

## Holiday RAM Delivery

**REHS will be closed between December 25, 2024 and January 1, 2025 for the holiday break.**

REHS will reopen on January 2, 2025 and resume delivery of radioactive materials (RAM) packages. Please plan ahead for RAM orders to be delivered by the vendor to REHS by December 23, 2024 **OR** on/after January 2, 2025.



**IF YOU ANTICIPATE A CRUCIAL NEED FOR A RAM DELIVERY BETWEEN 12/26 – 12/31...**

Please contact the REHS Radiation Safety Group by **Thursday 12/19 via email or phone** so that REHS can make necessary arrangements. Provide the exact date of delivery provided by the vendor.

If you have not notified REHS in advance of a RAM order during the holiday break, do not order any RAM from a vendor (and do not report any orders to REHS via phone or the REHS website) after **Tuesday 12/24** for delivery 12/25/24 – 1/1/25. **REHS will not be aware of deliveries.**



## NEW! Radiation Safety Database Rollout

### IMPORTANT SOFTWARE UPDATE!!!

All radiation-related data will be moving from MyREHS to a software titled *Environmental Health & Safety Assistant (EHSA)*.

**WHY:** REHS has been using a prior version of EHSA to manage all RAM and radiation-producing machine data at Rutgers, which has been synced with the MyREHS system. EHSA is being upgraded to the newest cloud-based version, which will essentially sever the tie between EHSA and MyREHS.

**WHEN:** January 8, 2025 (Wednesday) is the rollout of EHSA

**HOW DOES THIS AFFECT YOU:** On 1/3/25 after 3pm, radiation data management will freeze and be inaccessible in MyREHS and EHSA, thus enabling data transition from the old EHSA to the new software version. On 1/8/25, the new EHSA will be available for use by PIs and certain approved lab staff to access their radiation data.

**ACCESS TO THE SITE:** PIs and approved lab staff will be provided access to the site and will use their NetIDs to login.

**TRAINING:** Training classes and guides on how to navigate the system will be available in January. REHS rad staff will be available to help you with the new site.

More info will be provided to you in the coming weeks regarding the rollout of the new software.

## REHS SITES & LINKS

Below are some useful radiation safety links to websites and forms for your use.

### REHS RADIATION SAFETY WEBSITE

<https://ipo.rutgers.edu/rehs/safety/lab/radiation>

### MyREHS DATABASE

<https://myrehs.rutgers.edu>

### REPORT ISOTOPE ORDER TO REHS

<https://halflife.rutgers.edu/forms/isotopeorder.php>

### REQUEST RAM WASTE DISPOSAL PICK-UP

<https://halflife.rutgers.edu/forms/radwaste.php>

### LINKS TO POPULAR FORMS

[Quarterly Use Statement](#)

[Wipe Test/LSC Efficiency/MDA form](#)

[Post-Experiment "Daily" Survey form](#)

[RAM Inventory Log](#)

[Transfer of RAM form](#)

[Dosimeter Badge or Ring Application](#)

[Declaration of Pregnancy/Fetal Dosimetry Application](#)

## Inventory Verification Reports

For RAM users, Inventory Verification Reports (IVR) are due in **January** and **July** of each calendar year. However, due to the transition to the EHSA software (see above) in early January, the submission deadline has been extended to 2/15/25. Also, using the MyREHS website (<https://myrehs.rutgers.edu>) will only be available until 1/3/25, so PIs will use the new EHSA system thereafter to submit their IVRs...stay tuned for more info in January!

Happy Holidays from  
your Rad Safety Team  
at REHS!



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](mailto:RadGroup@ipo.rutgers.edu)

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

## 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://halfife.rutgers.edu/forms/isotopeorder.php>

## 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 in 2025.

<b>JANUARY 15 (Wednesday)</b>	<b>9 AM – 12 PM</b>
<b>FEBRUARY 13 (Thursday)</b>	<b>1 PM – 4 PM</b>
<b>MARCH 14 (Friday)</b>	<b>9 AM – 12 PM</b>
<b>APRIL 14 (Monday)</b>	<b>1 PM – 4 PM</b>

### 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: Our PI is planning on getting rid of our current analytical x-ray machine in lab room # 1, but then also purchasing a new x-ray machine for lab room # 2. What do we need to do?*

**A:** First, contact the REHS Rad Safety dept. to inform them of the plan. Provide info about which x-ray machine is being disposed of and where/how is it being disposed (junked/donation/etc.). REHS will then submit a disposition form to the NJDEP to remove the machine from our registration. REHS will then gather information about the newly purchased machine so that they can register it with the NJDEP and schedule a time with the lab to perform a survey of the unit/room once it is installed (this needs to occur within 30 days of installation). The PI must ensure training on the new machine is conducted.



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