

Radioactive Material Orders

Are you intending to place a RAM order?

Read below for important information to include and notable steps to complete pertaining to your order.

RU MARKETPLACE REQUISITION

- Include the PI's name in the "SHIP TO/SHIPPING" address section.
- **Always** enter REHS info as the "SHIP TO/SHIPPING" address. RAM orders are not allowed to be shipped directly to the lab/PI per Rutgers policy. The proper shipping address for REHS is as follows:

Rutgers Environmental Health & Safety (REHS)
74 Street 1603, Building 4116
Piscataway, NJ 08854

VENDOR ORDER

Enter the PI's name somewhere in the details of the order with the vendor so the name displays on their packing slip which enables REHS to determine who to deliver the package to.

NOTIFY REHS

Inform REHS of your RAM order so they know to expect your RAM package soon. Submit the notification to REHS via **Report Isotope Order** on the REHS website:
<https://halflife.rutgers.edu/forms/isotopeorder.php>

WHAT'S NEW?

IN PROGRESS...UPDATES TO THE REHS RADIATION SAFETY WEBSITE!

Website address: <https://ipo.rutgers.edu/rehs/labrad-radiation-1>

NEW & UPDATED FORMS:

[Quarterly Use Statement](#) , [Wipe Test/LSC Efficiency/MDA form](#) ,
[Declaration of Pregnancy/Fetal Dosimetry Application](#) ,
[Transfer of RAM form](#) , [RAM Inventory Log](#) , [Post-Experiment "Daily" Survey](#)

Decommissions & Permit Closure

INACTIVATION OF RAM LAB

- ✓ PI no longer needs the lab(s) for radioactive material (RAM) use or storage AND
- ✓ PI still intends to use the lab(s) for other purposes AND
- ✓ The lab(s) still contains equipment & supplies

FULL DECOMMISSIONING OF RAM LAB

- ✓ PI no longer needs the lab(s) for radioactive material (RAM) use or storage AND
- ✓ The lab(s) will not be used for other purposes by the PI and/or will be undergoing renovations AND
- ✓ All equipment & supplies have been removed from lab(s)

Inactivation and/or full decommissioning can be performed for one or more labs assigned to the PI. All RAM must be removed permanently from the labs being decommissioned. For decommissioning of all the PI's labs, the PI must have zero RAM inventory on hand, and the PI's permit will be closed.

REHS performs a comprehensive radiation survey of the lab (via wipe tests and survey meter) to check for RAM contamination. If no evidence of contamination, then caution signs/labels as well as REHS records will be adjusted accordingly.

Contact the REHS Radiation Safety Group to discuss and request any of the above processes.



PLANNING RENOVATIONS IN A RAM LAB?

Disruption of RAM contamination is a hazard!

For ACTIVE and INACTIVE labs, the lab staff or building manager must contact REHS PRIOR to the planning of any renovation work in order to:

- discuss renovation plans, timeframe, and concerns
- schedule REHS to perform a full decommissioning of the lab prior to the start of renovations to ensure the lab is safe for renovation workers

Pregnancy in the Workplace

Due to the potential impact of radiation exposure on an embryo/fetus, pregnant employees who work with radiation sources are encouraged to declare their pregnancy to their supervisor and REHS. This declaration enables REHS to enroll the worker into Rutgers' fetal dosimetry program which involves the following:

- Consultation with REHS Radiation Safety staff to discuss risks and how to reduce radiation exposure
- Issuance of a fetal dosimetry badge (to monitor the radiation dose to the fetus) to all pregnant workers who work directly with radioactive materials and/or radiation producing machines or are concerned because they work in a RAM lab
- Setting the pregnant worker's fetal occupational exposure limit to the NJ Department of Environmental Protection (NJDEP) regulation of **500 millirem (mrem) over 10 months (= 50 mrem/month)**

Complete & submit the **Declaration of Pregnancy** form:
<https://ipo.rutgers.edu/rehs/fetal-dosimeter-application>

Visit the REHS website for more information:
<https://ipo.rutgers.edu/rehs/labrad-radiation-1>
<https://ipo.rutgers.edu/rehs/labrad-dosimeter-rules>



Rutgers Environmental Health & Safety (REHS)
74 Street 1603, Bldg. 4116
Livingston Campus
Piscataway, NJ 08854

Contact REHS Rad Safety:
Phone: 848-445-2550

Email: RadGroup@ipo.rutgers.edu
Web: <https://ipo.rutgers.edu/rehs>

Inventory Verification Reports

Inventory Verification Reports (IVR) are due in **January** and **July** of each calendar year for the previous 6-month period. The purpose of the IVR is for reporting the amounts of each radionuclide received, transferred, and disposed of during the reporting period, and includes the amount of each radionuclide "on hand" at the end of the reporting period.

Ensure you verify your on-hand radionuclide inventory via MyREHS by the end of July. Late submissions may result in a hold on receiving RAM deliveries.

Transfer of RAM Between PIs

An Authoree/PI can transfer radioactive materials (RAM) to another Authoree/PI at Rutgers. Follow the steps in order below to perform the transfer:

1. The PI must contact REHS to discuss the plans.
2. The PI completes and submits the [Transfer of RAM form](#) to REHS.
3. RAM is physically transferred from transferor PI to recipient "transferee" PI. *NOTE:* only REHS staff is allowed to transport RAM via vehicle.
4. Either of the PIs involved in the transaction notifies REHS that the transfer is complete so that REHS can adjust inventory for both PIs.

TRAINING CORNER

INITIAL RADIATION TRAINING SCHEDULE

Completion of in-person *Initial Radiation Safety Training* is required prior to working with radioactive material (RAM). All initial training classes are held at the **REHS office** (see REHS address in the lower right corner of this Rad Notes).

Listed below are the next few sessions.

JULY 18 (Thursday)	9 AM – 12 PM
AUG 16 (Friday)	1 PM – 4 PM
SEPT 16 (Monday)	9 AM – 12 PM
OCT 15 (Tuesday)	1 PM – 4 PM

REFRESHER RADIATION SAFETY TRAINING

For all who work with RAM (PIs & rad workers), completion of refresher radiation safety training is required annually following initial radiation safety training. Refresher training is provided online on the MyREHS website. In-person refresher training is available by request...contact the REHS Radiation Safety office.

For all REHS class listings, registration, & training class address, visit the MyREHS website: <https://myrehs.rutgers.edu/>

- Login with your Rutgers NetID, then click on **Training Calendar** button at top of page to access course listings.
- *Initial Radiation Safety* class is listed in the *Courses* box (click on course title for more info).
- *Radiation Safety Refresher* and *X-ray Training* (both online classes) are listed in the *Online Training Links* box.

Contact REHS if you need registration assistance.

X-RAY TRAINING (ONLINE)

Completion of *X-ray Safety & Awareness Training* is required prior to working with radiation producing machines, e.g., x-ray machines, electron microscopes, particle accelerators, electron capture detectors, etc. X-ray training is provided online on the MyREHS website.

OVERDUE FOR REFRESHER TRAINING?

Annual refresher radiation safety training is required to work with RAM in your lab(s). Training is considered "valid" if it was taken at some point in the previous year.

Example: If you completed training by December 31, 2023, then your training is current/valid for all of 2024. Renew by December 31, 2024 in order to be current for 2025.

If you are overdue for completing your annual refresher training, follow the instructions below and complete refresher training now. Untrained lab personnel may result in a hold on receiving RAM deliveries.

Q: I've got a waste bucket of scintillation vials that were used for wipe tests, and they are all consistent with background. How do I deal with labeling and the waste card?

A: Although the scintillation vials were only used for wipe tests and are consistent with background (also includes vials used for *self-normalization & calibration* [SNC] verification), they still need to be handled as RAM waste. The bucket must be labeled with a "CAUTION, RADIOACTIVE MATERIALS" label and stored in the RAM waste storage area. On the *Radioactive Waste Disposal Form* (yellow waste card), fill out as usual (include isotopes and LSC cocktail info) but write in "*trace (wipe tests and SNC verification only)*" in any activity/mCi fields. Schedule RAM waste pick-up when ready.



Rutgers Environmental Health & Safety (REHS)
74 Street 1603, Bldg. 4116
Livingston Campus
Piscataway, NJ 08854

Contact REHS Rad Safety:
Phone: 848-445-2550

Email: RadGroup@ipo.rutgers.edu

Web: <https://ipo.rutgers.edu/rehs>