

## Chapter VII: Recharge Services

### Policy

All principal investigators, departments or individuals using or requiring radiation services from the Office of Radiation Safety shall be recharged for these services. Account numbers provided to the Office of Radiation Safety shall be charged.

### Authority and Responsibility

*Office of Radiation Safety* is responsible for:

- 1 Obtaining active account numbers from principal investigator, account administrator or department.
- 2 Recharging accounts only for the radiation safety services used by or provided to the principal investigator or department.
- 3 Notifying principal investigator or account administrator prior to the account expiration date to obtain a new active account number.
- 4 Conducting the recharge process at the end of each month using the electronic billing process.
- 5 Providing billing statements to the principal investigator, account administrator and/or delegated department staff monthly.

*Principal Investigator, Account Administrators and Department Staff* are responsible for:

- 1 Ensuring active account numbers are provided to the Office of Radiation Safety.
- 2 Updating account numbers with the Office of Radiation Safety as necessary.
- 3 Providing proper account information (e.g. Account name, account number, start date for use, expiration date and percent for each account, if charges will be split among more than one account number).
- 4 Submit updates to accounts using the Account Authorization Request (ORS Form A5).

### Scope

The Radiation Safety Fee Structure for the Office of Radiation Safety is designed to provide sufficient funds in support of the University of Chicago and Medical Center radiation safety programs, license conditions and requirements of the Illinois Emergency Management Agency (IEMA), Division of Nuclear Safety regulations. These fees along with financial assistance from the University's Budget Office provide the Office of Radiation Safety with funds to ensure that the University of Chicago is a safe environment to work and visit.

The fee structure is based on estimated projections provided by the Office of Radiation Safety each year. The radiation safety rates may be adjusted each year to cover any deficit or surplus occurring during previous fiscal years. The current rates are listed on the following fee schedules (located on the Office of Research Safety website):

[University Fee Schedule](#)

[Medical Center Fee Schedule](#)

## **Account Authorization Request Form**

The Principal Investigator, account administrator or delegated department administrative staff must submit the Account Authorization Form (ORS Form A5) with a new application for non-human use of radioactive material and whenever the previously submitted account is to expire or change.

You can choose to indicate one or more accounts to be charged; however, the total percentage over the accounts must equal 100 percent. The principal investigator or account administrators are the authorized signers when grants will be recharged. The appropriate approved administrative staff should sign for department accounts. When the form is completed submit the form to the Office of Radiation Safety via fax (773-702-4008), inter-office mail (MC 2106) or email to [radsafety@uchicago.edu](mailto:radsafety@uchicago.edu).

## **Explanation of University Radiation Safety Service Fees:**

- 1 Personnel Monitoring (Radiation Badges) – Since the majority of personnel monitoring dosimeters for the research community have a bimonthly wear period they will be charged at the bimonthly rate. However, if monthly monitoring badges are issued to your staff, a monthly rate will be charged for each monitor (e.g. fetal monitors have a monthly wear period). Please note that the Principal Investigator or department will be assessed an addition regulatory fee for delinquent or late badge returns or lost or unreturned badges.
- 2 Bioassay Procedures – The Office of Radiation Safety does not charge for bioassay monitoring and/or analysis for Iodine or Tritium uptakes. However, if ORS is required to perform an analysis for another isotope a fee will be assessed and if a commercial lab is needed the cost of assay will be charged to the Principal Investigator.
- 3 Research Laboratory Surveys – The Office of Radiation Safety will survey all research labs on a quarterly basis. These surveys will be charged at the “Routine Survey” rate. Any lab survey that yields a violation will be placed on a monthly survey schedule until there are 3 consecutive surveys without a violation. These monthly surveys will be charged at the “Routine Survey” rate. When a violation is found during a monthly or quarterly survey the Office of Radiation Safety will complete a follow-up survey within 3 to 6 days to ensure the violation has been corrected. This follow-up survey will be charged at the “Special Survey” rate. The Office of Radiation Safety will conduct a closeout survey when a laboratory is moving and/or leaving campus. The closeout survey will be charged at the “Special Survey” rate.
- 4 Leak Testing of Sealed Sources – The Office of Radiation Safety will conduct leak testing on sealed sources on a semi-annual or quarterly frequency. The leak test frequency is depended on the isotope and the source design. In most instances one test will be used for one source, unless a unit/device has two sealed sources mounted in the same source holder. In this case one test would be used and charged for the two sealed sources.
- 5 Radioactive Material Procurement Services – The Office of Radiation Safety has developed an inventory tracking system to ensure all radioactive material sources delivered to the University are accounted for. This radioactive material package handling fee covers the ORS staffing time to place the radioactive material orders,

- survey packages delivered to the University, entering the inventory into the database system, managing the inventory database and costs associated with radioactive waste disposal.
- 6 Radioactive Material Inventory – The radioactive material package handling & waste fee covers the time for ORS staff to manage the required quarterly inventory program. However, since the quarterly inventory is a regulatory requirement, a deadline is provided for the Principal Investigator to complete this inventory. A delinquent or late inventory surcharge will be assessed to the Principal Investigator that fails to return their inventory record by the deadline. In addition, if there is failure by the laboratory to return the inventory after the deadline, ORS staff will conduct the inventory and the Principal Investigator will be charged for this service at the hourly rate.
  - 7 X-ray Inspection/IEMA Registration – The X-ray producing machines are inspected on an annual frequency. The IEMA, Division of Nuclear Safety charges an annual registration fee for each X-ray producing machine. This annual fee will be passed along to the researcher or department.
  - 8 Radiation Safety Training – A cancellation fee will be assessed to the Principal Investigator or Department whose staff is registered for an ORS training course and fail to attend the scheduled course without a 24 hour cancellation notice to ORS.
  - 9 Survey Instrument Calibration and Repair – Survey instruments must be calibrated annually and after repair or adjustment. The Office of Radiation Safety charges a fee for the calibration service; however there is no extra charge for staff time for on-site repairs. However, any parts needed for repair or replacement will be charged at cost. Manufacturer calibrations and repairs will be charged at the invoice amount.
  - 10 General Radiation Safety Services – The University of Chicago license requires that ORS conducted annual audits of the research laboratories. The fee per audit is a flat rate (not an hourly rate). There is no fee for a promptly reported spill or incident; however, if a spill or incident is not reported in a timely fashion a fee may be assessed per incident to cover ORS staff time.
  - 11 General Supplies – The Office of Radiation Safety will charge for lead foil, batteries and instrument parts; however, there is no charge for waste management supplies or warning signs/tape. However, an instrument check source must be returned to ORS when an instrument is taken out of service or prior to a researcher leaving the campus. A researcher that does not return the instrument check source to ORS when leaving the University or loses an instrument check source will be charged a fee to replace the check source.

**Explanation of Medical Center Radiation Safety Service Fees:**

- 1 Personnel Monitoring (Radiation Badges) – The wear period for personnel radiation monitoring dosimeters for Medical Center staff working with radioactive materials is monthly; therefore, the monitors will be charged at a monthly rate. (e.g. fetal monitors have a monthly wear period). Please note that the department will be assessed an additional regulatory fee for delinquent or late badge returns or lost or unreturned badges.

- 2 Laboratory Surveys – The Office of Radiation Safety will survey all clinical laboratories on a monthly basis. These surveys will be charged at the “Routine Survey” rate. The Office of Radiation Safety will conduct a follow-up survey within 3 to 6 days for any lab survey that yields a violation to ensure the violation has been corrected. This follow-up survey will be charged at the “Special Survey” rate. The Office of Radiation Safety will conduct a closeout survey when a laboratory is moving, renovating or discontinuing the use of radioactive material in a laboratory. The closeout survey will be charged at the “Special Survey” rate.
- 3 Leak Testing of Sealed Sources – The Office of Radiation Safety will conduct leak testing on sealed sources on a semi-annual frequency. In most instances one test will be used for one source, unless a unit/device has two sealed sources mounted in the same source holder. In this case one test would be used and charged for the two sealed sources.
- 4 Radioactive Material Procurement Services – The radioactive material package handling fee supports ORS to maintain the Medical Center radioactive material program and radioactive waste disposal.
- 5 Radioactive Material Inventory – Since the quarterly inventory is a regulatory requirement, a deadline is provided for the authorized user/department to complete their inventory. A delinquent or late inventory surcharge will be assessed to the authorized user/department that fails to return their inventory record by the deadline. In addition, if there is failure by the laboratory to return the inventory after the deadline, ORS staff will conduct the inventory and the authorized user/department will be charged for this service at the hourly rate.
- 6 Radiation Safety Training – A training class cancellation fee will be assessed to the authorized user or department whose laboratory staff are registered for an ORS training course and fail to attend the scheduled course without a 24 hour cancellation notice to ORS.
- 7 Survey Instrument Calibration and Repair – Survey instruments must be calibrated annually and after repair or adjustment. The Office of Radiation Safety charges a fee for the calibration service; however there is no extra charge for staff time for on-site repairs. However, any parts needed for repair or replacement will be charged at cost. Manufacturer calibrations and repairs will be charged at the invoice amount.
- 8 General Radiation Safety Services – The Office of Radiation Safety will provide general radiation safety services for consultations, regulatory affairs, project management, facilities design, and program review at an hourly rate or other prearranged rate. There is no fee a promptly reported spill or incident; however, if a spill or incident is not reported in a timely fashion a fee may be assessed per hour to cover ORS staff time. A fee will be assessed to a department for ORS staff providing services for patient care procedures.
- 9 General Supplies – The Office of Radiation Safety will charge for lead foil, batteries and instrument parts; however, there is no charge for waste management supplies or warning signs/tape. However, an instrument check source must be returned to ORS when an instrument is taken out of service or prior to an instrument leaving campus. An authorized user or department that does not return

the instrument check source to ORS when leaving the Medical Center or losses an instrument check source will be charged a fee to replace the check source.

If you should have any specific questions regarding the cost of our radiation safety program, please feel free to contact our office at 773-702-6299.