

Employee Training Order / Receipt RAM Package

1. The Radiation Safety Officer (RSO) or a designee must authorize each order for radioactive materials and ensure that the requested materials and quantities are authorized by the license for use by the requesting authorized user and that possession limits are not exceeded.
2. The RSO will establish and maintain a system for ordering and receiving radioactive material. The system must contain the following information:
 - a. Written records that identify the authorized user or department, isotope, chemical form, activity, supplier will be made.
 - b. The above records will be checked to confirm that material received was ordered through proper channels.
3. For deliveries during normal working hours, packages are received in the hot lab.
4. If off duty deliveries are a necessity, Security will escort the carrier to the Nuclear Medicine Hot Lab. The carrier will then place the package within the Nuclear Medicine Hot Lab and re-lock all doors opened to gain access.
5. All packages containing radioactive material will be stored in a secured area to prevent unauthorized access to these items.

Radiation Safety Officer

Date: _____

Administrator

Date: _____