

August 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)**

Friday, August 15th
1:30 pm – 3:00 pm

Thursday, September 18th
9:30 am – 11:00 am

Wednesday, October 15th
1:30 pm – 3:00 pm

Tuesday, November 11th
9:30 am – 11:00 am

**Radiation Safety
Course
(CL 154)**

Sept 8th through Sept 12th
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:

Labor Day

Mon., September 1st

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.

Permit Holder Sabbatical and Leave

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 interim Permit Holder has been appointed, the RSO may choose to confiscate all radioactive material until the PH's return. If you have any questions, please contact our office.

Training for Non-Radioactive Materials Users

Consider the following scenario: an individual who works in your lab but does not utilize radioactive material brings a cup of coffee into the lab. Is this a violation of Radiation Safety regulations? The answer is "yes."

All radiation safety rules and guidelines apply even if the person does not use radioactive material. Please discuss this issue with everyone in your area.

Radioactive Signage

As a reminder, Radiation Safety is the only department approved to post a room as a radioactive materials laboratory. If your lab needs approval for radioactive use, complete a Rad. Safety A-4 Form, *Application for*

Radionuclide Laboratory Approval, and submit it to the RSO. If a sign has been stolen or damaged, contact the RSO.

Relocation of Labs

In the near future, we will be opening the R3 research building on this campus. As a reminder, the proper paperwork must be completed to add a new laboratory to your permit. 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. Radioactive materials must not be transferred by motor vehicle. Also, any labs you are no longer utilizing 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.

2. Open-toed shoes and shorts should not be worn in the lab when you utilize material.
3. Check yourself and work areas with a survey meter (GM), when applicable.

These simple procedures will reduce your risk of personal contamination.

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.

Appropriate Procedures for Use of Radioactive Material

We wish to reiterate the appropriate procedures for utilizing radioactive material:

1. Lab coats and disposable gloves should be worn during the use of radioactive material.

