

## **Instructions For Completing Radiation Safety Forms:**

Before working with radioactive materials all students, staff and faculty must complete a two hour radiation safety course. This is regulatory requirement and a condition of our Radioactive Material License, 074-296-1. The license is issued by the State of North Carolina, Department of Environment and Natural Resources, Division of Radiation Protection.

To sign up for the course please visit ECU Prospective Health Training and Education Webpage. Some faculty members may be waived if the Statement of Agreement, Training and Experience form is completed. This form is essentially a radiation safety training “resume.” Other waivers will be at the discretion of the Basic Science- Radiation Safety Subcommittee or the Radiation Safety Officer.

All forms are Microsoft Word so feel free to copy the form to your computer.

### **1. Radiation Worker Registration Form RSO-4**

All radiation workers or individuals using radioactive materials should complete this form. The Office of Prospective Health- Radiation Safety Section will determine if a radiation monitoring badge(s) is required. If you have any questions call Marcus Jeannette at 744-2418 or 744-2070. Please e-mail the completed form to [jeannettem@ecu.edu](mailto:jeannettem@ecu.edu).

### **2. Statement of Agreement, Training and Experience Form 01**

All new principal investigators must complete this form. New investigators will need to meet with the Radiation Safety Officer prior to submitting ANY forms. Please e-mail Mr. Marcus Jeannette, Radiation Safety Officer, at [jeannettem@ecu.edu](mailto:jeannettem@ecu.edu) to make an appointment. This form only has to be submitted once. Normally only members of the academic or research faculties will be approved as users of radioactive materials. Exceptions to this policy must be justified in writing and will be considered on a case-by-case basis.

### **3. Radiation Source Application-Basic Sciences**

An application must be submitted to the Office of Prospective Health- Radiation Safety Section for **each** radionuclide you wish to use. All sections must be completed. Section 6, Experimental Approach and Protocol, is the most important part of the form. While completing section six remember to address: experimental methods, procedures, and specific radiation safety precautions (wipe test, radiation surveys, gloves, shields, etc.). If needed use additional sheets. A signed application must be mailed to:

Marcus Jeannette  
Warren Life Science Bldg. Room 188  
East Carolina University  
Greenville, NC 27834

Also e-mail a copy of the application to [jeannettem@ecu.edu](mailto:jeannettem@ecu.edu).

The Basic Sciences- Radiation Safety Subcommittee will review the application. If you have any questions please e-mail Mr. Jeannette, at [jeannettem@ecu.edu](mailto:jeannettem@ecu.edu).