

PROCEDURE FOR SENDING RADIOACTIVE PACKAGES OUTSIDE THE UNIVERSITY

SENDER MUST PROVIDE RADIATION SAFETY WITH THE FOLLOWING:

1. Copy of recipient's NRC (or State) license.
2. Proper shipping address - Federal Express will not deliver to a P.O. box. Include recipient's phone number, also.

Phone #: _____

3. Federal Express account # for shipping charges: _____
4. Requisition # for shipping charges to be listed on Federal Express shipping form: _____
5. Requisite packaging: box, packing, and if desired, dry ice, cool packs. Absorbent packing around the vial(s) must be sufficient to absorb twice the volume, if liquid. If dry ice is used, note number of pounds the package contains: _____

6. Description of the radioactive materials being shipped:

Compound: _____

Isotope: _____

Activity in mCi: _____

7. Request priority: Check one of the following

____ Overnight (delivered next day by 10:30 a.m., extra charge applies)

____ Standard Overnight (delivered by next business afternoon)

____ Economy Distribution Service (delivered by second business day)

8. Name and address of person desiring copy of airbill.

9. Name of sender: _____

MCV Box #: _____

Department: _____

Phone #: _____