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**SECTION: CAMPUS OPERATIONS**

**AREA: GENERAL AND OCCUPATIONAL SAFETY**

**SUBJECT: RADIOACTIVE SUBSTANCES**

### **PURPOSE**

To inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed in the procurement, receipt, storage and transfer of radioactive materials within the UAMS campus.

### **SCOPE**

All UAMS employees, faculty, students, and staff

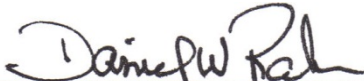
### **POLICY**

Radioactive materials will be used safely and in accordance with applicable regulations. The following provides procedures for procurement, receipt, storage and transfer of these materials.

### **PROCEDURE**

1. Departments initiating Purchase Order Requests for radioactive materials must notify the Department of Occupational Health and Safety (OH&S) and obtain appropriate OH&S approval prior to issuance of a Purchase Order by the Purchasing Department. The Purchase Order shall indicate the radioactive nature of the material, the chemical form, total activity in millicuries (mCi) or microcuries ( $\mu$ Ci), the name of the approved user authorizing the order, the place of delivery as Central Building, **G-154** [Orders must be placed in SAP. R-10 must be designated in the Material Group of the Purchase Requisition so that the requisition will be sent to OH&S for release. On the Delivery Address tab, Code 259054 must be entered in the address box to ensure that the package will be delivered to OH&S at Central Building G-154. On the Texts tab, enter the name of the **Primary Investigator** (Radioactive Material Authorized User) and the laboratory delivery address.] The only exceptions to this policy are the Departments of Nuclear Medicine, PET and PET Research. The Departments of Nuclear Medicine, PET and PET Research will order unit dose radiopharmaceuticals from the Nuclear Pharmacy upon order of the Nuclear Medicine Physician or the approved PET Research Authorized User.
2. Departments "calling in" a Purchase Order Request (confirmation orders) for radioactive materials must complete the process listed above. Upon release of the purchase order by OH&S, the department may "call in" the order.

3. Radioactive materials received during "normal" work hours will be delivered by the vendor to the Department of Occupational Health and Safety, **G-154**. OH&S will unpack and check the material for shipping damage, log the material in, prepare inventory/disposal forms, and store the material until the requesting authorized user signs for receipt of the material.
4. There will be no approved afterhours delivery of sealed sources or research isotopes. The only approved afterhours deliveries are to the Nuclear Medicine and PET Departments. The afterhours deliveries are made directly to these departments and a Nuclear Medicine Technologist must be present to receive the material.
5. Departments expecting delivery of radioactive material requiring special attention should contact OH&S at 686-5550 or 686-7803 to make special arrangements for delivery. Examples of radioactive material requiring special attention include the following:
  - a. Material which **should not** be refrigerated
  - b. Material which **should** be frozen
  - c. Material to be delivered to the requesting department on the weekend or holiday
6. Purchase of radioactive material under an individual license or under another institutional license and transferred to UAMS must have prior approval of the Department of Occupational Health and Safety. The person to receive this material must obtain approval from the Radiation Safety Committee for receipt of the specific isotope, and receipt of that isotope must not result in exceeding his or UAMS' possession limit.
7. Transfer of radioactive material cannot occur without prior approval from the Radiation Safety Office. The original purchaser remains responsible until the Department of Occupational Health and Safety makes the official transfer.
8. Upon termination of the use of radioactive materials, the approved user must notify the Radiation Safety Officer (686-7803) of this intent. The Radiation Safety Officer will then assist the user in arranging for the disposition of any unused materials. Alternatives for disposition to be considered are:
  - a. Transfer to a new employer's license
  - b. Transfer to other individuals under the UAMS license
  - c. Disposal

Signature: 

**Date: March 6, 2013**