MEMORANDUM

DATE: April 22, 2021

TO: New York State University Police, Binghamton University Central Receiving, Environmental Health & Safety, Executive Director of Emergency Management, Assistant Director of Operations

FROM: Michael Oakley, Radiation Safety Officer (RSO)

SUBJECT: Receipt of Packages Containing Radioactive Material – Binghamton University Main Campus

The following instructions are to be followed as required in compliance with the Binghamton University NYS DOH Radioactive Materials License #588.

Any package containing radioactive material is to be delivered directly to the radioactive materials room at Building 133. All radioactive materials are to be shipped directly to the RSO. Users are instructed to request that radioactive material be shipped to the following address:

Binghamton University
Attn: Michael Oakley, Radiation Safety Officer
4400 Vestal Parkway East, Building 133
Binghamton, NY 13902

If a package marked as containing radioactive material is delivered to Central Receiving, immediately contact the RSO (CELL (607) 221-3842). Do not sign for the package.

Signage at Building 133 will inform the carrier to contact the Radiation Safety Officer at (607) 777-3589 or the Environmental Health and Safety Office at (607) 777-2211 and remain until the package is signed for. The RSO will be available Monday-Friday 8 a.m. to 4 p.m.

If a package marked as containing radioactive material arrives outside of the above days and times, signage at Building 133 will inform the carrier to contact NYS University Police at (607) 777-2393 and remain until an officer on duty arrives. The representative from NYS University Police will sign for the package, unlock the door and place the package inside the chemical fume hood in Building 133. The Radiation Safety Officer should be notified via CELL (607) 221-3842 of any deliveries as soon as possible. If the package is wet or appears to be damaged, immediately contact the Radiation Safety Officer (CELL (607) 221-3842) before accepting the package. If unable to contact the Radiation Safety Officer, contact alternate radiation safety personnel Joseph Biscardi via cell phone: (607) 201-7503. Ask the carrier to remain at the location until it can be determined that neither they, nor the delivery vehicle, are contaminated.

RADIATION SAFETY OFFICER: Michael Oakley, CHMM

OFFICE TELEPHONE: (607) 777-3589 or CELL PHONE: (607) 221-3842