

**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 1/1/2030)

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

Is License of Receiving Institution on file?

Current Date: _____

CASE RSO/ ARSO Signature: _____

Date of Approval: _____

Reviewed 4/2025