

Radiation Safety Office

NYU MEDICAL CENTER, 550 First Avenue - MSB Building, Rm G58, PHONE 263-6888, FAX 263-8581

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BELLEVUE HOSPITAL CENTER

VA MEDICAL CENTER

1. This is a statement of policy related to the acquisition (by purchase, gift or transfer) of radioactive materials. All such acquisitions must conform to the conditions of the applicable institutional radioactive materials license, which specifies the radionuclides that may be acquired, their quantities, the locations where they may be stored and used, the qualifications and training of those who may use the materials, and other conditions.
2. The intent of this policy is to provide a mechanism to ensure compliance with the institutional license conditions, while also facilitating the acquisition and use of radioactive materials for legitimate purposes.
3. Radioactive material may not be acquired or used unless a permit has been issued by the Radiation Safety Office in writing specifying the radionuclides that may be acquired, their quantities, the locations where they may be stored and used, and other conditions of use. Very small quantities of material are **not** exempt from this requirement. Permits are normally issued to a member of the Faculty, who may then supervise others within the limits of the permit.
4. Permits may be revoked at any time if their conditions or other institutional requirements are violated, and are subject to annual renewal.
5. Permits must be amended before radionuclides or quantities that are not authorized by the permit are acquired or any materials are used or stored in new locations.
6. All acquisitions are subject to audit for compliance with permit conditions by the Radiation Safety Office. Audits may be accomplished by the Radiation Safety Office intercepting packages on receipt and/or by monitoring acquisition records.
7. Acquisitions by gift or transfer require the prior approval of the Radiation Safety Office (or the local representative) with the exception of transfers between laboratories covered under one license. The University, Medical Center, VA, and Nelson Institute facilities all have separate licenses. The Medical Center license authorizes use in Bellevue Hospital.
8. Requisitions for a single purchase or establishment of a blanket order must be reviewed and approved by the Radiation Safety Office before submission to Purchasing.
9. Small dollar orders and credit card orders may be placed with the two major vendors only – GE Health Care (formerly Amersham), and PerkinElmer (formerly NEN) - without prior approval by the Radiation Safety Office.
10. Small dollar orders, credit card orders, requisitions, blanket orders, gifts or transfers may not be used to acquire radioactive materials that violate the conditions of a permit.