



INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION
RADIATION SAFETY - INDIANAPOLIS

February 2014

TRAINING

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

Radiation Safety Orientation

Thur, February 6, 2014 9:30 am – 11:00 am
Fri, March 7, 2014 1:30 pm – 3:00 pm
Tue, April 8, 2014 9:30 am – 11:00 am
Mon, May 5, 2014 1:30 pm – 3:00 pm

RADIATION SAFETY STAFF

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Radiation Safety Website:
http://researchadmin.ju.edu/Radsafety/IUPUI/radsafe_home.html

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

Radiation Safety Newsletter

Laboratory Security

Our office wishes to re-emphasize that all radioactive material must be secured from unauthorized removal. This issue arose during a recent Nuclear Regulatory Commission (NRC) inspection. This requirement has always been in place, but has been taken for granted. The NRC has some basic regulations which cover this issue. **10CFR20.1801**, *Security of Stored Material*, and **10CFR20.1802**, *Control of Material Not in Storage*, outline these requirements. Simply, the NRC requires “The licensee shall secure from unauthorized removal or access licensed materials that are stored in controlled or unrestricted areas” and “The licensee shall control and maintain constant surveillance of licensed material that is in a controlled or unrestricted area and that is not in storage.”

As a rule, all Permit Holders and Authorized Users must keep their radioactive material secured from unauthorized removal. What this means is that whenever the last person leaves the lab and the lab is then unoccupied, all radioactive material must be secured. This includes all used and unused material. The radioactive material may be secured by lockable cabinet, refrigerator/freezer or box or simply by locking the lab when exiting (including all entrances).

If you have any questions or concerns, please contact our office for guidance.

Holiday Schedule

The RSO will be closed for the following holidays:

Memorial Day
Monday, May 26, 2014

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

Winter Delays

With winter, 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.

Disposal of Old Material

As mentioned earlier, radioactive materials users are required to secure all radioactive materials in their possession. We would like to suggest disposing of old material or is unusable due to chemical degradation. As an example, many chemical forms of ^{14}C and ^3H “go bad” chemically after years of storage despite still being radioactive. By disposing, you will help relieve yourself of some security and inventory issues related to said material. If you have any questions, please contact our office.

Relocation of Labs

Here are some helpful reminders to complete when moving:

1. 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. As a reminder, the Radiation Safety Office is the only department that can approve new laboratories for radionuclide use.
2. Radioactive materials must **not** be transferred by motor vehicle. It is ideal to have a waste disposal before you move to eliminate unwanted materials before you relocate.
3. Do **not** leave radioactive materials or waste in unsecured labs after you vacate.
4. Movers or other individuals not approved to use/handle radioactive materials must not move radioactive materials.
5. Equipment labeled as “radioactive” (e.g., refrigerators, centrifuges, etc) may be moved by movers, **but** must be surveyed **and** found not contaminated before being moved.
6. 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)*.

Failure to comply with these rules may result in a Notice of Non-Compliance being issued. 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.

Waste Pick-Up Schedule and Paperwork

The Radiation Safety Office (RSO) has increased the flexibility of 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.

In addition, we have revised the pick-up process and the Rad Safety A-9, *Shipping Paper*, Form. **This new form needs to be completed and submitted to our office via the RS Website.** Copies of the form may be printed from our website, completed and faxed to our office, walked over, or information relayed via phone call. If we receive these old forms or incomplete information, we will not be able to schedule your pick-up until all items are completed. If you have any questions, please contact our office.

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.