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 30th

Independence Day
Monday, July 4th

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

Proper Waste Preparation

During the processing of radioactive waste, the following issues regarding waste preparation has been identified:

- Waste bags are not sealed shut. Please inspect the bags to insure they are either tied or taped shut before closing the lid on the box the final time.
- Make certain all chemical forms are listed on the radwaste tags of organic liquids.

Containers not properly prepared could be refused and lead to the issuance of a “Notice of Violation.” Lab personnel preparing waste should review the radwaste protocol in the Radiation Safety Procedures Manual.

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.
Standing Orders for Upcoming FY 11-12

The current standing orders will expire June 30, 2011. Permit Holders with existing standing orders will be receiving a Radioactive Materials Requisition to complete for FY 11-12. If you are interested in setting up a new standing order, please contact Judy Savage at 274-4797.

Removing Radionuclide Users from Permits

It has come to our attention that Permit Holders are not always keeping up with removing radionuclide users from their permits. Whenever anyone leaves or is no longer utilizing radioactive materials under a permit, the PH should submit a Rad. Safety A-13 Form. This form is available from the RSO or can be completed and submitted on-line from our website. If you have any questions, please contact our office.

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.

Training Sheets

In April, a semi-annual training was sent via email to all Permit Holders to distribute to all radionuclide users. The PH is required to either fax or email the sign-off form or send it via campus mail to the RSO. These were due back by April 30th. If you have not returned the sign-off form, please do so as soon as possible.

Survey Meter Calibration and Waste Pick-up Calendars

Over the next few weeks, you will receive two notices. The first will indicate the date, in June, when we will be calibrating survey meters while the second will be the July-December Waste Pick-up Schedule. Check your emails for these important notices.

Free Plexiglass

The Radiation Safety Office has accumulated extra Plexiglass shields over the past few years. We are making this available to any lab for free! You may come to CL 159 and inspect and retrieve the Plexiglass meeting your needs May 23rd through May 27th.