

November 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)**

**Tuesday, November 11<sup>th</sup>**  
9:30 am – 11:00 am

**Monday, December 15<sup>th</sup>**  
1:30 pm – 3:00 pm

**Friday, January 9<sup>th</sup>**  
9:30 am – 11:00 am

**Thursday, February 19<sup>th</sup>**  
1:30 pm – 3:00 pm

**Radiation Safety  
Course  
(CL 154)**

**Jan 12<sup>th</sup> through Jan 16<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

## Holiday Schedule

The RSO will be closed for the following holidays:

### Thanksgiving

Thursday and Friday, Nov. 27<sup>th</sup> - 28<sup>th</sup>

### Christmas

Thursday, Dec. 25<sup>th</sup>

### New Year's

Thursday, Jan. 1<sup>st</sup>

### MLK Day

Monday, Jan. 19<sup>th</sup>

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

## Annual Retraining

The semi-annual refresher training form, *Inventory Recordkeeping*, was sent out in October to all Permit Holders. The *Verification of Radiation Safety Training* forms are due back at the Radiation Safety Office by November 7<sup>th</sup>. The verification form can be mailed to the Radiation Safety Office, CL-159 or faxed to 274-2332.

## 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.

## Incident Procedures

If you ever are involved in an emergency radiation safety situation, such as a spill or personnel contamination, be certain to follow the procedures as outlined in the **Radiation Safety Procedures Manual**. Our office should be the first place you call in a radiation emergency situation.

## Record Keeping

The NRC requires records be kept for a period of 3 years. Therefore, records dated prior to 2005 may be disposed. *However, inventory records for items in storage should be kept as a reminder of their existence.*

## Laboratory Security

All laboratories, including counting rooms and shared labs, are required to be locked when there are no individuals occupying the area and radioactive material is present. PHs are responsible for maintaining security in **all** labs listed

on their permits. If you have any questions, please contact our office.

## Use of Hand Lotion

The question has been raised whether the use of hand lotion is considered an application of a cosmetic. We consider it appropriate to use hand lotion after washing hands. This may lessen the cracking of skin, therefore decrease the possibility of the intake of radionuclides through the skin. It should be added that the lotion should be stored away from hazardous chemicals and biohazardous materials.

## Vendor Change

Radioactive material previously ordered from GE Healthcare is now being ordered through VWR International. You may still refer to the GE catalog number and we will convert it to the VWR catalog number. The VWR catalog number will be on the radioactive material order form for future reference. Please contact Judy Savage if you would like a copy of the VWR product list and quotation.

## 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.

## Winter Delays

With the winter season approaching, problems 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.



