

## Chapter IV: Transferring Radioactive Material

### Policy

It is the policy of the University of Chicago to transfer radioactive material between University principal investigators, acquired from an outside institution or transfer radioactive material to outside institutions in a manner that is compliant with the University license, IEMA regulations and applicable transportation regulations (e.g. International Air Traffic Association (IATA) regulations and U.S. Department of Transportation (DOT) regulations). Radioactive material shipments shall be prepared and offered for shipment by properly trained University employees (e.g. Office of Radiation Safety trained staff).

### Authority and Responsibility

*Office of Radiation Safety* shall be responsible for:

- 1 Ensuring proper transfer of radioactive material between University of Chicago principal investigators;
- 2 Preparing and offering radioactive material packages for shipment;
- 3 Maintaining current IATA and DOT training for staff shipping radioactive materials; and
- 4 Maintaining required shipping records.

*Principal Investigators, Employees, Students and Departments* are responsible for:

- 1 Contacting the Office of Radiation Safety for approval to transfer radioactive material to another University of Chicago principal investigator laboratory;
- 2 Contacting the Office of Radiation Safety concerning shipping radioactive material to an outside institution; and
- 3 Providing the Office of Radiation Safety with required information for shipment as outline in the policy proper placards to motor vehicle carriers, if applicable; and
- 4 Complying with all aspects of this program.

### Internal Transfer of Radioactive Materials between Principal Investigators

- In cases where the radioactive material is to be acquired from a radioisotope user at the University of Chicago, the person who is to be the supplier principal investigator (PI) must verify that the recipient principal investigator is authorized to receive the radioactive material.
- The supplier principal investigator must contact the Office of Radiation Safety to verify that the recipient PI has an approved application on file. Approval must be obtained from the Office of Radiation Safety prior to the transfer of radioactive material.

**Please note:** If the recipient received radioactive material and was not authorized to possess the material, the University would be in non-compliance with the radioactive material license issued by IEMA, Division of Nuclear Safety. In addition, this will jeopardize the supplier Principal Investigators protocol privileges.

### **Acquiring Radioactive Material from an Outside Institution**

Laboratories receiving radioactive material as a loan or gift are required to have an approved application on file with the Office of Radiation Safety and must PROMPTLY notify Radiation Safety of the receipt of such a loan or gift.

### **Transferring Radioactive Material to an Outside Institution**

- Radioactive material being shipped outside the University must be approved by the Office of Radiation Safety.
- To ship radioactive material to another institution, the U of C, Office of Radiation Safety must obtain authorization from the recipient institution's Radiation Safety Office and a copy of their institutions radioactive material license. Please notify our office in advance of the shipping date, so that our staff can complete the necessary shipping documents and obtain the necessary licensing documents and packaging materials.
- If you are shipping radioactive material to another institution, you must provide the Office of Radiation Safety with the following information well in advance of shipping the radioactive material:
  - Shipment Address of the institution;
  - Telephone Number and Contact Name of end user;
  - Radiation Safety Officer name and contact number;
  - The isotope, chemical and physical form of the radioactive material;
  - Shipment method, your shipper account number (e.g. FedEx number) and all packaging materials; and
  - Projected activity at time of shipment and shipping date.

**Please note:** The principal investigator or his/her staff must not transport radioactive materials in their own vehicles. All shipments of radioactive material must be completed by the Office of Radiation Safety staff trained in the shipping regulations issued by the U.S. Department of Transportation (DOT) and the International Air Transportation Association (IATA).