



## INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION  
RADIATION SAFETY – INDIANAPOLIS

May 2013

### TRAINING

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

#### Radiation Safety Course

June 3<sup>rd</sup> – June 7<sup>th</sup>  
8:30 am – 10:30 am

#### Radiation Safety Orientation

Fri, May 10, 2013 1:30 am – 3:00 pm  
Mon, June 10, 2013 9:30 am – 11:00 am  
Tue, July 16, 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

Matt Hadden, BS  
Jeff Mason, BS

#### Health Physicist

Tim Kley, 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](http://researchadmin.iu.edu/Radsafety/IUPUI/radsafe_home.html)

This newsletter is issued quarterly in February, May, August, and November.

# Radiation Safety Newsletter

## 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.

## Holiday Schedule

The RSO will be closed for the following holidays:

### Memorial Day

Monday, May 27, 2013

### Independence Day

Thursday, July 4, 2013

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

## Staff Update

Matt Hadden is the newest addition who joined our office in April 2013 as an Assistant Radiation Safety Officer. He received his Bachelors of Science in Radiological Health Sciences from Purdue University in 2006. Matt has over 6 years health physics experience as a consultant and as a Health Physicist and Laser Safety Officer at a large medical and research university in Chicago. He is a member of the Health Physics Society and serves on the Public Information Committee. He has a wife, Ashlin, and a son Gavin. He enjoys spending time with his wife and son, riding motorcycles, and building LEGO sets outside of work. Please welcome Matt to our staff.

## Standing Orders for Upcoming FY 13-14

The current standing orders will expire June 30, 2013. Permit Holders with existing standing orders will be receiving a Radioactive Materials Requisition to complete for FY 13-14. 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.

## Got Radiation Safety Questions – We Got Answers!!

By Mack Richard

As we interact with the multitude of individuals in the research and hospital areas using radiation and/or radioactive material, we frequently are asked various radiation safety questions – “Where should I wear my personnel monitoring badge? Where should I stand when the fluoroscopy system is on? How much protection does a lead apron provide? Why won’t my survey meter detect  $^3\text{H}$  (tritium)?” That’s just a sampling of the questions we sometimes receive. Generally, if one individual in a given area has such questions, others in that area do as well.

We provide a number of radiation safety inservices to different groups of radiation and radioactive materials users, some of which are required, others are simply because a particular group requested such information. We attempt to schedule inservices at the convenience of the group. Early morning or in the evening are fine with us. So if you and others have radiation safety questions and would like to have them answered in a group setting, let us know and we’ll be happy to answer those questions and also provide supplementary radiation safety information related to the radiation use of a particular group.

## LSC/Gamma Counters

Each Permit Holder must have a counting room listed on their permit. This designates where that individual’s contamination surveys are being analyzed. Whenever you switch counting rooms, the appropriate paperwork should be completed. Also, whenever a new instrument is purchased or an old one is taken out of service, the RSO should be contacted.

## Training Sheets

We sent via email the semi-annual training sheets entitled, *Radioactive Waste Packaging and Disposal*, to all Permit Holders to distribute to all radionuclide users. The PH is required to send, email or fax the sign-off form. These were due back by April 30th. If you have not returned the sign-off form, please do so as soon as possible.

## Lab Relocation

As a reminder, an A-4 Form, *Application for Radionuclide Laboratory Approval*, must be completed **and** approved before relocating radioactive materials to a new lab(s). An A-16 Form, *Removal of Radionuclide Lab(s)*, must be completed to remove old radionuclide labs. These forms are available on our website and from 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.