



INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION
RADIATION SAFETY – INDIANAPOLIS

February 2012

TRAINING

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

Radiation Safety Orientation

Thur, February 9th 1:30 pm – 3:00 pm
Wed, March 8th 9:30 am – 11:00 am
Tue, April 10th 1:30 pm – 3:00 pm
Mon, May 7th 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
Gatch Hall (CL) 159
Office: 274-4797
Emergency After Hours Page: 312 - 1519
Fax: 274-2332
Email: radsafe@iupui.edu

Office Hours
M-F 8:00 am – 12:00 pm, 1:00 pm – 5:00 pm

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

Sabbatical

If a Permit Holder (PH) is scheduled for an extended leave (i.e., one month or more) from the University, the RSO must be notified regarding the status of the permit while the individual is away. The PH may designate an individual to act on their behalf during their absence; however, the designee must meet the same requirements of the PH (the RSO must approve the designee). The PH may also elect to suspend the permit until his/her return.

If labs are found where the PH is gone for an extended period of time, and no designee is found, the RSO may choose to confiscate all radioactive material until the PH's return. If you have any questions, please contact our office.

New Website Address

The Radiation Safety Office now has a new website address. You can find it directly at:

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

The other way to access the site is by going to the ORA Home Page (researchadmin.iu.edu), then clicking to "Compliance Services," "Radiation Safety," "Indianapolis."

Radioactive Labels on Equipment

In order to designate radioactive storage areas (e.g., refrigerators/freezers) and instruments used solely 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 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.

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.

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 winter coming, 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.