

<b>February 2008</b>
<b>Radiation Safety Staff</b> <b>Radiation Safety Officer</b> Mack Richard, M.S., C.H.P.  <b>Assistant Radiation Safety Officers</b> Jeff Mason, B.S. Kathi Haldeman, B.S.  <b>Health Physicist</b> Carra Roberts, B.S.  <b>Waste Technician</b> Mike Johnson  <b>Purchasing Coordinator</b> Judy Savage  <b>Secretary</b> Debbie Phillips
<b>Radiation Safety Orientation (CL 154)</b>
<b>Monday, February 11<sup>th</sup></b> <b>1:30 pm – 3:00 pm</b>  <b>Friday, March 14<sup>th</sup></b> <b>9:30 am – 11:00 am</b>  <b>Thursday, April 17<sup>th</sup></b> <b>1:30 pm – 3:00 pm</b>  <b>Wednesday, May 14<sup>th</sup></b> <b>9:30 am – 11:00 am</b>
Radiation Safety Office Clinical Building 159 Office: 274-4797 Fax: 274-2332 Email: <a href="mailto:radsafe@iupui.edu">radsafe@iupui.edu</a>  Radiation Safety Website <a href="http://radsafe.iusm.iu.edu">http://radsafe.iusm.iu.edu</a>  <small>This newsletter is issued quarterly in February, May, August, and November.</small>

# Radiation Safety Newsletter

## 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.

## Completing Training

All training must be completed in a timely manner. Radiation incidents have been linked to incomplete or inadequate training. It is essential that training be completed to meet conditions set forth in our radioactive materials license issued by the Nuclear Regulatory Commission (NRC)

Regulations. By not completing training in a timely manner, one puts the university's NRC license in peril.

## Holiday Schedule

The RSO will be closed for the following holidays:

### Campus Holiday

Fri., March 21<sup>st</sup>

### Memorial Day

Mon, May 26<sup>th</sup>

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

## Updated Forms

We recently sent out updated versions of some of our forms. We have mentioned this in recent newsletters. We continue to get older versions of our forms. **Please check the "revised date" on the form before using it. The newest versions will have a July07 or later as the revised date.** As a note, our website has the newest versions of our forms.

## New RSO Database

After many years of work, we are utilizing our new database. It is important that you look over any inventory printouts, permits, etc. that you receive. Please let us know of any errors as we work out the "bugs" in the system.



## 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. They may be requested from Judy Savage.

## Winter Delays

With the winter season here, problems 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.

## Sabbatical

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 their return.

If labs are found where the PH is gone for an extended period of time, and no designee is found, the RSO may choose to confiscate all radioactive material until the PH's return. If you have any questions, please contact our office.

## Record Keeping

The NRC requires records be kept for a period of 3 years. Therefore, records dated prior to 2004 may be disposed. However, inventory records for items in storage should be kept as a reminder of their existence.

