University of Pennsylvania
Office of Environmental Health and Radiation Safety
3160 Chestnut St, Suite 400
Phone: 215-898-7187   Fax: 215-898-0140

In addition to the procedures in the Radiation Safety Users Guide and your Radioactive Materials Permit, the following items will need to be addressed:

Schedule meeting with Radiation Safety

Contact Candi McDowell at candim@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 initial radiation safety training

Radiation safety training is required before working with radiation and then annually and can be completed at https://ehrs.upenn.edu/radiation-safety/topics/radiation-safety-training and then clicking on *"Enter 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 (PI) is required to train staff on lab specific procedures.

Obtain forms for completing required records

Forms are available online in the Radiation Safety Forms section of our website in the "Required Lab Records" section https://ehrs.upenn.edu/radiation-safety/topics/clinical/radiation-safety-forms

Set up an account to order material and request waste pickup

Username and Password:
Each Licensee will be issued a username and password to get permission to order from an outside vendor and to request a waste pickup. Additional information regarding Radioactive Material Orders can be found at: https://ehrs.upenn.edu/radiation-safety/topics/research/radioactive-material-orders. Information regarding waste pickup can be found at: https://ehrs.upenn.edu/radiation-safety/topics/research/radioactive-waste

Contact Candi McDowell at candim@upenn.edu or 215-746-7045 for questions related to username and password.

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. The lock box must then be secured to the refrigerator/freezer/cabinet. Lock boxes are available for purchase through EHRS. Place an order for a lock box at: https://ehrs.upenn.edu/radiation-safety/topics/research/forms/lock-box-request-form

Request room sign

Room signs provide information to visitors, housekeeping and emergency personnel. Request a room sign through our website at https://ehrs.upenn.edu/health-safety/health-safety-forms/room-sign-request-form

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

Room signs for **CHOP** are requested through CHOP Office of Research Safety by emailing researchsafety@chop.edu

Room signs for **Wistar** are requested through Wistar Environmental Health & Safety Office by emailing ehs@wistar.org

Obtain waste supplies

Waste supplies are provided by EHRS. 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)

Contact Chris Tighe at tighechr@ehrs.upenn.edu or 215-898-8987 for delivery of waste supplies.

Purchase survey meter

We recommend:

Ludlum Model 3 survey meter with a 44-9 G-M pancake detector for most lab uses https://ludlums.com/products/all-products/product/model-3 & https://ludlums.com/products/all-products/product/model-44-9

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

https://ludlums.com/products/all-products/product/model-44-3