

Ordering, Receiving, and Transferring Radioactive Materials

Who is Responsible?

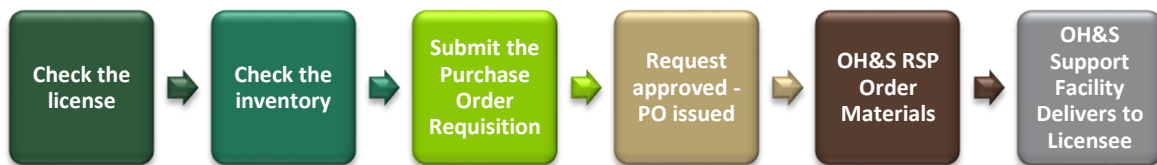
Any work with radioactive materials must be done so under the oversight of an authorized Licensee or Alternate Licensee by way of an established, active UAB Radioactive Materials License/Sub-



This job aid does not cover the disposal of radioactive waste. If you are responsible for the disposal of radioactive waste in your area, you also need to complete [Radiation Safety Waste Handling and Packing \(RS105\)](#).

License, which is in good standing. The licensee/alternate is responsible for the order (procurement), receipt, transfer, and disposal of all radioactive materials under that respective license.

Ordering Radioactive Materials



Before the Order is Placed

1. **Check the license.** The license must specify the type of radioactive material, its chemical form and associated possession limit for each authorized material to be ordered or otherwise possessed under that license.
2. **Check the inventory.** The Department of Environmental Health & Safety (EHS) Radiation Safety Program (RSP) recommends ordering only 1/3 of the allowed amount to avoid approaching the possession limit. When ordering:
 - a. You should check the inventory to ensure that the order will not exceed your license's allowable possession limit.
 - b. Your radioactive materials inventory includes material in stock, in use and waste.

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Submitting the Order

Submit the Purchase Requisition in the Oracle Administrative System (online instructions are available via the [EHS website](#)).

Remember that all orders for radioactive materials must be processed through Oracle and the EHS RSP office. 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 EHS website for more information. You must wait for the approval and the issuance of the purchase number after the order is approved. EHS will then place your order.



If this is your first purchase requisition for radioactive materials, call EHS at (205) 996-4173.

Ordering New Materials NOT Listed on the License

Before you can order radioactive materials not listed on your license, your license must be amended to reflect the desired radioactive material(s). If you need help with amending (changing) your license, please contact the EHS Radiation Safety Program for more information. All amendments must be initiated by the licensee or alternate licensee through IRAP.

Receiving Radioactive Materials

Deliveries of Radioactive Material

All packages and shipments of radioactive materials are received at the EHS Support Facility. The packages are inspected and surveyed for damage and contamination. Packages are usually delivered in the afternoon unless a special request has been granted.



All deliveries of radioactive materials must be received at the EHS Support Facility unless special approval has been granted by the Radiation Safety Officer.

The package will not be handed over unless a signature, by authorized personnel on the license, is provided.

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Special Deliveries

Contact the EHS Radiation Safety Program immediately should you receive a gratis shipment or package that was not delivered to you by the UAB EHS Support Facility personnel. If a vendor asks to ship free radioactive materials to your laboratory or area, ask them to contact the EHS Radiation Safety Program prior to shipping.

Only special orders that have been approval by the EHS Radiation Safety Program may be shipped directly from the vendor to you. Requests for special deliveries from the EHS Support Facility should be submitted to the Radiation Safety Officer (RSO) in advance for review and approval. Examples of special deliveries include:

- Radioactive materials used in the healing arts or for clinical purposes.
- Radioactive materials with relatively short half-lives

Signing for a Package

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

After the Delivery

Upon receipt, the materials must be logged, inventoried and immediately secured.



Never leave radioactive materials unattended. Radioactive materials must be secured at all times.

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 wish to transfer ownership of radioactive material from one license to another, please contact the RSO first.

Radioactive Materials Transfer Checklist

- Ensure that all approved radioactive materials are authorized on the Radioactive Materials (RM) License.
- With the assistance of the Radiation Safety Officer (RSO), plan and document the best route of transfer.
- Notify the RSO prior to the transfer of any RM.
- Complete the proper transfer documentation in IRAP.
- Await the approval of the RSO prior to transfer.
- Package and label all containers as per all applicable regulations. Make sure that containers bear the appropriate radioactive material caution signage.
- Ensure that containers bear such information as 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/hr at three feet from surface of the container or 200 mR/hr at contact.
- Notify the Radiation Safety Program of transfer date. Complete the shipping manifest if the material is to be transferred over the public highways or by commercial carrier.