San Francisco State University
Radiation Safety Office

Summary of Recordkeeping and Reporting Requirements
For the Use of Radioactive Materials

A. Purchasing Radioactive Materials

1. You must have a valid Radiation Use Authorization (RUA) which specifically allows the purchase of the requested material.
2. Your purchase must fall within the limits as stated on your RUA.
3. After having ascertained that your desired purchase is permitted under the terms of your RUA license, follow the steps listed below:
   a. Obtain an order control number from the RSO or the RSO’s designee
   b. Order the material from the desired vendor – using SFSU purchase rules
   c. Receive the radioactive material in the lab and record it in the Acquisition Log (RAD-1A)
   d. Inspect and check in the package and fill out a “Incoming Radioactive Receipt Report” (RAD-1B)
   e. File the original completed Receipt Report in your recordkeeping log book (“red” book), along with the wipe test, and send a copy to the RSO.
   f. Create a “Radioactive Materials Use and Transfer Log” (RAD-1C) for the new material.

B. Using Radioactive Materials

Follow all of your laboratory’s precautions for the handling of radioactive materials and “Radiation Safety Principles and Work Rules” from the Radiation Safety Manual, available as a one page reprint.

1. For each day of use:
   a. Enter the use in the “Use and Transfer Log” for that particular radioactive material.
   b. After the experiments are finished for the day, you must survey the work area using a G-M survey meter. Record the results in log book. Also, survey your lab coat to check for contamination.
      Exception: Not required for the use of tritium (\(^3\)H) because its extremely low energy isn’t picked up by meter.
2. Each month (or within 30 days of the last use of radioactive material):
   a. Do a wipe test of the lab at the locations designated on your lab’s diagram.
   b. Record the results in the log book.
3. Each semester:
   a. The RSO will request a current inventory of radioactive materials from Responsible Users.
   b. The P.I. or Responsible User will submit to the RSO his/her current inventory of radioactive materials
4. Waste disposal:
   a. Keep waste containers closed when not in use.
   b. Ensure an identification label and radioactive symbol are on the container.
   c. Survey the outside of container to check for contamination.
   d. Contact the RSO when waste needs to be removed.
   e. Follow your lab’s protocols for handling waste.
   f. Always consult with the RSO before generating any new forms of radioactive waste.

C. General Information

If you have questions or encounter difficulties, contact your Responsible User or P.I. or the RSO. The RSO is available for consultation to aid you in the safe use of radioactive materials and to help you comply with all of the regulations and requirements.

Pregnancy Declaration: If you are or become pregnant, you have the option of officially “declaring” your pregnancy. Contact the RSO for more details.

Telephone Numbers:

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