Radioisotope Record Internal Transfer Form

All transfer requests must be approved by Vanderbilt Environmental Health & Safety, prior to the transfer.*

Original Requisition Number		New Requisition Number (assigned by VEH&S)	

Isotope:		Activity:		(µCi / mCi)	Specific Activity:	
Chemical / Physical Form:						

P.I. transferring from

Name (Print or Type):		Phone #		Fax #	
Signature:				Date:	

P.I. transferring to

Name (Print or Type):		Phone #		Fax #	
Signature:				Date:	

VEH&S Use Only

Transfer approved? Yes / No   *Signature, VEH&S Representative*   *Date*

Radioisotope Disposal Record

Disposal Date	Amount lost thru decay	Disposal to:				Amount still in possession (µCi)	Initials
		RSO (µCi)	Sewer (µCi)	Other* code	Other* (µCi)		
TOTALS	A =	B =	C =		D =		

*Other Methods of Disposal:
H – Administration to humans
T – Transfer to radioisotope record # _____
O – Describe _____

Disposal Total: A + B + C + D =

The total in this box must be the same as the amount received.

Instructions for Completing the Internal Transfer Form

All transfer requests must be approved by Vanderbilt Environmental Health & Safety before the transfer is made. Just as with radioactive material ordered from an outside vendor, VEH&S must verify that the PI in question is authorized to receive the radioisotope and will not exceed his/her limits.

1. Fill out the top section of the form except for the *'VEH&S Use Only'* and the *'New Requisition Number'* sections.

2. Fax the form to the VEH&S Radioisotope Ordering Office at 3-2041.

3. If the transfer is approved, the form will be returned to the *'P.I. transferring from'*. Then the *'PI transferring to'* may be given the radioactive material along with the **Internal Transfer Form**. The lower half of the form is to be used as the disposal sheet. (It does not have to be on pink colored paper.)

4. The *'PI transferring from'* must also record this transfer on the original requisition disposal record.