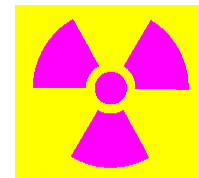


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**Guide to Ordering RAM**

If there is a physical transfer or change of ownership of radioactive material (RAM), it must be approved by the Radiation Safety Office (RSO). When any gain or loss of RAM occurs within SUNY Upstate, the most common way is a lab buying from a vendor; the RSO must ensure that the event is authorized on an institutional and departmental level. Because of this, the following purchasing procedure has to be followed:

A "Radioactive Materials Purchase Order Clearance Form" must be properly filled out and may only be signed by the authorized user. The purchase order form and the clearance form shall then be sent to the Radiation Safety Office. When approved, it will be signed by RSO and be sent to the Campus Purchasing Department. You can not bypass this step, because the

Purchasing Department will not accept any order for radioactive material without the completed Clearance Form.



*Ordering RAM—easier than giving a cat a bath...  
we promise!*

Many labs prefer to expedite the ordering process by hand-carrying the forms to the Radiation Safety Office and Purchasing Department. Please be sure to schedule orders so that they arrive on normal work days. The Radiation Safety Office is closed on holidays and weekends.

Standing orders must also be approved before you request a shipment. Although we do not require that you send a card for each shipment, we do require a signed card when the order is set up and then a call from the lab prior to the subsequent shipments arriving

All radioactive materials are delivered to the Radiation Safety Office. The shipments are checked for damage, accuracy of contents, wipe tested if necessary, and logged in our Receipt Book. If a RAM package is delivered to you directly at any time, do not open it. Contact the RSO for instructions.

We will call you when the material is ready for pick up. You come down to our office in the basement of University Hospital and sign for it.

When you take it back, we want you to double check a few things just to be very sure everything is the way it should be. Open the package immediately. Inspect the contents for any visible damage or leakage, check the label with the shipping papers to ensure everything matches. Do a swipe survey of the RAM container for removable contamination. If there isn't any, transfer it to an authorized storage area. If contamination is present, you need to call the RSO, ext. 4-6510 and tell us.

Please share this with people in your lab and tell us if you want to see a topic covered in the newsletter.