

Quarterly Inventory

An inventory of all radioactive materials is required at the end of each calendar quarter. To complete the inventory you will need the radioactive materials receipt/disposal log.

1. Compare all vials in stock to the receipt/disposal log. Correct any discrepancies.
2. Dispose of vials you will not use anymore.
3. For each isotope, add up the number of vials and activity remaining ("on-hand") in stock on the date the inventory is performed. Also, sum up the activity that was disposed of to the sewer system (sink disposal) during the quarter. If the on-hand activity is close to the license's possession limit, you can increase the limit by submitting a license amendment form at www.ehrs.upenn.edu (Radiation Safety/Licensing).

Please remember that all stock vials are potentially contaminated (especially old vials, where small cracks and deterioration of the septum may not be visible). They must be handled with disposable gloves, a lab coat, and dosimeters as required in the User's Guide.

Year: _____

1st Quarter (Jan 1 - Mar 31)						
isotope						
on-hand number of vials						
on-hand activity (μCi)						
quarterly sewer disposal sum (μCi)						
initials/date						
2nd Quarter (Apr 1 - Jun 30)						
isotope						
on-hand number of vials						
on-hand activity (μCi)						
quarterly sewer disposal sum (μCi)						
initials/date						
3rd Quarter (Jul 1 - Sept 30)						
isotope						
on-hand number of vials						
on-hand activity (μCi)						
quarterly sewer disposal sum (μCi)						
initials/date						
4th Quarter (Oct 1 - Dec 31)						
isotope						
on-hand number of vials						
on-hand activity (μCi)						
quarterly sewer disposal sum (μCi)						
initials/date						