

Revised 9.20.18

#### **Important Notes**

Investigators using radioactive materials must obtain training and approval from MCW's Radiation Safety Committee (RSC). For more information, visit <a href="Working with Radioactive Material">Working with Radioactive Material</a> or email <a href="RadSafety@mcw.edu">RadSafety@mcw.edu</a>

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.

### **Index of Process Maps**



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#### 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

#### 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

#### **CONDUCTING HUMAN RESEARCH?**

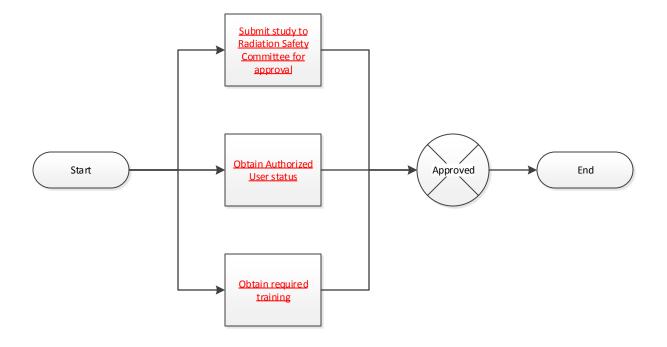
With few exceptions, any safety committee approvals must be obtained before a human study is reviewed for approval.

View human research approval process here



## Overview

Revised 9.20.18





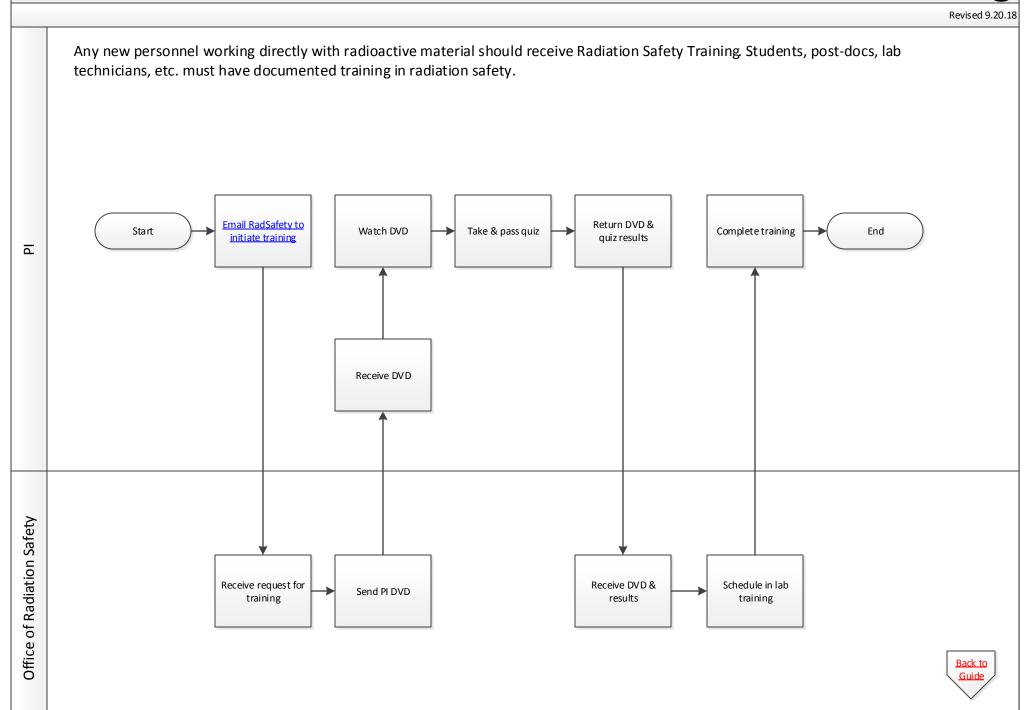
# **Authorized User**

Revised 9.20.18 Receive notification Wait until Fulfill requirements that additional requirements ᆸ Receive form Work on form Submit form (e.g. training: requirements are mentoring) are fulfilled needed Radiation Safety Officer (RSO) For assistance, Start contact RSO Review form Receive form Receive notification that PI will work **Email Authorized** RSO may send to RSC if only minor User (AU) form to PI with radioactive requirements are not met material (RadMat) Inform PI additional Does PI qualify Submit form to RSC Yes requirements are to become AU? needed Wait for RSC to Convene & review Radiation Safety Committee (RSC) Receive form convene AU Form RSC meets quarterly; however, reviews can take place outside Notify PI additional Additional regularly scheduled meetings under special circumstances AU approved? requirement(s) requirement(s) needed needed Yes AU Approved Back to End

# Protocol approval

For assistance, Start contact RSO ᆸ Make requested Receive request for Submit to RSO Begin new protocol Work on protocol change(s) change(s) Radiation Safety Officer (RSO) Receive protocol Review protocol RSO may choose to submit to RSC if only minor changes are required Submit protocol to Change(s) Request change(s) needed? Radiation Safety Committee (RSC) Change(s) required Receive protocol Request change(s) RSC meets quarterly; however, No reviews can take place outside regularly scheduled meetings under special circumstances Wait for RSC to Convene & review End Approved? Protocol Approved protocol convene

# **Training**



#### Transfer of Radioactive Material Revised 9.20.18 Start 귭 Notify MCW RSO <u>Obtain</u> Radioactive Material Send contact info to Receive request for **Authorized** Receive RadMat End (RadMat) needs to contact info MCW RSO **User Status** be transferred MCW Radiation Safety Officer (RSO) Hold RadMat Request contact info Is PI until PI obtains Release RadMat to Receive notification → of former institution Authorized Receive contact info Authorized РΙ RSO User? User Status Fax or e-mail license to former institution Receive RadMat RSO Former Institution's RSO Receive license Wait until Complete Ship RadMat paperwork is paperwork completed