

Email Policy

Discussion

Email is recognized as an official means of communication at Auburn University. All faculty, staff, and students are assigned an AU user name and have access to email communications.

Email communication is generally more efficient and often more reliable than “hard copy” communication. Data in electronic form is also easier to track and analyze.

Policy

A Principal Investigator must include a valid email address (generally the PI's AU user name) when submitting an application to use radioactive materials. It is the responsibility of the PI to inform the Radiological Safety Officer of any change of email address.

Except as noted below, communications via email from the RSO, Assistant RSO, or any member of the Radiological Safety Committee to a PI or vice versa carry the same authority and significance as written communications. Under certain circumstances, such as unreliable access to email at a remote location or the strong desire of a PI not to correspond by email, the RSO will strive to communicate with the PI by additional means.

An initial application for the use of radioactive materials requires the signatures of multiple individuals and must currently be submitted in hard copy. Once electronic signature capabilities and policies are established at Auburn University, applications may be signed and submitted electronically.

Action by the Radiological Safety Committee

The Committee adopted the above policy as official policy regarding the use of email.