

Radiation Safety Inventory

IMPORTANT CHANGES EFFECTIVE AS OF JANUARY 12, 2007

PLEASE READ CAREFULLY.

Dear Licensee:

As required by State regulations, and a condition of the UAB Radioactive Material (RM) license, you **MUST** submit an inventory of your radioisotopes on a quarterly basis. Inventory submission is required even if you have no RM on hand. In addition, you must also document radioactive materials use by individuals working under your license. **Failure to submit your Radioactive Material Inventory by the deadline will result in loss of ordering privilege or termination of your RM license.**

ON-LINE INVENTORY SUBMISSION IS NOW AVAILABLE VIA THE RADIATION SAFETY PROGRAM (RSP) WEB PAGE LOCATED AT www.healthsafe.uab.edu.

STARTING WITH THE MARCH 27, 2007 INVENTORY PERIOD THE UAB RADIATION SAFETY PROGRAM (RSP) REQUIRES THAT YOU SUBMIT ALL RADIOACTIVE MATERIAL INVENTORIES ON-LINE AT THE FOLLOWING WEB PAGE:

<http://www.healthsafe.uab.edu/pages/radiationsafety/radiationsafety.html>

No later than two weeks after the dates that follow: *March 27th, June 27th, September 27th and December 27th of each year.* You should receive correspondence such as this just prior to each inventory period. It is very important that your current mailing address is on file in our office and is as it appears on your license. **The dates given are those for which inventories of radioactive materials in your laboratories must be determined.** You will not be able to use your radioactive materials license (to receive or transfer radioisotopes, etc.) after **April 10, 2007** if the completed RM inventory has not been submitted online to our office. Be sure to maintain a copy for your records.

RSP INVENTORY RECEIPT VERIFICATION:

As you enter your data, you should see the entries compile at the bottom of the page. This compilation should serve as your confirmation. Should you not see your data compile at the bottom of the page as you enter your data, please call our office at 4-2487 to confirm.

Personnel Radiation Monitoring Forms

For the first quarter of 2007, the Personnel Radiation Monitoring Forms must be filled out and returned by the mailing system, hand-delivered, or faxed to the RSP, with a follow-up call to be certain that the fax was received, to:

Bradley S. Brinkley
Department of Occupational Health & Safety
Radiation Safety Program
Community Health Services Building, Room 445
Phone 4-2487
Fax 4-7487

For your assistance, SPECIAL INSTRUCTIONS have been attached to the personnel radiation monitoring form. The manner in which the Personnel Radiation Monitoring Forms are to be completed is self explanatory; however, should you have any questions concerning this form or the Radioactive Materials Inventory online submission process, please do not hesitate to contact us at the number above. Thank you for your cooperation.