

FORM 160T RADIOACTIVE MATERIAL TRANSFER AND USAGE RECORD (9/12)

I. Transferred From

AUI transferring radionuclide must fill in all of Section I.

AUI (Authorized Investigator):

Order Date _____

PO # _____

Item # _____

Order # _____

Definition # _____

Date of Transfer _____

Radionuclide (Chemical Form):

Description:

New Chemical Form (If Applicable):

Initiated By:

Name _____

Phone _____

Continue in Next Column



AUI Receiving Radionuclide: _____

Activity Transferred: _____ mCi

PO # _____

II. Radiation Safety Section Use Only

Item # _____

Order # _____

III. Filled In By AUI Receiving Radionuclide

DISPOSAL RECORD

Summarize estimated activity for each type of use or disposal.
Retain a copy of this form for 5 calendar years after disposal of material!

Collected by RSS	mCi
A. Animal Carcasses & Waste	_____
B. Solid Dry, LSA Box	_____
C. Absorbed Aqueous Liquid	_____
D. LSC Vials	_____
E. LSC Bulk Fluid	_____

Released to Environment

- F. Sewer _____
- G. Released to Atmosphere (Requires Prior approval from Radiation Safety) _____

Other

- H. Administered to Humans _____
- I. Decayed _____
- J. Holding for Decay (For at least 10 half-lives, only if half-life < 100 days.) _____
- K. Other (describe or circle type) Not received; Returned to vendor; Long lived unusable storage

Transferred To AUI _____

Date of Transfer _____

To: Tech Contact _____

Bldg _____ Room _____

Transferred To Non-UW Entity _____

Subtotal _____

Activity Remaining and/or Reusable Product

Started New Form 160 _____

Must equal activity received as shown above **Total** _____

Contact Person _____

Date _____ Box # _____ Phone _____

RETURN TO: Radiation Safety Section, Box 354400

LABORATORY USE ONLY - CARRY TOTALS TO FRONT OF SHEET

Date	Activity	Type of Disposal	Initials of User

Instructions

When radioactive material is transferred by one Authorized Investigator (AUI) to another AUI, **the original purchaser-AUI is responsible for ensuring that any subsequent transferee-AUI is authorized for the materials to be transferred.** The following procedures must be used for proper transferring of inventory.

If transfer requires transportation over city streets, the material must be packaged to comply with Federal Department of Transportation regulations (DOT CFR 49). Contact the Radiation Safety Section regarding transport regulations (543-6328).

1. **Verification:** Call the Radiation Safety Receiving Office (685-2993) or the Radiation Safety Section (543-0463) to ensure that the receiver is authorized for the:
 - a. Radionuclide.
 - b. Amount being transferred.
2. **Transfer Form:** Form 160T, Radioactive Material Transfer and Usage Record, must accompany the radionuclide being transferred to the receiving AUI. Fill out the TRANSFERRED FROM and TRANSFERRED TO sections indicating the:
 - a. Order identification from the original Form 160.
 - b. Amount of activity being transferred.
3. **Inventory Reduction:** To remove the transferred activity from your inventory:
 - a. On your original Form 160, under "Transferred", fill in:
 - 1) Transferred To (the name of the AUI receiving the radionuclide.
 - 2) Technical contact.
 - 3) Date of Transfer.
 - 4) Amount of activity being transferred.
 - b. Return the original Form 160 to the RSS as soon as you have transferred material. Upon receipt of your Form 160, the on-hand inventory of the receiving AUI will be increased by the amount that you indicated has been transferred. Immediate notification to the RSS ensures that all inventories are current.
 - c. If your order still has remaining activity, before returning your Form 160 to the RSS do the following:
 - 1) Fill in "Activity Remaining and/or Reusable Product" and check "Started New Form 160."
 - 2) Start a *supplemental Form 160* by using a blank Form 160 (available from the RSS) or a copy of the original Form 160.
 - a) If using a blank form, be sure to copy all of the order identification, including the original AUI, Order Date, Purchase Order Number, Item Number, Order Number, Definition Number, and Radionuclide.
 - b) If you are using a photocopy of the original as your *supplemental Form 160*, be careful to delete previously reported disposal entries (failure to delete these will result in an over-disposal of material and will be rejected by the RSS database program).
 - 3) On the *supplemental Form 160*, record the remaining activity from the original Form 160. Do not include the transferred amount in the activity remaining, as it has already been recorded.
4. **Non-compliance of Notification:** Failure to comply with these procedures could jeopardize the future authorization of both AUIs.
5. **Laboratory Copies of Forms:** Keep copies of all Forms 160 and 160T for **5** calendar years after disposal of material.