

<b>May 2009</b>
<p><b>Radiation Safety Staff</b></p> <p><b>Radiation Safety Officer</b> Mack Richard, M.S., C.H.P.</p> <p><b>Assistant Radiation Safety Officers</b> Jeff Mason, B.S. Kathi Haldeman, B.S.</p> <p><b>Health Physicist</b> Carra Roberts, B.S.</p> <p><b>Waste Technician</b> Mike Johnson</p> <p><b>Purchasing Coordinator</b> Judy Savage</p> <p><b>Secretary</b> Debbie Phillips</p>
<p><b>Radiation Safety Orientation</b> (CL 154)</p>
<p><b>Monday, May 18<sup>th</sup></b> 9:30 am – 11:00 am</p> <p><b>Friday, June 19<sup>th</sup></b> 9:30 am – 11:00 am</p> <p><b>Thursday, July 16<sup>th</sup></b> 1:30 pm – 3:00 pm</p> <p><b>Wednesday, August 15<sup>th</sup></b> 9:30 am – 11:00 am</p> <p><b>Radiation Safety Course</b> (CL 154) <b>Mon, June 8<sup>th</sup> to Fri, June 12<sup>th</sup></b> 8:30 am – 10:30 am</p>
<p>Radiation Safety Office Clinical Building 159 Office: 274-4797 Fax: 274-2332 Email: <a href="mailto:radSAFE@iupui.edu">radSAFE@iupui.edu</a></p> <p>Radiation Safety Website <a href="http://radSAFE.iusm.iu.edu">http://radSAFE.iusm.iu.edu</a></p> <p><small>This newsletter is issued quarterly in February, May, August, and November.</small></p>

# Radiation Safety Newsletter

## Holiday Schedule

The RSO will be closed for the following holidays:

### Memorial Day

Mon, May 25<sup>th</sup>

### Independence Day Observance

Fri, July 3<sup>rd</sup>

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

## 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.

## Lab Relocation

With the opening of R3, we still have labs relocating. Previously, notices were sent to let everyone know what needs to be completed to relocate your lab. As a reminder, A-4 Forms must be completed before relocating your radioactive materials to your new lab(s).

## NRC Inspection

As some of you may know, we were recently inspected by the Nuclear Regulatory Commission. The inspection lasted a week and covered all aspects of the radiation safety program. We had one minor non-compliance issue related to the transportation of radioactive material. We wish to thank everyone involved with the inspection. A positive inspection such as this is a reflection of the great job everyone is doing regarding radiation safety compliance. Keep up the good work!

## Training Sheets

We sent via email the semi-annual training sheets entitled, *How to Use a GM*, to all Permit Holders to distribute to all radionuclide users. The PH is required to send or fax the sign-off form. These were due back by April 30<sup>th</sup>. If you have not returned the sign-off form, please do so as soon as possible.

## Survey Meter Calibrations

Survey meters will be calibrated in the month of May. Permit Holders will soon receive an Important Notice indicating the date the meters are due at the Radiation Safety Office.

## Designated Surveyors

To ensure that radiation safety responsibilities are carried out in the absence of a designated surveyor (due to vacation, illness, termination, etc.), please make certain other individuals working under the permit are aware of survey requirements. It is important they know all of the following:

1. Survey frequency – remind them that monthly surveys are **due in the calendar month**. The frequency (i.e., monthly or after each experiment) is listed on your permit.
2. How to use counting equipment – they need to know what counting room(s) are approved for use, according to the permit, and how to operate the equipment.
3. How to complete the survey – all equipment should be available (e.g., wipes, GM, etc). Also they will need to know how to complete the survey form and be knowledgeable of the limits for contamination and for direct measurements.
4. Location of the **Radionuclide Inventory and Survey Book**.

Missed surveys are probably the most common non-compliance item noted by the RSO during lab audits; however, there may be other responsibilities that need to be assumed in the absence of lab personnel. It is always best to consult the “Conditions of Authorization” section of the “Radionuclide Use Permit” to find out these additional items.

## Standing Orders for Upcoming FY 09-10

The current standing orders will expire June 30, 2009. Permit Holders with existing standing orders will be receiving a Radioactive Materials Requisition to complete for FY 09-10. If you are interested in setting up a new standing order, please contact Judy Savage at 274-4797.

## 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.

