



RADIATION SAFETY DEPARTMENT

WEST VIRGINIA UNIVERSITY • HEALTH SCIENCES CENTER • WVU HOSPITALS • JEFFERSON
MEMORIAL HOSPITAL

G-139 Health Sciences Center • PO Box 9006 • Morgantown, WV 26506-9006 • Phone: 304-293-3413 • Fax: 304-293-4529

GUIDELINES FOR THE TRANSPORTATION OF RADIOACTIVE MATERIALS ON OR BETWEEN WVU CAMPUSES

- Radiation Safety will comply with current institutional and regulatory guidelines for inspecting and processing incoming shipments of radioactive materials.
- Shipping container will be secured for transportation with packing tape.
- Radioactive material security seal with emergency contact information will be affixed to the top of the shipping container.
- Copy of the vendor packing slip, with emergency hotline information, will be attached to the outside of the shipping container and will serve as the manifest.
- Copy of the “Radioactive Material Inventory & Waste Disposal Record” is placed inside shipping container along with any additional documentation required by Radiation Safety for the material purchased.
- Principal Investigator/Authorized User’s (PI/AU) or lab personnel will be notified of material delivery at the Health Sciences Center.
- Lab personnel make arrangements for pickup and transportation.
- No mode of public transportation shall be used to transport radioactive materials (e.g. bus, PRT).
- Transporter must be registered with the Radiation Safety Office as a “Radiation User” and current with all training requirements.
- Transporter must possess a valid driver’s license and vehicle insurance.
- Transporter must provide **valid photo ID** and signature before package will be released by the Radiation Safety Office.
- Transporter is responsible for properly securing package in transport vehicle and delivering materials directly to PI’s lab location. **Radioactive materials shall not, at any time, be left unattended.**
- Elevator use should be restricted to “Radiation User” only during radioactive material transport in WVU buildings.