7. OBTAINING AND TRANSFERRING RAM

7.1 PROCEDURES FOR OBTAINING RADIOACTIVE MATERIALS

Radioactive materials intended for research or laboratory medicine are ordered by either Radiation Safety personnel or, under special circumstances, by designated individuals authorized by the Radiation Safety Officer. The restricted ordering is required by the US Nuclear Regulatory Commission to ensure that the requested materials and quantities are authorized by the licenses issued to our institution and that possession limits are not exceeded. Purchases of radioactive material are handled as follows:

7.1.1 Research Orders Using a WU Purchase Order Number

Orders for materials to be purchased using WU funds must be requested via the University's AISSystems (AIS) Marketplace. Click here for guidelines on ordering RAM through Marketplace.

7.1.2 Orders Using a Barnes–Jewish Hospital (BJH), St. Louis Children's Hospital (SLCH), or Howard Hughes Medical Institute (HHMI) Purchase Order Number

Orders for radioactive materials using BJH, SLCH, or HHMI Purchase Order Numbers are placed directly with the supplier as authorized by special condition with the Radiation Safety Office specified as the shipping address. The individual placing the orders then notifies Radiation Safety of the RAM Order, specifying the following information: vendor name, authorized user (AU) name, radionuclide, activity, physical form (e.g., liquid, solid, sealed source, capsule, etc), chemical form, date RAM package will be delivered, location (building and room number) for delivery by Radiation Safety, name and phone number of individual who placed the order. Information on these RAM orders should be phoned (314–362–3476), faxed (314–362–1995) or emailed (radsafety@wustl.edu) to Radiation Safety prior to receipt of the RAM package, preferably at least the day before receipt.

7.1.3 Receipt of Radioactive Material Packages

Upon receipt of the package and completion of the initial package monitoring, Radiation Safety personnel deliver the package to the location specified at the time the material was requested. Certain Authorized Users may be approved by special condition to directly receive RAM packages.
7.2 PROCEDURE FOR TRANSFERRING RADIOACTIVE MATERIAL TO OTHER INSTITUTIONS

All transfers of radioactive material must be arranged by Radiation Safety in order to ensure

- verification of the institution's compliance with federal and/or state licensing requirements
- verification of recipient's authorized user status and proper radioactive materials receiving address
- WU compliance with DOT & NRC regulations governing correct packaging, labeling, documentation and transportation of radioactive material
- WU compliance with DOT training requirements for those who prepare RAM packages for shipment and
- internal documentation of the transfer and maintenance of that documentation for NRC or State review.

Individuals wanting to transfer radioactive material to another institution should call 314–362–3479 with the following information

- name of institution to which the RAM is being transferred
- name of intended recipient
- telephone number of Radiation Safety contact at institution
- identity of radionuclide, activity, physical and chemical form of material to be shipped and
- anticipated date of shipment.

Contact the Radiation Safety Office as far in advance of the transfer as possible. Radiation Safety personnel will contact the institution to verify licensing, authorized user status of recipient, proper RAM receiving address, etc., and also determine the type of packaging required for the shipment. The lab will be contacted and given the date and time to bring the material to the Radiation Safety Office for preparation. The lab will be responsible for providing dry ice if needed. The lab may also be asked to provide an appropriate shipping container if a special DOT approved container is not necessary. The departmental account number for the desired courier should be provided when the materials are presented for shipment. Radiation Safety personnel will package the material and prepare all necessary paper work. The material will be shipped from the Radiation Safety Office.