Radiation safety approval process

Important Notes

Investigators using radioactive materials must obtain training and approval from MCW’s Radiation Safety Committee (RSC). For more information, visit Working with Radioactive Material or email RadSafety@mcw.edu

If research involves animals; RSC approval must be obtained prior to Animal Use Application (AUA) approval. See Procedure to obtain approval for animal research.

If research involves humans; RSC approval must be obtained prior to human research protocol (PRO) approval by the Institutional Review Board (IRB). See Procedure to obtain approval for human research.

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Glossary

AU – Authorized User
AUA – Animal Use Application
IRB – Institutional Review Board
PI – Principal Investigator
PRO – Human subject research protocol
RadMat – Radioactive Material
RSC – Radiation Safety Committee
RSO – Radiation Safety Officer

Using animals in your research?

You must obtain any safety committee approvals before an animal study can be approved, but you may submit safety committee applications concurrent to animal study applications.

View animal research approval process here

Conducting human research?

With few exceptions, any safety committee approvals must be obtained before a human study is reviewed for approval.

View human research approval process here

Master List of Process Maps
Radiation safety approval process

Overview

Start

Submit study to Radiation Safety Committee for approval

Obtain required training

Obtain Authorized User status

Approved

End

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Authorized User

Revised 9.20.18

Start

Receive notification that PI will work with radioactive material (RadMat)

For assistance, contact RSO

Email Authorized User (AU) form to PI

RSO may send to RSC if only minor requirements are not met

Submit form to RSC

Yes

Does PI qualify to become AU?

No

Inform PI additional requirements are needed

Receive notification that additional requirements are needed

Receive notification that PI will work with radioactive material (RadMat)

Submit form to RSC

Yes

Wait for RSC to convene

Convene & review AU Form

AU approved?

No

Additional requirement(s) needed

Notify PI additional requirement(s) needed

AU Approved

End

Radiation Safety Officer (RSO)

Radiation Safety Committee (RSC)

RSO meets quarterly; however, reviews can take place outside regularly scheduled meetings under special circumstances

Receive form

Work on form

Submit form

Fulfill requirements (e.g., training; mentoring)

Wait until requirements are fulfilled

Receive notification that additional requirements are needed

Receive form

Review form

Convene & review AU Form

AU approved?

No

Additional requirement(s) needed

Notify PI additional requirement(s) needed

AU Approved

End

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Protocol approval

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Radiation Safety Officer (RSO)

1. Receive protocol
2. Review protocol
3. Submit protocol to RSC
4. Request change(s)
5. Receive request for change(s)
6. Yes
7. Make requested change(s)
8. Submit protocol to RSO
9. Receive request for change(s)
10. Request change(s)

Radiation Safety Committee (RSC)

1. Receive protocol
2. Change(s) required
3. Request change(s)
4. No
5. Wait for RSC to convene
6. Convene & review protocol
7. Approved?
8. Yes
9. Protocol Approved
10. End

PI

1. Begin new protocol
2. Work on protocol
3. Submit to RSO
4. Make requested change(s)
5. Receive request for change(s)
6. Request change(s)
7. Yes
8. Make requested change(s)
9. Submit protocol to RSC
10. Receive request for change(s)
11. Request change(s)

For assistance, contact RSO

RSO may choose to submit to RSC if only minor changes are required

RSC meets quarterly; however, reviews can take place outside regularly scheduled meetings under special circumstances

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Any new personnel working directly with radioactive material should receive Radiation Safety Training. Students, post-docs, lab technicians, etc. must have documented training in radiation safety.
Transfer of Radioactive Material

**MCW Radiation Safety Office (RSO)**

- Start
  - Notify MCW RSO
  - Radioactive Material (RadMat) needs to be transferred

**PI**

- Receive request for contact info
- Send contact info to MCW RSO
- Obtain Authorized User Status
  - Is PI Authorized User?
    - Yes: Release RadMat to PI
    - No: Hold RadMat until PI obtains Authorized User Status

- Receive RadMat

**Former Institution’s RSO**

- Receive notification
- Request contact info of former institution RSO
- Receive contact info
- Fax or e-mail license to former institution RSO
- Hold RadMat until PI obtains Authorized User Status
  - Is PI Authorized User?
    - Yes: Release RadMat to PI
    - No: Request contact info of former institution RSO

- Receive request for contact info
- Wait until paperwork is completed
- Complete paperwork
- Ship RadMat

End