Ordering, Receipt and Delivery of Packages Containing Radioactive Materials for Research

A. Purpose

Radiation Safety will approve all orders for and receive all packages containing radioactive materials intended for research purposes. Labs are prohibited from receiving packages directly unless special arrangements are made by the Radiation Safety Officer (RSO). This policy describes both the radiation safety program's and laboratory's responsibilities in processing the received packages.

B. Applicability/scope

This policy applies to research laboratories at Columbia University (Morningside, Nevis, LDEO, Barnard College, Manhattanville), New York State Psychiatric Institute and the Medical Center campus.

C. Definitions

- PI - Principal Investigator
- RSO - Radiation Safety Officer – This term includes the Chief RSO, RSO for Research Programs and the RSO for Clinical Programs.
- ARC – Accounting and Reporting at Columbia

D. Procedures

1. Only a PI with an active permit to use radionuclides may order radioactive materials. Radioactive materials may not be ordered using a credit card. This is prohibited. Radioactive materials can be ordered by obtaining a purchase order that is subject to prior approval by Radiation Safety personnel through Accounting and Reporting at Columbia (ARC) or through an approved grant (HHMI, Howard Hughes).

   Receipt of radioactive materials from extramural sources (e.g., other institutions or agencies) that do not involve formal purchase orders will be approved in writing by the Radiation Safety Officer (RSO) before receipt.

2. All packages will be shipped to the Radiation Safety Office. Radiation Safety personnel will inspect and survey the packages for damages and contamination. The packing slip will be compared with the contents. Upon completion, the PI or designee will be notified that the

package is ready for pickup. If alternative pick up arrangements are necessary they must be made with Radiation Safety personnel.

Designated lab personnel who are trained in radiation safety are authorized to receive the package, bring the package to their certified radioactive material use room, space or lab and open it.

The packaging material and box must be monitored for contamination before discarding. This is best done by two wipes. The first wipe should be on the outside of the box and the second wipe should be of the internal packaging contents. If contaminated you must STOP and notify the radiation safety office immediately. If not contaminated, obliterate any radiation labels and discard as regular trash.

3. Other arrangements for receipt and survey of packages or shipments may be approved in writing on a case-by-case basis by the RSO.

E. Emergency contact

Morningside, Nevis, LDEO, Barnard College, Manhattanville: Call 854-4442 during business hours. After hours, call Public Safety at 212-854-2797 or 212-854-5555 and request Radiation Safety assistance.

CUMC: Call 212-305-0303 during business hours. After hours, call Public Safety at 212-305-8100 or 212-305-7979 and request Radiation Safety assistance.

F. Medical Surveillance

N/A

G. Recordkeeping

The lab is required to keep all inventories and use records for at least 3 years from the date of disposal of the isotope.

H. Appendices

N/A

I. Forms

The packing slip, inventory record sheet and instructions for how to complete the inventory form will be provided to the lab at the time of package pick up.

J. References

N/A

K. Acknowledgements (optional)

N/A