

<b>UT Health Science Center: RSP22 - Radioactive Materials Procurement</b>	
<b>Version 1</b>	<b>Publication Date: 09/17/2024</b>

## Objective

This procedure establishes the protocol for ordering or obtaining radioactive materials for use on the UTHSC (University of Tennessee Health Science Center) campus.

## Scope

This procedure has been developed and implemented by UTHSC Research Safety Affairs. Requirements of this procedure will be applied to all radioactive material procured under license R-79019-D30 or a general license.

## Roles

Activities mandated in this policy will be conducted by the UTHSC Radiation Safety Officer and ~~the~~ other UTHSC Research Safety Affairs personnel authorized by the Radiation Safety Officer or the Research Safety Affairs Chief Safety Officer and by all UTHSC authorized users of radioactive material.

## Definitions

Procure – purchase or obtain by gift or donation any radioactive material under license R-79019-D30 or a general license.

Authorized User – any UTHSC employee or individual authorized by the UTHSC Radiation Safety Committee to obtain or use radiation materials on the campus.

## Procedure

### I. Authorized User Responsibilities

#### A. Verify the following:

1. Authorized user consults the Environmental Safety and Health Assistant (EHSA) database to verify
  - a. User is authorized to receive the radionuclide in the chemical and physical form being ordered.
  - b. The order will not exceed authorized possession limit.

#### B. Authorized notify the Research Safety Affairs office at [radsafety@uthsc.edu](mailto:radsafety@uthsc.edu) with the following information before the order is placed with the vendor:

- a. PI (authorized user) name
- b. Radionuclide and chemical name of material to be purchased.
- c. Quantity to be purchased (mCi,  $\mu$ Ci, MBq)

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- d. Contact name and alternate (with phone numbers and email address) for Rad Safety to contact when material arrives. (Shipment of radioactive material to a location other than the UTHSC campus is prohibited.)
- e. Indicate if the material will be ordered using a procurement card or a purchase order. If a purchase order is used, provide the purchase order number.
- f. Expected date of arrival of the shipment of material.
- g. Shipping address for radioactive materials shipments:

**University of Tennessee Health Sciences Center  
Police Office/Research Safety Affairs  
3 N. Dunlap St.  
Memphis, TN 38163  
Attn: Ordering department/PI name**

- h. When radioactive pharmaceutical compounds arrive directly to the pharmacy-
  - (a) The pharmacy manager will perform the check-in procedure required in step II.
  - (b) A completed copy of the UTHSC Radioactive materials UTHSC Radioactive Materials Receiving Form will be emailed to the [radsafety@uthsc.edu](mailto:radsafety@uthsc.edu) upon completion of the package check-in.
  - (c) The pharmacy manager will update the EHSA inventory for the pharmacy radioactive materials inventory.

## II. Receiving Department

- A. Upon arrival the package will be delivered to the campus Police reception area.

## III. Research Safety Affairs Office

- A. Upon notification of a radiation material package's arrival on campus, Research Safety Personnel will collect the package and deliver it to Research Safety Affairs for check-in and processing.
- B. Check-in and processing will be done in accordance with the **UTHSC: Radioactive Package Receiving Procedure**.
- C. Research Safety Affairs personnel will confirm the authorized user receiving the material
  - 1. Is authorized to receive the radionuclide in the chemical form.
  - 2. Has sufficient approved authorized possession limit to receive the quantity arrived.
  - 3. Is authorized to store or use radioactive materials in the specified lab delivery location.
  - 4. If any problems are noted in 1-3 above, contact the Radiation Safety Officer for guidance.
- D. Research Safety Affairs personnel will enter the radioactive materials shipment into the authorized user's EHSA inventory.

## IV. Documentation

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A. UTHSC Radioactive Materials Receiving Form

### **Penalties/Disciplinary Action for Non-Compliance**

License violations are subject to civil penalties up to \$5,000 per day per violation. In the event of a threat to public health and safety, the Division has the right to confiscate radiation sources.

### **References**

- I. [NUREG 1556 Volume 11 Revision 1](#)
- II. License R-79019-D30