

## APPENDIX G

### **Ordering and Receiving Radioactive Material**

#### **Ordering Radioactive Materials**

1. The radiation safety officer (RSO) or a designee will authorize each order for radioactive materials and ensure that the requested materials and quantities are authorized by the license for use by the requesting authorized user and that possession limits are not exceeded. A designee will be someone who has the appropriate pharmacological training.
2. The RSO will establish and maintain a system for ordering and receiving radioactive material. The system will contain the following information:
  - A. For routinely used diagnostic materials, records will be made that identify the authorized user, isotope, chemical form, activity, and suppliers.
  - B. For occasionally used materials and therapeutic dosages, the authorized user performing the procedure will make a written request that indicates the radionuclide, activity, and radiopharmaceutical.
  - C. For brachytherapy sources, the authorized user performing the procedure will make a written request that indicates the radionuclide and activity.

#### **Receiving Radioactive Material (Check all that apply)**

- Deliveries will be received during normal working hours; the RSO will instruct the carriers to deliver radioactive packages directly to the nuclear medicine department. The person receiving the material will check the physician's written request to confirm that the material is what was ordered.
- Deliveries may be received during off-duty hours. The nuclear pharmacy delivering the radioactive materials will place the goods in a locked box as described in the attached drawing. The nuclear pharmacy personnel have keys to lock and unlock the box.
- Deliveries may be received during off-duty hours. The nuclear pharmacy delivering the radioactive materials will place material in the nuclear medicine hot lab. The nuclear pharmacy personnel have keys to lock and unlock the hot lab.
- Deliveries may be received during off-duty hours; the RSO will instruct security personnel or other designated persons to accept delivery of radioactive packages in accordance with the procedure outlined below.

The security guard on duty or designated persons will accept delivery of packages containing radioactive material that arrive during off-duty hours. Packages will be placed on a cart or wheelchair and taken immediately to the Nuclear Medicine Department, Room \_\_\_\_\_.

Unlock the door, place the package in the room, and relock the door. If the package appears to be damaged, immediately contact one of the individuals identified below. Ask the carrier to remain at the facility until it can be determined if the driver or the delivery vehicle is contaminated.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Radiation Safety Officer: \_\_\_\_\_

Chief of Nuclear Medicine: \_\_\_\_\_

Chief Nuclear Medicine Tech: \_\_\_\_\_

Nuclear Medicine Tech on call

(Call page operator at extension \_\_\_\_\_): \_\_\_\_\_

Nuclear Medicine Physician on call: \_\_\_\_\_