



## INDIANA UNIVERSITY

OFFICE OF RESEARCH ADMINISTRATION  
RADIATION SAFETY – INDIANAPOLIS

### August 2013

#### TRAINING

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

##### Radiation Safety Course

Mon, September 9 – Thur, September 12, 2013  
8:30 am – 10:30 am

*and*

Fri, September 13, 2013 9:00 am – 11:00 am

##### Radiation Safety Orientation

Wed, August 7, 2013 9:30 am – 11:00 am  
Thur, September 12, 2013 1:30 pm – 3:00 pm  
Fri, October 11, 2013 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

**Departmental Secretary**  
Debbie Phillips

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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:

### Labor Day

Monday, September 2, 2013

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

## 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 9 am and 11 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.

## View Your Dose Reports Online

If you are currently issued radiation dosimeters, you can now easily access your dose history online at any time. The instructions to do so are on our website under the A-5 Form Section at:

<http://researchadmin.iu.edu/Radsafety/IUPUI/radsafe/forms.html>

## Disposing of Items That Were Once Used for Radioactive Work

In the last month, our office has seen a dramatic increase in contaminated and labeled radioactive material items being disposed of improperly. One instance involved a refrigerator that was no longer being used for radioactive material storage, but still labeled as such, being sent to Surplus. Fortunately, the refrigerator did not have any detectable contamination.

However, another event occurred where an animal cage labeled as radioactive was also sent to Surplus for disposal. This item was found to be contaminated.

We want to remind all our researchers that items once used for radioactive storage, experiments, or counting must be thoroughly wipe tested and directly surveyed before disposing of the item in the trash or allocating it to Surplus. After it is deemed “clean,” all radioactive labels must be defaced. As a result of these incidents (and some similar non-radiation related incidents), Surplus will soon require you or your lab to “certify” that the items are free of radiological, biological contamination, and chemical hazards. If there is any doubt whether an item is contaminated with radioactive material, please contact our office for assistance.

## Counting Rooms

This is a reminder that all labs must have a counting room listed on their permit for their monthly wipe surveys. In addition, all labs are required to survey their counting room (or obtain a copy of the survey of shared counting room) each month of use. 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.

## 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.