



ENVIRONMENTAL HEALTH AND SAFETY RADIATION SAFETY

PICK UP REQUEST FORM (PURF) INSTRUCTIONS (RADIOACTIVE MATERIALS)

This version of the Pick Up Request Form (PURF) is used to request the pick up of unwanted radioactive materials from MU locations. For these purposes, "radioactive" also includes scintillation swipes and lead pigs with no activity.

User Information Section

① PERSON REQUESTING PICK UP	The name of the person who is filling out the form and can provide additional information about this PURF (if needed).
② TELEPHONE NUMBER	The telephone number where the person requesting the pick up can be reached during normal business hours.
③ LOCATION	Select the registered location from the drop down menu where the materials described on the PURF are located. If the correct location is not listed, select "other" and list the location in the "Other Comment" section.
④ OTHER COMMENT	As appropriate, use this space to describe a more specific location within the designated room (e.g., cabinet, hood) or when "Location" is not listed. Also list any materials you may need from EHS such as empty containers or labels.

Material Description Section

⑤ RESET	This button will clear all data entered on this row.
⑥ HML #	The red 5-digit number on the yellow Radioactive Material Label affixed to the container to be picked up. Leave this field blank for uncontaminated lead pigs, as they do not require an HML. If "Lead pigs" is later selected in the physical form field, this field will fill in automatically.
⑦ ISOTOPE	Select the isotope present in the material from the drop down menu. For uncontaminated swipes and lead pigs, select "No activity". If the desired isotope is not on the list, contact Radiation Safety. <i>If there is more than one isotope in the container, a separate row will be used for each isotope.</i> When a duplicate HML # is entered in the next row; the physical form, quantity and material type will be copied and the user can select the 2 nd (or 3 rd , etc.) isotope and enter the activity.
⑧ ACTIVITY	Enter the activity of the selected isotope in milliCuries (decayed or measured as of the date of the request). If the activity is higher than the amount listed in the "On Hand" column, contact Radiation Safety.
⑨ PHYSICAL FORM	Select the appropriate physical form of the material from the drop down menu.
⑩ QUANTITY	Enter the amount of material in the container using the units shown next to the physical form selected.
⑪ TYPE OF MATERIAL	List the contents of the container. <i>If the material is a liquid mixture, list the percent by volume of each chemical component.</i>

Certification

⑫ CERTIFICATION STATEMENTS	Click the boxes to certify that the information provided is accurate and that the pH of any liquid is in the acceptable range.
⑬ SUBMIT	Click this button to send the request to EHS. A copy of the request will be sent via email to the Authorized User.

PURFs that are incorrectly completed may be returned to the AU for completion/correction. Improperly documented materials will be analyzed at the AU's expense.

A pick up will be scheduled within a two (2) week period after the PURF is approved by EHS. Alternative scheduling and handling procedures may be required for very large pick ups, special materials, and/or materials from off-campus locations.

For additional assistance, or if you have additional questions about radioactive materials procedures, please telephone Radiation Safety at 882-7018, or visit the web site at <http://ehs.missouri.edu>

Example:

User Information

Date of Request :	Sep/10/2007
Authorized User :	Waste Mgmt Pgm (RSO)
Authorized User Number :	88888
Person Requesting Pick up :	① <input type="text"/>
Telephone :	② <input type="text"/>
Location :	③ <input type="text" value="---- Select Location -----"/>
Other Comment :	④ <input type="text"/>

- * All required fields are highlighted.
- * Each physical form must be in separate containers - DO NOT MIX
- * NOTE: Please note any chelating agents that are greater than 0.1% weight.

	Row	HML #	Isotope	Activity (mci)	Physical Form' (Unit)	Qty	Type of Material (Components and Concentrations)	On Hand (mci)
⑤ <input type="button" value="Reset"/>	1	⑥ <input type="text"/>	⑦ <input type="text" value="Select Isotope -"/>	⑧ <input type="text"/>	⑨ <input type="text" value="elect"/>	⑩ <input type="text"/>	⑪ <input type="text"/>	
<input type="button" value="Reset"/>	2	<input type="text"/>						
<input type="button" value="Reset"/>	3	<input type="text"/>						
<input type="button" value="Reset"/>	4	<input type="text"/>						
<input type="button" value="Reset"/>	5	<input type="text"/>						
<input type="button" value="Reset"/>	6	<input type="text"/>						
<input type="button" value="Reset"/>	7	<input type="text"/>						
<input type="button" value="Reset"/>	8	<input type="text"/>						
<input type="button" value="Reset"/>	9	<input type="text"/>						
<input type="button" value="Reset"/>	10	<input type="text"/>						

- ⑬ I hereby certify that the above information is correct and that the activities have been decayed to the date of the Pick Up Request.
- I hereby verify that the pH of all liquid material has been verified between 5.5 and 9.5

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