

University of Arkansas  
Office of Environmental Health and Safety

Radioactive Materials Use Startup Checklist

**Contacts:**

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**Note:** Please forward the following information via e-mail to the Radiation Safety Officer:

1. Principal Investigator's name, office location, and telephone number.
2. Laboratory contact person's name, office or laboratory location, and telephone number.
3. Laboratory Department.
4. Building and Room# of the Laboratory.

	Task	Complete Y/N
1	Obtain a copy of the University of Arkansas Radiation Safety Manual. Visit the EH&S Website.	
2	Submit an application for radionuclide use to the RSO. The form is available on the EHS website. The application must be approved by the Radiation Safety Committee (meets Quarterly) before any research involving nuclear material can begin.	
3	Limit / restrict access to the lab to authorized personnel only!	
4	Develop Standard Operating Procedures for working with each radioisotope.	
5	Develop a laboratory survey procedure to include: Survey frequency, procedures for area surveys using the Geiger-Mueller Meter (P32, I125, etc.) and swipe survey procedures (H3, C14, S35, P33, etc.).	
6	Develop a radioactive waste disposal procedure.	
7	Develop a radioactive spill cleanup procedure for the lab. Post the procedure in a position that is easily visible. Assure there is an easily accessible radioactive spill kit in the lab.	
8	Verify the supplied personal protective equipment (PPE) and lab protective equipment are appropriate for the proposed experiment and radioisotopes involved.	
9	Contact RSO/ARSO to obtain appropriate radiation warning signs and labels and post.	
10	Post emergency phone numbers (i.e. PI, EH&S, Campus Police, 911) on outside of laboratory door, and inside near the lab telephone.	

11	Ensure all laboratory personnel complete required radiation training prior to commencing work with radioactive materials or radiation sources. Radiation safety training with record keeping is available on the EH&S website.	
12	Your radioactive materials inventory with calculated decay should be sent to RSO quarterly.	
13	All orders for radioactive material are subject to approval by the RSO. The Isotope Order Form is available on the EH&S website. Fill in the form and forward it to the RSO via campus mail or by e-mail. Vendors will deliver isotopes to the RSO and after examination they will be delivered to the laboratory by RSO/ARSO.	
14	Depending on radioisotopes, the RSO will issue all personnel involved with their use either a whole-body dosimeter or finger ring dosimeter, or a combination of both. Dosimeters are issued and returned on a quarterly basis.	
15	Notify RSO of personnel changes within the lab, including additions and terminations.	
16	Any condition changes from the original application (new operational procedures, new techniques, new isotopes, or changes in the area where radioactive materials can be used or stored) will require prior approval by the Radiation Safety Committee.	
17	The University <b>shall not</b> administer radioactive materials to humans.	

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