



## INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION  
RADIATION SAFETY – INDIANAPOLIS

### November 2013

#### TRAINING

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

##### Radiation Safety Course

Mon, January 13 – Fri, January 17, 2014  
8:30 am – 10:30 am

##### Radiation Safety Orientation

Tue, November 12, 2013 1:30 pm – 3:00 pm  
Mon, December 9, 2013 9:30 am – 11:00 am  
Wed, January 8, 2014 1:30 pm – 3:00 pm  
Thur, February 6, 2014 9:30 am – 11:00 am

#### 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

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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

## Holiday Schedule

The RSO will be closed for the following holidays:

### Thanksgiving

Thursday, November 28, 2013  
Friday, November 29, 2013

### Christmas

Wednesday, December 25, 2013

### News Years Day

Wednesday, January 1, 2014

### Martin Luther King, Jr Day

Monday, January 20, 2014

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

## New Forms

We have updated and changed the look of our forms. If you need to complete any Radiation Safety Form, go to the Radiation Safety Office Website at:

[http://researchadmin.iu.edu/Radsafety/IUPUI/radsafe\\_home.html](http://researchadmin.iu.edu/Radsafety/IUPUI/radsafe_home.html)

This is the location of the most up-to-date forms available. If you have old copies of our forms, please dispose.

## 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 reminding the applicant of the scheduled time/place of the next class. In addition to attending the orientation, all new radioactive users that do not meet the pre-requisite training and/or experience with radionuclides requirements 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 directly supervised (by an approved authorized user) during their work with radioactivity.

## 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.

## **Waste Pick-Up Schedule**

The Radiation Safety Office (RSO) has dissolved the waste pick-up schedule. From now on, you can schedule a waste pick-up for any Tuesday or Thursday you choose. The pick-up times still remain the same (between 8:30 am and 10:30 am). If there is a reason we cannot pick up your waste on the day you choose, someone from the RSO will contact you to reschedule. Please note that waste pick-up requests are to be received by our office by 3 pm the day before your scheduled pick-up date.

## **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.