



INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION
RADIATION SAFETY – INDIANAPOLIS

February 2013

TRAINING

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

Radiation Safety Orientation

Tue, February 5, 2013 9:30 am – 11:00 am
Wed, March 6, 2013 9:30 am – 11:00 am
Thur, April 11, 2013 1:30 pm – 3:00 pm

RADIATION SAFETY STAFF

Radiation Safety Officer
Mack Richard, MS, CHP

Associate Radiation Safety Officer
Trent Mays, MS, CHP

Assistant Radiation Safety Officers
Jeff Mason, 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
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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

Holiday Schedule

The RSO will be closed for the following holidays:

Memorial Day

Monday, May 27, 2013

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

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.

Staff Update

You may have noticed that someone is missing from our office. Carra Roberts has left our staff to pursue an opportunity in her other major, industrial hygiene. Carra oversaw most of the training and research program in our office. Carra was with us for almost 7 years and will be missed. Our office has begun the process of finding her replacement.

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 their 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.

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.

Record Keeping

The NRC requires records be kept for a period of 3 years. Therefore, records dated prior to 2009 may be disposed. However, inventory records for items in storage should be kept as a reminder of their existence.