



## INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION  
RADIATION SAFETY – INDIANAPOLIS

### August 2014

#### TRAINING

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

**Radiation Safety Course**  
2014  
8:30 am – 10:30 am

**Radiation Safety Orientation**  
Thurs, August 14, 2014 9:30 am – 11:00 am  
Fri, September 12, 2014 1:30 pm – 3:00 pm  
Mon, October 6, 2014 9:30 am – 11:00 am  
Wed, November 5, 2014 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

**Purchasing Coordinator**  
Judy Savage

**Departmental Secretary**  
Debbie Phillips

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Radiation Safety Website:  
[http://researchadmin.ju.edu/Radsafety/IUPUI/radsafe\\_home.html](http://researchadmin.ju.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:

**Labor Day**  
September 1, 2014

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

## Liquid Waste Pick Up

As a reminder, liquid waste containers should be intact, not leaking, and sealed before requesting a pick up. Do not overfill containers, as pressure can build within the container causing loss of integrity or a leak from the cap area. This is especially true when working with reactive materials. If the container is more than  $\frac{3}{4}$  full, carefully pour the extra material into a second container before requesting a pick up.

## 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

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.

## 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.

## 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. If your lab has a need to **temporarily** relocate radioactive material to an area not listed on your permit, you must contact the Radiation Safety Office before moving the material. An example of this would be refrigerated materials in a refrigerator that needs maintenance. If you have no other storage options in your lab, you will need to add the temporary location to your permit for the duration that the material will be stored there.

## Counting Instrument Service

PerkinElmer has decided to no longer offer service contracts or has limited these for certain Liquid Scintillation Counters/Gamma Counters. To find out more information, refer to these links:

<http://pkilive.com/view/mail?iID=U2CN4GB46NL3HS8YQH5P>

<http://pkilive.com/view/mail?iID=L4AM3Q2X6F73XWSTT6ZM>

## 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.