I. Submit license amendment request to EHRS
   1 Indicate building & room numbers added.
   2 Indicate building & room numbers deleted.

II. Obtain EHRS approval for iodination hood
   1 Indicate hood location on license amendment.
   2 Contact EHRS for evaluation of hood performance.

III. Remove radioactive material (RAM) from vacated labs
   1 Conduct an inventory of RAM on hand.
   2 Consolidate RAM that is to be moved to the new location.
   3 Dispose as waste all RAM that will not be transferred.
   4 Maintain records of final inventory and reconciliation.

IV. Monitor for contamination & presence of RAM
   1 Monitor all equipment (refrigerators, centrifuges, incubators, etc.) for contamination, decontaminate, and cover radioactive materials labels.
   2 Monitor all areas you are leaving and document results.
   3 Perform minor decontamination if necessary.

V. Prepare/package RAM for transfer
   1 Place material into a container that will contain a spill, shielded if necessary and labeled with "CAUTION RADIOACTIVE MATERIAL".
   2 Transfer RAM by hand or on a cart, dolly, etc. during normal working hours, do not transport RAM or labeled equipment by vehicle.
   3 Only a trained radiation worker may transfer RAM. The movers must NOT transfer RAM or labeled equipment.
   4 Inventory RAM that was transferred immediately upon arrival at new lab.
   5 Liquid scintillation counters contain a radiation source and require special attention prior to moving. Contact the manufacturer or EHRS for specifics.

VI. Final Survey by EHRS
   Notify EHRS of expected date that the lab will be vacated and available for final survey.

NOTE:
This checklist applies only to transfers made within PENN. Any transfers of radioactive materials outside PENN require special packaging and approval by EHRS.

Please call Jennifer Gifford at 898-7187 if you have questions.