

Ordering, Receiving, and Transferring Radioactive Materials

Who is Responsible?

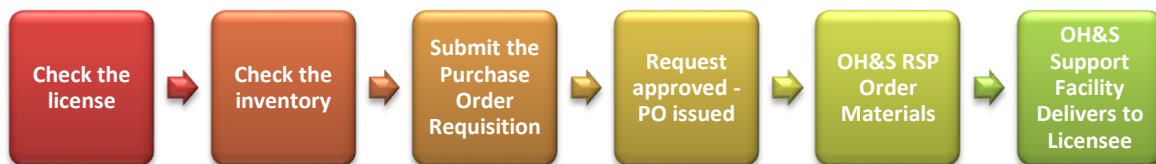
A laboratory or area using or planning to use radioactive materials **must** have an authorized Licensee and/or Alternate who assumes responsibility for the ordering, receiving, transferring, and disposal of them.

The Licensee and Alternate (if named) are responsible for the materials as well as the staff. However, the staff may actually handle the ordering, receiving, transferring, and disposal for the Licensee.



This job aid does not cover the disposal of radioactive waste. Please complete the Radiation Safety Waste Handling course if you are responsible for the disposal of radioactive waste in your area.

Ordering Radioactive Materials



Before the Order is Placed

1. Check the license. The license held by the Licensee designates the materials and the amount that he or she can order and/or possess. To order more materials or order different materials not on the license, the license will have to be amended before the materials can be ordered.
2. Check the inventory. The OH&S Radiation Safety Program (RSP) recommends ordering only 1/3 of the allowed amount listed on the license each time to avoid having excessive decaying materials on hand.
 - a. When ordering, you should check the inventory to ensure that the order will not exceed your license's allowable possession limit.
 - b. When ordering, all of the radioactive material you have in your area is taken into consideration. When you add up the following amounts, you must be under your license's

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allowable possession limit so that you can place an order. If you are over your license's limit, the order cannot be placed.

3. What you have in inventory or in stock (on the shelves or in cabinets)
4. The amount of radioactive waste you have in the area
5. The amount you currently have in use

Submitting the Order



If this is your first purchase requisition for radioactive materials, call OH&S at (205) 934-2487.

Submit the order. A Purchase Requisition must be submitted in the Oracle Administrative System. Online instructions are available via the [OH&S website](#).

Remember that all orders for radioactive materials **MUST** be processed through Oracle and the OH&S RSP. Licensees, Alternates, and lab staff are **not** allowed to phone in orders to vendors.

If you need help completing the Oracle purchase requisition:

- Visit the OH&S website for more information.
- Review pages 43 and 44 in the Radiation Safety Manual.

Wait for approval. A purchase number will be issued after the order is approved. This will be sent to the OH&S RSP. They will place the order for the radioactive materials.

Ordering New Materials NOT Listed on the License

Before you can order materials that are not listed on your license, you must request in writing any change you wish reflected on your radioactive materials license. If you need help with amending (changing) your license, please contact the OH&S RSP for more information.

Note: An e-mail will be accepted as a submitted amendment (change) in writing as long as the Licensee has been copied.

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Adding Families of Organic Compounds

If you need to add new materials to the license, we suggest requesting families of organic compounds instead of specific organic compounds when possible.

For example...

- A Licensee wants to add Tritium to his/her license, but the Tritium has five different chemical forms. All five are included in the family of amino acids. The amendment would request Tritium with amino acids instead of five separate chemical forms.

Receiving Radioactive Materials

Deliveries of Radioactive Material

At UAB, packages and shipments of radioactive materials are received at the OH&S Support Facility each morning. The packages are first surveyed for damage and contamination. Then packages are logged in by the staff. Packages are usually delivered in the afternoon to the labs and other areas unless a request for a special delivery has been requested and approved. A signature is required upon delivery.



All deliveries must be made via OH&S Support Facility unless special approval has been arranged through the OH&S Radiation Safety Program.

Special Deliveries

- **Free from the Vendor**
 - If you receive a free shipment from a vendor or one that has not been through the OH&S Support Facility first, **do not** accept the package. Contact the OH&S Radiation Safety Program IMMEDIATELY!
 - If a vendor asks to ship free radioactive materials to your laboratory or area, ask them to contact the OH&S RSP **prior** to shipping.

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- **Special Order/Deliveries**

- Only special orders that have been approved by the OH&S Radiation Safety Program may come directly from the vendor to you. Requests for special deliveries from the OH&S Support Facility should be submitted to the Radiation Safety Officer (RSO) in advance so that they may be considered for approval or listed on the license. Requests submitted on the same day as the special delivery will NOT be granted.
 - Examples of special deliveries include:
 - Radioactive materials involving patient-related use
 - Patient priority
 - Materials with a very short half-life

Signing for a Package

You must always sign for the radioactive materials you've ordered. Only those persons licensed by the Radioisotope and Radiation Safety Committee may receive/sign for radioactive material. If a person is **not** listed on the license, he/she should **not** sign for any package containing radioisotopes.

After the Delivery

Upon receipt of the materials, you should immediately secure them. Log the receipt of the materials to the Proper Use Form for auditing purposes.



Never leave radioactive materials unattended. Regulations require that radioactive materials not in use be stored in a secured area.

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Transferring Radioactive Materials within UAB

Radioactive material cannot be transferred from one UAB licensee to another without the prior approval of the Radiation Safety Officer (RSO). If you are transferring radioactive material, please contact the OH&S RSP first.

Task	Done?
Ensure that all radioactive materials are accurately reflected on the RM License.	
Plan the transfer route taken so as to minimize radiation exposure to other individuals if transferring within UAB .	
Notify the Radiation Safety Officer (RSO) prior to the transfer of any RM.	
Acquire and complete the proper transfer documentation.	
Submit a transfer document to the RSO for signature and approval prior to transfer.	
Make sure that containers bear the appropriate "Caution Radioactive Material" symbol.	
Ensure that containers bear information as to the Licensee, Location, radioisotope, activity, assay date.	
Wrap liquids in material capable of absorbing twice the volume of liquid in the container.	
Appropriately shield container according to the type of radiation emitted.	
Exposures rates from containers must not exceed 10 mR/hour at three feet from surface of the container or 200 mR/hour at contact.	
Notify the Radiation Safety Program and the OH&S Support Facility. Complete the shipping manifest if the material is to be transferred over the public highways or by commercial carrier.	