**RADIOCHEMISTRY CORE POLICIES AND PROCEDURES**

**Radiochemistry Core Products/Services**

**Radiochemistry Core Products—Catalog Items**

Items listed in the iLab VUMC Institute of Imaging Science (VUIIS)-Radiochemistry Core catalog (see “iLab web site” below) are ordered through the iLab platform. Instructions for how to accomplish this can be found within the [“Radiochemistry Core Guide to Ordering”](https://vuiis.vumc.org/documents/RadiochemistryCoreGuidetoOrdering.pdf).

**Radiochemistry Core Products for Preclinical Studies.**

Items listed in the iLab VUMC Institute of Imaging Science (VUIIS)-Radiochemistry Core catalog (see “iLab web site” below) that are to be produced and used for animal imaging or other preclinical studies will be requested using the iLab platform. Instructions for how to accomplish this can be found within the [“Radiochemistry Core Guide to Ordering”](https://vuiis.vumc.org/documents/RadiochemistryCoreGuidetoOrdering.pdf).

**Radiochemistry Core Products for Clinical Research Studies.**

Items listed in the iLab VUMC Institute of Imaging Science (VUIIS)-Radiochemistry Core catalog (see “iLab web site” below) that are to be produced and used for clinical research studies will be requested using the iLab platform. Instructions for how to accomplish this can be found within the [“Radiochemistry Core Guide to Ordering”](https://vuiis.vumc.org/documents/RadiochemistryCoreGuidetoOrdering.pdf). For any clinical research studies there are additional regulatory requirements. Please contact Adam Rosenberg (adam.j.rosenberg@vumc.org) if you wish to initiate a new clinical trial or other study involving human research subjects.

**iLab web site**

Current prices are listed in the iLab VUMC Institute of Imaging Science (VUIIS)-Radiochemistry Core catalog (<https://vumc.corefacilities.org/landing/54>). A step-by-step guide to accessing and ordering on iLab can be found within the [“Radiochemistry Core Guide to Ordering”](https://vuiis.vumc.org/documents/RadiochemistryCoreGuidetoOrdering.pdf).

**Scheduling Core Services**

The current radiochemistry production schedule can be viewed using the “Core Calendar” link located in the iLab VUMC Institute of Imaging Science (VUIIS)-Radiochemistry Core web page. To schedule a radio­chemistry core service, see the [“Radiochemistry Core Guide to Ordering”](https://vuiis.vumc.org/documents/RadiochemistryCoreGuidetoOrdering.pdf). For any scheduling questions please contact YY Cheung (yiu-yin.cheung@vumc.org).

**Cancellation Policy**

A radiochemistry core request/order may be cancelled by sending an email directly to the YY Cheung (yiu-yin.cheung@vumc.org) and Adam Rosenberg (adam.j.rosenberg@vumc.org).

The radiochemistry core requests that cancellation of all requested services be done no less than 24 hours before the scheduled delivery time. Repeated cancellations with less than 24-hours notice will be handled in the following manner:

* 1st cancellation within 24 hours will result in a warning and no charge.
* 2nd cancellation within 24 hours will result in a notice and a charge of 50% of the full production cost to the PI.
* Further cancellations within 24 hours will result in a charge of 100% of the production cost to the PI.
* **Note**: For any cancellations, if the core has ordered externally sourced radioisotopes, the PI will be responsible for any non-cancellable associated expenses.

Notice/warnings will be given prior to charges being incurred. If the requested service is cancelled after the production has started, the full unit price will be charged irrespective of other considerations. If a radiotracer cannot be delivered due to cyclotron or production problems, there will be no charge. Once the radiotracer is produced and delivered, the full production cost will be charged.

**Radiochemistry Projects**

**Radiochemistry Projects—New projects**

Requests for new projects (radiotracers not in the current catalog) are made via iLab, using the “New Radiotracer Production Request” option. Alternatively, researchers can directly communicate with Todd Peterson (todd.e.peterson@vumc.org) or Adam Rosenberg (adam.j.rosenberg@vumc.org).

Policies Regarding New Radiotracers**[[1]](#footnote-1)**.

**1 Definition.** ‘New’ radiotracers are defined as those that have never been prepared at Vanderbilt before and may include radiotracers described in the literature as produced elsewhere or new chemistry produced at Vanderbilt. Since equipment, personnel, and the availability of supplies are subject to change, radiotracers that have been historically produced at Vanderbilt but not utilized within the previous 12 calendar months are also considered ‘new’ and costs associated with reestablishment of the product are required to be recovered from the researcher.

**2 Radiotracer Development.** Though it is our utmost desire to promptly fulfill every request, production of new radiotracers may require development in our Core for a variety of reasons. Since the level of development may be variable, the Core will need to conduct developmental productions to determine project feasibility and procedures. The primary goals of these studies are typically to determine production potential, workflow, radiotracer stability, and to explore purification and/or quality control metrics. Charges for developmental studies will be estimated prior to starting and an estimated quote will be provided to the investigator. The project PI may be asked to provide starting materials (such as precursors and standards), purification supplies (such as columns or solvents), or other consumables not inventoried by the Core. At the conclusion of these studies the Core will provide a report to the PI that summarizes the studies conducted, the results, and the Core’s determination of the feasibility of the project. At this time, the Core and the study PI will mutually agree to either move forward or discontinue the project. Additional research and development will be subject to cost recovery fees, as required and approved by the Office of Research. Document generation, as required for GMP production (humans), and process development, will be subject to cost recovery fees. ***For a Detailed Guide Please See the New*** [***Radiotracer Development Guide***](https://vuiis.vumc.org/documents/RadiochemistryCoreGuidetoNewTracerDevelopment.pdf)

**3 Determination of Core rates.** Core rates are determined in conjunction with and approval from the Office of Research and reflect the actual cost to the Core for each production. Rates may differ among various radiotracers due to the differential cost of materials required, equipment utilized, and/or the intended use of the radiotracer (*e.g.* animal, human). Core rates are regularly reviewed by the Office of Research and are subject to change based upon actual costs to produce radiotracers. Decisions regarding the timing and communication of changes in Core rates are made jointly with the Office of Research. Potential issues necessitating a revision in core rates include changes in the cost and availability of supplies, service contracts, equipment upgrades, and fees absorbed by the Core. For a new radiotracer, a rate will be determined in conjunction with the Office of Research after the completion of developmental studies. *Important: If you are planning to propose the use of a radiotracer in a grant application or similar proposal, please contact us at least four weeks prior to final submission to obtain the most up-to-date budgetary pricing.* Though non-binding and subject to revision, this estimate will reflect the cost to produce the tracer at the time of proposal submission.

**Radiochemistry Core Resources**

A complete list of all products and services offered by the Radiochemistry Core can be found on the iLab VUMC Institute of Imaging Science (VUIIS)-Radiochemistry Core catalog (see “iLab web site” section above).

**Use of the Radiochemistry Core Facilities**

The Radiochemistry Core maintains multiple labs suited for the preparation of a variety of radioactive labeled compounds. These labs can be used by non-core personnel for experiments which require specialized radiation safety requirements. All individuals who wish to utilize core facilities, in addition to the normal criteria for project approval, must be trained in the appropriate radiochemistry techniques as well as satisfying all radiation safety requirements. Prior to being approved by radiation safety, no personnel will be allowed to work in a lab, even if not using radiation, without an approved user being present. There are no exceptions to this rule.

**Citing the VUIIS Radiochemistry Core**

 If the core lab provides radiotracers that are used in your publication, please notify the core prior to submission so that the core can ensure that any S10-funded equipment used has the associated grant cited appropriately; in addition to other grants that support core activities. For any questions please contact either Todd Peterson (todd.e.peterson@vumc.org) or Adam Rosenberg (adam.j.rosenberg@vumc.org).

**Publication Policy**

 If any novel radiotracers were utilized, or if a new procedure was used to prepare a known radiotracer, for research leading to publication, the appropriate Radiochemistry Core personnel should be included as a co-author in recognition of this original contribution to the work. For all publications utilizing core services please acknowledge the “VUIIS Radiochemistry Core” in your publication.

1. Policies have been reviewed and approved by the Vanderbilt University Office of Research. [↑](#footnote-ref-1)