



Contact EHS Prior to the Shipment of any Radioactive Material

Radioactive material shipments must comply with Department of Transportation (DOT) and International Air Transport Association (IATA) regulations. To ensure that your shipment meets these requirements, please contact EHS at least 24-48 hours prior to the date you need the material sent from the University to its recipient. Non-compliance with DOT and IATA rules can result in monetary penalties.

Requirements

In order to process your radioactive material for shipment; please supply EHS with the following information:

- **The telephone number of the Radiation Safety Officer (RSO) at the facility receiving your shipment.** EHS must notify the RSO by phone and have a copy of the receiving facility's radioactive materials license on-hand prior to shipment to ensure that the radioactive material is received by an authorized individual(s) and at an authorized address.
- **FedEx billing account number.** This is not your department's MFK account number or campus mail customer number.
- **Radioactive material information.** EHS will need the name of the radionuclide to be shipped, including the activity (μ Ci) per container, the number of containers, volume per container, and its correct chemical name. For example: H-3, Palmitic Acid, 5 ml per vial, 5 vials at 5 μ Ci each for a total of 25 μ Ci.
- **Dry Ice.** If the package will contain dry ice, EHS needs to know the total weight, in kilograms, of the dry ice.
- **Packaging Materials.** Most shipments can be shipped in a "strong, tight container." Vendor boxes are usually appropriate materials. For shipments containing dry ice, an insulated container placed inside a cardboard box is needed. In some cases, the activity of the material to be shipped or the dose rates at selected distances from the outside of the package surface require that "certified" packaging be obtained. Certified packaging is not readily available for purchase. In such cases, please be aware that the shipment of your radioactive material may be delayed.

Contact Information

Contact Joey Michael at 335-8518. If he is not available, please leave him a voice mail message or contact EHS's main office at 335-8501.