

Office of Environmental Health and Radiation Safety

CHECKLIST FOR RADIOACTIVE MATERIALS USERS

COMPLETED

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.