In addition to the procedures in the Radiation Safety Users Guides and your Radioactive Materials License, the following should be taken care of as soon as possible after your license is approved.

Schedule meeting with Radiation Safety.

Contact Candi McDowell at candim@ehrs.upenn.edu or 215-746-7045. Purpose is to review lab set up and specific requirements for using radioactive material at PENN.

Complete on line radiation safety training

Radiation safety training is required before working with radiation and then annually and can be completed at [http://www.ehrs.upenn.edu/resources/training/onlineTrain.html](http://www.ehrs.upenn.edu/resources/training/onlineTrain.html) and then select “Log in to Radiation Safety Training”. New employees should also take the PENN PROFILER for information concerning additional training requirements not related to radiation use.

Hold training for lab staff

The on-line training is generic. The Licensee is required to train staff on lab specific procedures.

Obtain forms for completing required records

Forms are available on line in the Radiation Safety section of our website in the “Required Lab Records” section [http://www.ehrs.upenn.edu/programs/radiation/lab_records.html](http://www.ehrs.upenn.edu/programs/radiation/lab_records.html)

Set up an account to order material and request waste pickup

User Name and Password:
Each Licensee will be issued a user name and password to order radioactive material from our stock room or to get permission to order from an outside vendor for products that we do not routinely carry. Contact Candi at candim@ehrs.upenn.edu or 215-746-7045. Our product list can be found in the Radiation Safety section of the website under Radioactive Material Orders; Product Information [http://www.ehrs.upenn.edu/programs/radiation/ramlab/productinfo.html](http://www.ehrs.upenn.edu/programs/radiation/ramlab/productinfo.html)

Billing Information:
If you are a University lab we will need the 26 digit BEN financials account number. Billing is monthly.
Purchase a Lock Box

Stock vials must be stored in a lock box. They are available for purchase in our Radiation Distribution Lab. Place and order for a lock box through the Radiation Safety section of our website in the Radioactive Material Orders section; “Order a Lock Box”
http://www.ehrs.upenn.edu/programs/radiation/ramlab/lockbox.html

Request room sign

Room signs provide information to visitors, housekeeping and emergency personnel. Request a room sign through our website at
http://www.ehrs.upenn.edu/programs/labsafety/chp/signs.html

Room signs for School of Medicine building should be requested through Space Planning & Operations website
http://www.med.upenn.edu/spo/forms.html

Room signs for CHOP are requested through CHOP Office of Research Safety

Obtain waste supplies

Waste supplies are available for pick-up at our Radiation Distribution Lab, Anatomy-Chemistry 421 during open hours. Offered supplies are:

- 5-gallon plastic pails (marked with the isotope and a "Radioactive Waste" label)
- 4-mil thick 5-gallon plastic bags (for dry waste and scintillation vials)
- 1-quart polyethylene bottle (for most common liquids)
- 1-gallon polyethylene bottle (for most common liquids)

Purchase survey meter

We recommend:

Ludlum Model 3 survey meter with a 44-9 G-M pancake detector for most lab uses

I-125 users (or others using low energy gamma emitters) might also need to purchase a 44-3 scintillation detector