

Transfer/Shipment Of Radioactive Materials Form



INSTRUCTIONS

All transfers of radioactive materials (RAM) between Tulane University principal investigators and/or shipments to domestic and international destinations must be processed by Radiation Safety.

TRANSFER/TRANSPORT BY MOTORIZED VEHICLE:

Regulatory restrictions require OEHS to move radioactive materials by motorized vehicle to Tulane University locations **even if inventory ownership does not change** (except for limited quantities approved by OEHS). The completed form (Page 2) must be submitted to OEHS before RAM is transferred between:

- Different Tulane principal investigators
- Labs located in different campuses
- Campus labs and the Tulane Hospitals

NOTE: A transfer form is not required when RAM is transported:

- To locations on the same campus that are listed in Radioisotope Use Authorizations (RUAs).
- Between campuses in limited quantities and approved by OEHS.

Submit A Transfer Of Radioactive Material Form:

- Complete and print the form on page 2.
 - Email the form to Radiation Safety at oehs@tulane.edu.
 - If RAM will be taken off Tulane University property, contact oehs@tulane.edu for further instructions.
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SHIPMENT TO DOMESTIC OR INTERNATIONAL DESTINATIONS:

OEHS processes the transfer of RAM to domestic or foreign destinations.

Submit a Transfer of Radioactive Material (Off-Campus) form:

- Complete Sections 1 and 2 on page 2 and print the form.
- Provide contact information (name, phone number, fax, or email address) of the Radiation Safety Officer representing the institution where radioisotopes are intended to be transferred.
- Email completed form to oehs@tulane.edu.
- OEHS will verify information before shipping the RAM.
- Shipping costs will be paid by the Principal Investigator or Department.

NOTE: Submit form at least one week prior to anticipated shipping date for domestic shipments; at least two weeks for international shipments.

Transfer/Shipment Of Radioactive Materials Form



TRANSFER OF RADIOACTIVE MATERIALS

This document must be completed for all out bound shipments of radioactive material. Submit 1 week in advance of the desired ship date for domestic shipments, 2 weeks for international shipments.

SECTION 1. ISOTOPE INFORMATION

ISOTOPE:		ACTIVITY (mCi):	
VOLUME (ml):		DESCRIPTION:	
Physical Form:	Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/>	Container Type:	Vial <input type="checkbox"/>
Shipping Temperature:	Frozen (dry ice) <input type="checkbox"/> Refrigerated (wet ice) <input type="checkbox"/> Ambient <input type="checkbox"/>	Ship to:	Tulane lab <input type="checkbox"/> Outside Tulane – Domestic <input type="checkbox"/> Outside Tulane – International <input type="checkbox"/>

SECTION 2. RESEARCHER INFORMATION

TRANSFERRED FROM:		TRANSFERRED TO:	
PI NAME		RSO or PI (TULANE)	
PERMIT #		PERMIT #	
ADDRESS		ADDRESS	
TULANE RAM LICENCE # / EXP. DATE		TULANE RAM LICENCE # / EXP. DATE	
TRANSFERRED BY		TRANSFERRED BY	
SIGNATURE		SIGNATURE	
DATE		DATE	

SECTIONS 3 & 4 FOR RADIATION SAFETY USE ONLY

SECTION 3. PACKAGE INFORMATION (Use for outside Tulane University Transfers)

Outer package: Type:	
Inner container(s): Quantity:	
Label: (Ltd Qty / W I / Y II / Y III) and T.I.	
DOT proper shipping name, hazard class, I.D. #:	
Wipe test (dpm/300cm ²):	
Exposure surface/1m:	
Subsidiary Hazard Type and Quantity:	Dry Ice:
	Infectious Substance:
	Hazardous Material:
	Other:

SECTION 4. RADIATION SAFETY OFFICE APPROVAL

OLD INVENTORY #	
NEW INVENTORY # (Intra-Campus transfers only)	
SAFETY OFFICE REP.	
SIGNATURE	
DATE	