

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 4.3		
<i>CHAPTER:</i> Materials Control	<i>ISSUED:</i> 1993	<i>REV. A</i> 12/99	<i>REV. B</i>
<i>POLICY:</i> Radioactive Materials	<i>PAGE 1 OF 2</i>		

PURPOSE

To ensure the safety and well being of Creighton faculty, staff, students and visitors by establishing procedures for the procurement and handling of radioactive materials.

SCOPE

This policy applies to all employees and students.

POLICY

To comply with the Nebraska Department of Health, Division of Radiological Health regulations and policies of the University's Radiation Safety Committee.

PROCEDURES

Before an order for radioactive nuclides can be placed, the Nebraska Department of Health and Human Services, Regulations and Licensure requires an individual be licensed. A license application may be made on Form NRH-5, which is available from the RSO.

After Form NRH-5 has been filled out by the applicant and approved by the RSO, the Radiation Safety Committee must approve the application. After final approval by the Committee a permit will be issued by the RSO.

The above are required whether the application is for a new license or for an amendment to an existing license.

The requisition shall include the following:

- Account number **7694**
- Principle Investigator and license number
- Catalog number, product name
- Isotope and amount of activity

The radioactive material ordered must be shipped directly to the RSO.

All radioactive orders must be approved by the RSO before Purchasing can place the orders. The RSO will see that the nuclide being ordered is permitted, that the total amount of that nuclide

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does not exceed the permitted activity, and that the user is currently meeting all regulations set forth in his/her license.

ADMINISTRATION AND INTERPRETATIONS

It is the individual researcher's responsibility to understand and implement the procedures.
Direct questions concerning regulations to the Radiation Safety Office (RSO) at 280-5570.
Direct procurement questions to the Director of Purchasing.

ADMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.