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Radiation Safety Training Update

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Obtaining Radioactive Materials Fast, Efficient and Safe Service

All requests for radioactive materials **ARE REQUIRED** to be processed through the Procurement Office and the Radiation Safety Office. This is true for materials that are purchased, received as gifts, or received directly from other institutions. There are many reasons for this, all relating to NYSDOH/BERP radioactive materials licensing conditions, source security issues and radiation safety concerns.

First, in order to provide proper protective measures, an accurate inventory of radioactive materials must be vigilantly maintained. This is also a strict condition of our New York State Department of Health License.

Second, all packages must be inspected for damage and their integrity verified. This ensures that there is no spread of potential radioactive contamination from damaged packages.

Third, in the unlikely event of a vehicular accident involving the transporter of the package, we would need to be notified and provide proper protective advice to any responders.

Ordering radioactive materials through Procurement and the Radiation Safety Office, provides these safeguards. The process is simple and detailed in your Radiation Safety Manual. Here is a summary:

- Prepare a purchase requisition with all information required.
Check off the radiation control box and be sure to include the name of the Authorized Principal Investigator and include your current RAM in stock and RAM waste inventory on the requisition.

Obtaining Radioactive Materials, Continued

Submit the completed paperwork to Office of Grants Management (OGM)

When the package arrives, Radiation Protection Services will inspect it and deliver it.

Special arrangements are easily made to accommodate international shipments and other special situations. Just call the Radiation Safety Office, explain your situation, and we will work with you to ensure the shipment arrives safely, quickly and legally.

Radioactive Materials Security

- Radioisotopes requiring a "Radioactive Materials" label must be stored in areas under the control of the user.
- This area must be locked or otherwise secured against unauthorized removal of the material.
- Physical barriers such as locked boxes or drawers, locked refrigerators, locked laboratory doors must be established to control access to radioactive materials.
- If laboratory is unattended, radioactive materials must be secured.

Avoid delays with your RAM orders by Downloading State & Research Purchase Requisition Forms:

1. Go to SBU website
2. Click on For Faculty and Staff
3. Under Resources Click on Administrative Departments and Services
4. Click on Procurement Office
5. Click on Forms
6. Click on Research or State
7. Click on Purchase Requisition
8. Click on Adobe Acrobat (PDF)
9. Print Form