Approved: RHSC

WORCESTER POLYTECHNIC INSTITUTE HEALTH PHYSICS PROCEDURE HP-09 INVENTORY PROGRAM AND DECOMMISSIONING FORM

1. PURPOSE:

To ensure that a current inventory of the radioisotopes on campus is available, that the radioisotope quantities on campus are within the limits specified in the byproduct materials license, and that the decommissioning requirements specified in 10 CFR 30.35 are met.

2. <u>FREQUENCY</u>:

- 2.1. Isotopes shall be added to the inventory program in a timely fashion after receipt.
- 2.2. The current radioisotope inventory and the decommissioning form shall be reported to the Radiation, Health, and Safeguards Committee quarterly.
- 2.3. The inventory and decommissioning limits shall also be considered **prior** to ordering any quantity of isotope with a half-life greater than 120 days. This is to avoid inadvertently exceeding our licensed limits for possession or decommissioning limits specified in 10 CFR 30.35. This shall be done by entering the proposed isotope into the inventory and checking to insure that no limits are exceeded.

3. <u>MATERIALS, TOOLS, AND EQUIPMENT:</u>

- 3.1. Approach Database
- 3.2. Inventory database files INVENTRY.* and isotope information files ISOINFO.*

4. PRECAUTIONS:

None

5. **INSTRUCTIONS**:

- 5.1. To enter the inventory program:
 - 5.1.1. Enter Approach Database.
 - 5.1.2. Open the <u>File</u> dialog box and select either <u>Open</u> or the file you wish to access at the bottom of the dialog box.
- 5.2. To record the receipt of a new isotope:

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- 5.2.1. Select the first tab at the top of the screen.
- 5.2.2. Use the mouse to select the icon for Browse.
- 5.2.3. Enter isotope information.
- 5.2.4. Save the file and exit.
- 5.3. To complete the printout of the inventory click on the button in the entry section of the database for the printout desired.
- 5.4. To exit the inventory program:
 - 5.4.1. Double click the top left corner of the screen.
 - 5.4.2. If you are prompted to save the information, select $\underline{\mathbf{Y}}$ es.
- 6. <u>RESTORATION</u>:

None

- 7. <u>REFERENCES</u>:
 - 7.1. Code of Federal Regulations Part 10, Chapter 30
 - 7.2. Materials License 20-03680-02