

# Memo

## UVA Environmental Health & Safety

To: Radioactive Material Users & Buyers  
From: Kristen Crawford  
CC: Debby Steva  
Ginger Houchens  
Trevor Thomas  
Date: November 2017  
Re: Deadlines for Radioactive Orders during the Holidays

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Comments: In preparation for the upcoming holidays, we wanted to provide you with the following information regarding radioactive material orders.

The Office of Environmental Health & Safety/Radiation Safety will be closed on November 22-24, 2017 and December 25, 2017-January 1, 2018. This is in accordance with the University of Virginia observed holiday calendar. We ask that you please keep this in mind when planning a Radioactive Material order and delivery around this time. Packages cannot arrive or be received on these dates.

In order to receive your Radioactive orders before these closed dates, please place all orders by Wednesday, November 15, 2017 for the November holiday. For the December holiday, please have all orders placed by Monday, December 18, 2017.

In addition, some vendors may also be closed for additional days around these holidays. Please check with Kristen Crawford at [radorders@virginia.edu](mailto:radorders@virginia.edu) to inquire about possible additional closing days for your chosen vendor.

If you have any questions regarding this or anything related to Radioactive Material orders, please use the email [radorders@virginia.edu](mailto:radorders@virginia.edu)

The University's observed holiday calendar is located at the following link:  
<http://www.hr.virginia.edu/calendars/university-holiday-schedule/>

Thank you. Your cooperation is greatly appreciated!

**Kristen Crawford**  
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