

saint joseph's university

OFFICE OF THE PRESIDENT

18 June 1985

MS 16
P3

Dr. John E. Glenn
Chief, Nuclear Materials Safety Section B
Division of Radiation Safety and Safeguards
United States Nuclear Regulatory Commission
Region 1
631 Park Avenue
King of Prussia, Pennsylvania 19406

Dear Dr. Glenn,

This concerns our application for material license dated 28 February 1985, your request for information during a telephone conversation on 13 March 1985, and your letter dated 21 May 1985 (Docket No. 030-22123, Control No. 03516).

I submit the following responses to the items in your letter.

a) Area surveys of Room 108 Science Center were made both at the beginning and at the end of each laboratory session. The last survey of this room was performed at 5:25 p.m. on 3 December 1979 at the end of the laboratory meeting. Although he failed to sign the report the survey was performed by Dr. Robert P. Koob, who was the instructor for the laboratory. I have enclosed a copy of the record of this survey. The highest reading was 0.05 mr/hr. The Physical Plant Department moved into Room 108 in February 1980.

b) Our procedures for ordering radioactive materials under License No. 37-01753-01 require that our purchase order instruct the vendor to ship the materials by no other way but United Parcel Service (UPS) and to address the package to the immediate attention of Dr. Waldron. Please refer to the copy of the letter from Dr. Waldron to Mr. Daniel C. Boyle dated 18 March 1985. UPS makes one delivery each day Monday through Friday at about noon to our Receiving Department located on the second floor of the Science Center. Personnel in the Receiving Department have been instructed in the procedures for the receipt of such materials. Please refer to the enclosed copy of Procedures for Receiving Radioactive Materials dated 18 March 1985. UPS also makes a delivery at about 4:00 p.m. to our campus bookstore delivering packages for the bookstore only. The bookstore has been instructed not to accept any packages addressed to Dr. Waldron. Mr. Francis X. O'Shea, Director of Public Safety (Security), and Dr. Waldron have discussed the advisability of involving our security personnel in the receipt of radioactive materials. They do not recommend such involvement at this time.

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5600 CITY AVENUE

PHILADELPHIA, PENNSYLVANIA 19131

(215) 879-7350

JUN 20 1985

Dr. John E. Glenn

Page Two

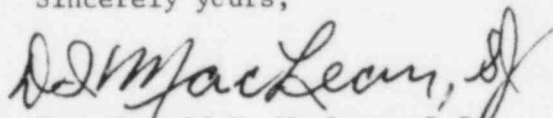
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c) When performing experiments using radioactive materials, students are required to wear film badges at all times. When working with radioactive materials in liquid form, students are required to wear protective eyeglasses and gloves. The students are required to monitor themselves before leaving the laboratory. Very rarely would a student's hands show any activity above background. Such activity was readily removed by washing. Thus, no special protective clothing, other than gloves and eyeglasses, is recommended at this time.

d) In the past five-millicurie shipments of both P-32 and I-131 have been received for use in the laboratory. The professor in charge would dilute the contents of each shipment in several liters of water before distribution to the students, each team of students receiving about two or three milliliters of the dilution. Thus students were working with radioactive liquids having concentrations of about one or two microcuries per milliliter and total activities of about five microcuries.

Thank you for the consideration that you have given to our application. I shall be pleased to provide you with any additional information that may be required.

Sincerely yours,



Rev. Donald I. MacLean, S.J.
President

DIM:g

enclosure

saint joseph's university

DEPARTMENT OF PHYSICS

18 March, 1985

Mr. Daniel C. Boyle, Director
Purchasing Department

Dear Mr. Boyle:

The following is an update of the procedures for ordering radioactive materials under License No. 37-01753-01 presented in my letter to you of 3 September, 1981. The new item is the requirement that the vendor ship the materials via United Parcel Service. These procedures established for ordering radioactive materials under License No. 37-01753-01 will help to ensure compliance with the conditions of that license:

1. All requisitions will originate from only two sources: the Department of Chemistry and the Department of Physics.
2. Requisitions must be completed in triplicate. Two copies are forwarded to the Purchasing Department, as is done for any requisition. The third copy must be sent to the Radiation Protection Officer by the person completing the requisition.
3. In addition to the signature of the person completing the requisition, the requisition must bear the signature of concurrence of the Radiation Protection Officer and the license number as follows:

Signature of Concurrence:

John P. Waldron
John P. Waldron
Radiation Protection Officer
USNRC License No. 37-01753-01

4. The purchase order must bear this instruction to the vendor: 'Materials must be shipped via United Parcel Service.'
5. The SHIP TO section of the Purchase Order should be completely filled out as follows:

Saint Joseph's University
5600 City Avenue
Philadelphia, PA 19131
IMMEDIATE ATT'N: Dr. J. P. Waldron

If you have any recommendations for improving these procedures I would be happy to hear from you.

Thank you.

cc. President
Dr. Beichl
Dr. Koob

Sincerely yours,

John P. Waldron
John P. Waldron
Radiation Protection Officer
USNRC License No. 37-01753-01

saint joseph's university

DEPARTMENT OF PHYSICS

3 September, 1981
Revised 18 March, 1985

PROCEDURES FOR RECEIVING RADIOACTIVE MATERIALS

U.S.N.R.C. License No. 37-01753-01

The university can receive radioactive materials under provisions of Materials License No. 37-01753-01 issued to the Department of Chemistry by the U. S. Nuclear Regulatory Commission. This license will expire on February 28, 1985. Materials received under this license will be shipped to:

Saint Joseph's University
54th and City Line Avenue
Philadelphia, PA 19131

—————→ IMMEDIATE ATTN: Dr. J. P. Waldron ←————

(Please note: The Department of Biology can receive radioactive materials under another license. This material will not be addressed to IMMEDIATE ATTN: Dr. J. P. Waldron. These procedures do not apply to radioactive materials received by the Biology Department.)

The following procedures for receiving radioactive materials under License No. 37-01753-01 will help to ensure compliance of activities with the conditions of the license.

1. During normal working hours when radioactive materials arrive the person receiving the materials must immediately notify either

DR. WALDRON, Radiation Protection Officer
Room 304, Science Center
EXT 7399, Home phone 494-8581

or DR. KOOB, Professor of Chemistry
Room 426

EXT 7437 or 7345, Home phone 623-6731

Radioactive materials should be stored in closet by the elevator until either Dr. Waldron or Dr. Koob arrives to pick it up.

2. If the package is wet or appears to be damaged, notify Security (EXT 7600) and ask the carrier to remain at the university until it can be determined that neither he nor the delivery vehicle is contaminated. Prohibit traffic through the area.
3. Do not accept packages of radioactive materials outside normal working hours.

John P. Waldron

John P. Waldron
Radiation Protection Officer
License No. 37-01753-01

Radiological Survey Sheet

Room 108

Date: 12/3/79.
 Survey Meter: N/C 2612
 Signed: _____

Done: 3:30 PM.
 in ~~approx~~ m/hr.
 After: 5:25 PM.

