

## Instructions

All transfers of radioactive materials (RAM) between USC principal investigators and/or shipments to domestic and international destinations must be processed by Radiation Safety.

### **Transfer/Transport by Motorized Vehicle**

Regulatory restrictions require EH&S to move radioactive materials by motorized vehicle to USC locations **even if inventory ownership does not change** (except for limited quantities approved by EH&S). The completed form (Page 2) must be submitted to EH&S before RAM is transferred between:

- Different USC principal investigators
- Labs located in different campuses
- Campus labs and the USC Hospitals

**Note:** A transfer form is not required when RAM is transported:

- To locations on the same campus that are listed in Radioisotope Use Authorizations (RUAs).
- Between campuses in limited quantities and approved by EH&S.

### **Submit a Transfer of Radioactive Material form:**

- Complete and print the form on page 2.
- Email [radsafety@usc.edu](mailto:radsafety@usc.edu) or fax the form to Radiation Safety; Fax: (323) 422-2201
- if RAM will be taken off USC property, contact [radsafety@usc.edu](mailto:radsafety@usc.edu) (323) 442-2200 for further instructions.

### **Shipment to Domestic or International Destinations**

EH&S processes the transfer of RAM to domestic or foreign destinations.

### **Submit a Transfer of Radioactive Material (Off-Campus) form:**

- Complete Sections 1 and 2 on page 2 and print the form.
- Provide contact information (name, phone number, fax, or email address) of the Radiation Safety Officer representing the institution where radioisotopes are intended to be transferred.
- Email [radsafety@usc.edu](mailto:radsafety@usc.edu) or fax the form to Radiation Safety; Fax: (323) 422-2201
- EH&S will verify information before shipping the RAM.
- Shipping costs will be paid by the Principal Investigator or Department.

**NOTE:** Submit form at least one week prior to anticipated shipping date for domestic shipments; at least two weeks for international shipments.

## TRANSFER OF RADIOACTIVE MATERIALS

This document must be completed for all out bound shipments of radioactive material. Submit 1 week in advance of the desired ship date for domestic shipments, 2 weeks for international shipments.

### SECTION 1. ISOTOPE INFORMATION

<b>ISOTOPE</b>		<b>ACTIVITY (mCi)</b>	
<b>VOLUME (ml)</b>		<b>DESCRIPTION</b>	
<b>Physical form</b>	Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/>	<b>Container Type</b>	Vial <input type="checkbox"/> Ampoule <input type="checkbox"/> Other <input type="checkbox"/> :
<b>Shipping Temperature</b>	Frozen (dry ice) <input type="checkbox"/> Refrigerated (wet ice) <input type="checkbox"/> Ambient <input type="checkbox"/>	<b>Ship to:</b>	USC lab <input type="checkbox"/> Outside USC – Domestic <input type="checkbox"/> Outside USC – International <input type="checkbox"/>

### SECTION 2. RESEARCHER INFORMATION

TRANSFERRED FROM:		TRANSFERRED TO:	
<b>PI NAME</b>		<b>RSO or PI(USC)</b>	
<b>PERMIT #</b>		<b>PERMIT # (USC)</b>	
<b>ADDRESS</b>		<b>ADDRESS</b>	
<b>USC RAM LICENSE# / EXP. DATE</b>		<b>RAM LICENSE# / EXP. DATE</b>	
<b>TRANSFERRED BY</b>		<b>RECIPIENT</b>	
<b>SIGNATURE</b>		<b>PHONE</b>	
<b>DATE</b>		<b>EMAIL</b>	

### SECTIONS 3 & 4 FOR RADIATION SAFETY USE ONLY

#### SECTION 3. PACKAGE INFORMATION (Use for outside USC transfers)

<b>Outer package: Type</b>	
<b>Inner container(s): Quantity:</b>	
<b>Label: (Ltd Qty / W I / Y II / Y III) and T.I.</b>	
<b>DOT proper shipping name, hazard class, I.D. #:</b>	
<b>Wipe test (dpm/300cm<sup>2</sup>):</b>	
<b>Exposure surface/1m:</b>	
<b>Subsidiary Hazard Type and Quantity</b>	Dry Ice:
	Infectious Substance:
	Hazardous Material:
	Other:

#### SECTION 4. RADIATION SAFETY OFFICE APPROVAL

<b>OLD INVENTORY #</b>	
<b>NEW INVENTORY # (Intra-Campus transfers only)</b>	
<b>SAFETY OFFICE REP.</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

<b>FAX TO:</b> HSC EHS OFFICE - SBA PHONE# 323-442-2200 FAX# 323-442-2201	<b>From</b>	
	<b>Phone</b>	
	<b>Fax</b>	