

College of Life Sciences

Receipt of Radioactive Material from a Remote Site

This form must be completed when radioactive material is being obtained from a non-commercial supplier at a remote site. A remote site is any building outwith the College of Life Sciences (CLS).

It is the responsibility of the CLS staff member receiving the radioactive material to ensure this form is completed and signed **BEFORE** the transfer takes place.

Copies should be despatched as follows: One to Stores;
 One to Recipient's RPS.

Note: If you are **transferring radioactive material to a remote site** you must consult the University RPA well in advance. Specific packaging, labelling and documentation are required. If you are **transferring radioactive material within CLS**, an "Internal Transfer of Radioactive Material" form must be completed. If you are **ordering radioactive material from a commercial supplier** an "Authorisation to Order Radioactive Material" form must be completed.

Vial I.D. No:
 (Vial ID No must be allocated by Recipient's RPS.)

The following radioactive material is to be transferred

From:
 (Issuer)

To:
 (Receiving Lab)

Signature:
 (CLS staff member arranging the transfer)

Signature:
 (Radiation Protection Supervisor for the Recipient)

On:
 (Expected arrival date.)

Isotope	MBq	Description (chemical composition, volume, etc)	ARD*

***ARD - Activity Reference Date** - usually recorded on the original vial label or accompanying data sheet/delivery note. Necessary for accurate decay calculations. Include if known.