

### **Where is Health Physics/Radiation Safety located?**

We are part of the Office of Environmental Health and Safety located at 5425 Woodward Avenue, Detroit, MI 48085 on the 3<sup>rd</sup> floor. We are across from the Park Sheldon Condominiums and next to the Detroit Historical Museum.

### **How do I get approval to work with radioactive material at WSU?**

There are two ways to work. Either you work under someone else's approval or you become the approval holder. If you want to be the approval holder/PI, you must be at least an assistant professor and complete the *Application for Ionizing Radiation Approval* found on our website [www.oehs.wayne.edu](http://www.oehs.wayne.edu) under the Radiation Safety tab. If you have never worked with radioactive materials before we might ask you to get an approved PI to sponsor you and observe your radiation work technique for a short time.

### **How do I obtain the required training to work with Radioactive Materials or Radiation Generating Machines?**

An in-class Basic Radiation Safety Training is required for first time users of radioactive material and then yearly online refresher update.

For users of radiation generating machines there is a required online training prior to first using the machines and then a yearly online refresher.

With either types of radiation work you are also required to have specific training from your PI on the radioactive material work protocols and lab procedures or if you are using a radiation generating machine you are to have specific training on machine itself. Proof of this training is required. We ask that you complete the Laboratory Specific Training form, (Appendix L from the Radiation Safety Manual or found on our website, [www.oehs.wayne.edu](http://www.oehs.wayne.edu)). This form should be kept in your laboratory radiation work binder.

### **Do I need dosimeter to work with radioactive materials or with X-Ray generating machines?**

It depends on the machine and type of work that is being done. For X-Ray machines, table top, fluoroscopy and some bone density machines you may need dosimetry. Users of P-32, Cr-51 and Rb-86 need dosimetry and sometimes those working with I-125 may need dosimetry depending on the activity. If you need dosimetry you will need to complete the dosimetry request form found on the website, [www.oehs.wayne.edu](http://www.oehs.wayne.edu) under the radiation

safety tab and return it to our office at 5425 Woodward Ave. 3<sup>rd</sup> floor suite. Attention: Radiation Safety.

### **How do I order radioactive material?**

1. You should check your laboratory's radiation permit. Make sure you are authorized to order and use the particular radioisotope you are planning on ordering. If you are unsure of what the lab is authorized to have, you can contact us at 577-1200. Authorization for radioactive material is approved dependent on the submitted protocols, chemical forms, and activity possession limits. In some cases, an amendment application needs to be submitted.
2. You should contact your office support personal to ask how orders are placed within the department. You may simply need to submit to them your order and be sure to tell them it is radioactive material. In any case, at some point WSU Purchasing will contact our office and verify the order and get approval from us to process the PO. Once we approve it you will get the PO and can order on it.
3. Be sure to verify with the vendor the shipping address is:

The Office of Environmental Health and Safety  
5425 Woodward Ave, Suite 300  
Detroit, MI 48201  
Atten: RSO/Your PI's name.

We will receive the package, check for leakage, document its arrival, and deliver to your lab within 3 hours of receipt.

4. The radioactive material will be received only during regular working hours (M-F, 8.30 AM till 5 PM) No packages will be received during holidays.
5. Good info to know:
  - Never order on a credit card it must come through our office for approval.
  - Contact OEHS at 577-1200 if you are ordering on your standing order. A standing order is a PO you get and process through Purchasing one time and order using the number through the set up end date of the PO. The initial order is cleared with us and then it is your responsibility to inform us of your orders using this PO number. We need to know what is coming in on campus and we also would address any ongoing issues we have with your lab should they exist prior to allowing additional radioactive materials to the lab.
  - Labs could be restricted from ordering radioactive materials due to pending correction of non-compliance issues or missing dosimetry.

**What is the food and Drink Policy for research labs?**

WSU does not allow any food or beverages to be stored or consumed in any research laboratory. You cannot discard your candy wrappers, banana peels and other evidence of food in the laboratory waste. You cannot keep your coffee cup in the lab either. If you have a room adjacent to the lab designated as an office and it has a floor to ceiling structure and a door you may bring your lunch in there and eat.

**How can I get my radioactive waste removed from my lab?**

You should go to our website [www.oehs.wayne.edu](http://www.oehs.wayne.edu) and then to the Hazardous Materials tab for pick up request. Should you have questions regarding any Hazardous Materials including radioactive materials waste you can contact the Hazardous Materials Manager at 313-577-7655 or call our main number at 313-577-1200. You can always contact the Radiation Safety Team for any questions regarding radioactive waste as well.

**If I am pregnant can I still work with radioactive material?**

Yes, you can. It is your choice to work with radioactive materials while pregnant. If you declare in writing and you are working with energetic radioactive material you will be monitored with a fetal dosimeter and your exposure to radioactive materials will be tracked to ensure you meet a lower dose policy. Please contact the Radiation Safety Officer at 577-1200 to discuss the options.

**If there is an accident or emergency whom should I call?**

If you have a physical injury or police or fire situation you should call 577-2222. If you have a minor or major spill you can call our office at 577-1200 during regular work hours (8.30 am – 5 pm, M-F) and WSU police after regular hours.

**What is the proper procedure for closing out a laboratory if it is being moved or vacated?**

You must notify us at 577-1200 and we will ask you to complete the first page of the *Ionizing Radiation Approval Application* to change rooms. You will need to prepare your waste materials and request for removal. We will need to survey the lab for contamination and de-post the facility. You should not de-post the lab yourself. The most effective method is to communicate with our office and we will guide you through the process. Should you have actual radioactive material to transfer to a new location we will assist and determine the method of transport. If the lab is within the same building the transfer is simple but if the move is to another building we may need to consider how to move the material to avoid violating DOT regulations.