

UNIVERSITY OF CINCINNATI  
RADIATION SAFETY COMMITTEE  
POLICY STATEMENT 98-1

Policy Concern: This policy concerns the delivery of radioactive material (RAM) packages to laboratories by the Radiation Safety Office (RSOf) and the pickup of RAM packages by authorized users, or their designee, at the Radiation Safety Laboratory and the subsequent release by RSOf personnel.

Policy Implementation: The Radiation Safety Officer is directed to implement this policy upon approval by the Radiation Safety Committee. All necessary procedure changes and instructions to implement this policy must be approved by the Radiation Safety Officer.

Discussion: The University of Cincinnati's broad scope license through statements made in license application requires that packages of radioactive material be picked up by the authorized user, or their designee, as specified in writing. Until late April 1998, the Radiation Safety Officer and Radiation Safety Committee were unaware the commitment had been made. Upon learning of the commitment, the Radiation Safety Office immediately sent a letter to all authorized users requesting they provide, in writing, a list of specified individuals who could pickup packages of radioactive material from the Radiation Safety Office. The non-compliance was brought to the attention of the Radiation Safety Committee at their next meeting on May 18, 1998. At that meeting, the Radiation Safety Officer recommended an amendment be submitted to delete the requirement. The Radiation Safety Committee concerned with security of radioactive material indicated they did not want the commitment removed and instructed the Radiation Safety Officer to develop a policy where both the license commitment and their concerns with security could be met.

Revision 1: The initial version of RSC Policy 98-1 has been effective; however, to continue improving services to the RSOf customers, a package delivery option by the RSOf was introduced in 2014.

Policy Statement:

1. RSOf personnel may deliver RAM packages when an approved delivery time is made between the RSOf and the receiving laboratory. The RSOf will ensure the recipient of the RAM package is approved as outlined in section 3 of this policy.
2. The authorized user, or an individual designated in writing by the authorized user, may pick up RAM packages from the RSOf.
3. Any of the following are acceptable methods for designating an individual.
  - a. Listing the individual as a radiation worker under the authorization. Individuals are added to the list using RS form 2.0.
  - b. Providing a list to the Radiation Safety Officer of individuals who may pickup radioactive material under the authorization. The list must:

- i. be signed and dated by the authorized user making the request,
    - ii. specifically list the name of each individual who is authorized to pickup radioactive material for the authorized user, and
    - iii. include a statement or an equivalent statement that reads - "The following individual(s) are authorized to pickup radioactive material packages received in the RSO of under my authorization."
  - c. Providing a list to the Radiation Safety Officer of other authorized users whose radiation workers are authorized to pickup radioactive material under the authorization. The list must:
    - i. be signed and dated by the authorized user making the request,
    - ii. specifically list the name of the delegated authorized user and include their signature, and
    - iii. include a statement, or an equivalent statement that reads - "All radiation workers under the following authorized user(s) authorization are authorized to pickup radioactive material packages received in the RSO of under my authorization. It is understood that I have the ultimate responsibility for actions taken by these individuals during transportation of the radioactive material."
  - d. Providing a letter at the time of radioactive material pickup. The letter must:
    - i. be signed by the authorized user, and
    - ii. must state that the individual is authorized to pickup radioactive material for the authorized user.
  - e. Designating the individual as the "person to contact for receipt/problems" on the order form, i.e., RS form 14.
4. Prior to releasing radioactive material to an individual, the Radiation Safety Office shall do the following:
  - a. Ask the individual picking up the radioactive material their name, the authorized user's name, and the radionuclide of the radioactive material to be released.
  - b. Verify the individual is approved by the authorized user to pick up the material. Verification will be by on the methods listed in 2 above.
  - c. Have the individual sign and date the RS form 14.
5. It is the authorized user's responsibility to ensure individuals are adequately designated to pickup radioactive material. The Radiation Safety Office shall turn away and not transfer packages to any individual who is not the authorized user or an individual designated by the authorized user in accordance with this policy.

Policy Approval: July 21, 1998

Revision 1 approved May 14, 2014