

Auburn University
Radiation Safety Reporting Guidelines for PIs
(Radiation Safety contact information on back)

General

Notify Radiation Safety promptly of any of the following:

- ***Personnel changes*** (additions or cancellations of radiation workers, regardless of whether the workers need dosimeters)
- ***Acquisition or disposition of monitoring instrumentation*** (scintillation or gamma counters; survey meters; survey meter probes)
- ***Acquisition or disposition of generally licensed equipment*** (radiation-producing devices such as X-ray equipment and items containing radioactive sealed sources, such as scintillation counters and gas chromatographs)
- ***Significant procedural changes***
 - Recall that only the proposed uses specified in the PI's permit are authorized. Significantly different protocols (even for isotopes already authorized) require a modified approval.

Radiation Workers & Training

Use the New Radiation Worker Form on the website to register a new radiation worker with Radiation Safety and trigger training

Note: RMS is providing training on an individual basis as new workers are added; there is no need to wait for a class.

Orders

Notify Radiation Safety via email, phone or web order form when placing order for isotope(s)

Inventory worksheets

- Maintain a paper worksheet (provided with isotope upon delivery to lab) for each unsealed radioactive source in inventory
- When material is used, log the date, starting activity (activity remaining in source vial prior to use in mCi), activity sent to waste, remaining activity, initials of person using material
- If some material remains in source vial at time of disposal:
 - Contact Radiation Safety for pickup of the unused material, rather than placing it in waste container
 - Indicate that remaining activity was disposed as "other" on that date
- ***Return worksheet to Radiation Safety via fax (preferred) or campus mail when completed;*** maintain a copy until you are certain the material has been removed from your inventory

Lab contamination surveys

- Complete a survey of the lab *after each use* of radioactive material (with at least one survey documented per month of use)
Note: Method for completing survey dependent on isotope(s) used; Consult Radiation Safety Manual or contact Radiation Safety with any questions
- *Submit one survey each month of use* to Radiation Safety via email, web form, fax or campus mail
- Maintain copies for 6 months

Inventory reconciliations

- Review inventory reconciliation sheets upon receipt (mailed via campus mail to PIs periodically)
- Update the form as appropriate, sign and return to Radiation Safety, even if no material was used
Note: Only update the "Activity Used" for each source (undecayed); do not update the "Activity Left" or "Current Activity" columns
- Maintain copies for 6 months

Waste

- Minimize waste as much as possible (see guidelines in the Radiation Safety Reference Handbook found on the website)
- Contact Radiation Safety via email or phone to schedule a waste pickup, specifying the following for *each container* to be picked up:
 - Lab
 - Isotope(s) & activity
 - Physical form
 - Volume
 - Date pickup needed
- Do not wait until the last minute to request a pickup; please try to contact us at least a day before the pickup is needed
- Make sure to get approval from Radiation Safety *prior* to generating any radioactive waste mixed with other hazardous ingredients. These items must be handled separately.
- See attached waste collection guidelines for more specific details

Radiation Safety Contact Information

316 Leach Science Center

Phone: 844-6238

Fax: 844-4640

Email: radsaft@auburn.edu

Website: www.auburn.edu/administration/rms