

**Case Western Reserve University (CASE)  
Department of Environmental Health & Safety (EHS)  
Radiation Safety Office (RSOF)**

**AUTHORIZATION FOR EXTERNAL TRANSFER OF RADIOISOTOPES**

(Case ODH Radioactive Material License # 01100180011, Expiration Date 1/1/2020)

Use this form when transferring any quantity of radioactive materials between CASE Authorized Users (AU) and Non-CASE Authorized Users (AU) operating under another license, regardless of activity transferred. The Radiation Safety Office (RSOF) authorizes the possession/ transfer of radioactive material. AU designates the Authorized User that is licensed to send and receive the radioactive material.

**Packages sent to CASE Researchers should be addressed as follows:**

CASE Shipping & Receiving – 2232 Circle Drive – Attention: (Researcher's Name) – Cleveland, OH 44106

RSOF Phone: 216.368.2906 or 800.368.4569 Fax #: 216.368.2236

**Authorization is requested for the transfer of:**

Isotope and Activity (mCi): \_\_\_\_\_

Chemical/ Physical Form: \_\_\_\_\_

Expected Date of Transfer: \_\_\_\_\_

**From Authorized User Transferring Material (CASE AU Name)**

AU Name: \_\_\_\_\_ Date: \_\_\_\_\_

AU Signature: \_\_\_\_\_ Fax: \_\_\_\_\_

Department: \_\_\_\_\_ Building/ Room: \_\_\_\_\_

Phone: \_\_\_\_\_

**To Institution Receiving Material**

AU Name: \_\_\_\_\_ Date: \_\_\_\_\_

AU Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commercial Transport Company: Fedex \_\_\_\_\_ Other \_\_\_\_\_

Packaging Specifications: \_\_\_\_\_

**Receiving Institutions' Radiation Safety Office**

RSO Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**For Office Use Only**

Approval to Ship Yes No  
Is License of Receiving Institution on file? Yes No Current Date: \_\_\_\_\_

CASE RSO/ ARSO Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Reviewed 7.2018