, RSO contact information is provided so that a concerned individual may contact this office. Please be sure that the signs posted in your lab are up-to-date, legible, and placed on the appropriate equipment. If a piece of equipment is no longer used for radioactive work/storage, verify that it is free of contamination using direct (GM) and contamination (wipe) surveys as warranted. If it is not contaminated, deface or remove the label. If you cannot decontaminate, contact the RSO for further action. You can pick up stickers for posting equipment at the RSO. Keep in mind that labs should be posted by a

member of the Radiation Safety staff.

## Relocation of Labs

In the near future, the R3 research building will be opening on this campus. Here are some items to keep in mind when moving:

1. You must complete and submit an A-4 Form, *Application for Radionuclide Laboratory Approval*, with a lab diagram to the RSO. All new labs **must be approved before** moving any radioactive material into the new areas. As a reminder, the Radiation Safety Office is the only department that can approve new laboratories for radionuclide use.
2. Radioactive materials must not be transferred by motor vehicle. These materials should be moved via hand cart when possible. It is ideal to have a waste disposal before you move to eliminate unwanted materials before you relocate.
3. Movers or other individuals not approved to use/handle radioactive materials must not move radioactive materials.
4. Equipment labeled as “radioactive” (e.g., refrigerators, centrifuges, etc) may be moved by movers, **but** must be surveyed **and** found not contaminated before being moved.
5. Any labs no longer utilized for radioactive work should

be removed from your permit by completing an A-16 Form, *Removal of Radionuclide Lab(s)*.

If you have any questions, please contact our office.

### **New NRC Form 3**

New NRC Form 3s (dated 10/08) were mailed to Permit Holders. These forms must be posted in the lab and should replace the old Form 3s. The new forms have been copied on blue paper to make them easy to recognize. Our office will look for these forms during our audits to confirm they have been replaced.

### **Record Keeping**

The NRC requires records be kept for a period of 3 years. Therefore, records dating 2005 or before may be disposed. However, inventory records for items in storage should be kept to remind labs of the existence of items.

### **Surveys of Shared Labs**

In cases where labs are shared, we have allowed one group to perform the surveys and send copies of the survey for that room to the other PHs who utilize it. Be aware of the survey results and make sure they cover the isotopes that you are using in that room (i.e., if the survey was for <sup>3</sup>H and you use <sup>32</sup>P in the room, you may have to do your own survey).

### **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.

### **Ordering Information**

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, quotations from our radionuclide vendors are available through our office. These may be requested from Judy Savage.

### **Winter Delays**

With winter here, problems may arise with receiving packages on time due to inclement weather. Problems not only arise locally but also in the originating city. Keep this in mind when planning experiments and placing orders.

### **PerkinElmer Closed**

PerkinElmer will be upgrading their computer systems and will be closed from Thursday, February 19<sup>th</sup> through Monday, February 23<sup>rd</sup>. During this time, they will not be accepting any orders. Please plan ahead if you are going to need to order radionuclides.

