

**WORCESTER POLYTECHNIC INSTITUTE  
HEALTH PHYSICS PROCEDURE HP-16  
RADIOACTIVE MATERIAL RECEIPT AND DISPOSAL RECORD**

1. PURPOSE:

To maintain an accurate inventory and location summary of each radioisotope on campus.

2. FREQUENCY:

This procedure shall be performed each time radioactive material is received, disposed of, or transferred from one container to another.

3. MATERIALS, TOOLS, AND EQUIPMENT:

3.1. Form(s):

3.1.1. Heading "Laboratory Records" (HP\_08)

4. PRECAUTIONS:

4.1. Ensure that all health physics practices are followed throughout the survey.

4.2. Take all necessary precautions to avoid the spread of possible contamination.

4.3. Perform an operability check on all instrumentation used. Ensure that the instrumentation has been calibrated within the proper time limit.

4.4. Utilize the concepts of time, distance, and shielding to maintain exposure as low as reasonably achievable.

5. INSTRUCTIONS:

5.1. Isotope Use Record

5.1.1. Each time radioactive material is received, the following steps should be followed:

5.1.1.1. Ensure that health physics procedure HP-15 (Inspection of Radioactive Materials Packages) has been performed.

5.1.1.2. Record the isotope and the amount of radioactive material received in the "Isotope" space.

5.1.1.3. Record the date in the "Received" column.

5.1.2. Each time radioactive material is transferred from one container to another, the following steps should be followed:

5.1.2.1. Record the date.

5.1.2.2. Record the amount transferred in the appropriate column (if the isotope is transferred from the experiment to the storage container on the same day it was transferred to the experiment, the same line may be used).

5.1.3. Each time radioactive material is disposed of, the following steps should be followed:

5.1.3.1. Notify the RSO prior to disposal (even prior to disposal after decay).

5.1.3.2. Record the date.

5.1.3.3. Record the amount disposed of in the "Disposal" column and enter the method of disposal in the "Disposal Method" column.

5.1.4. Forward all completed forms to the RSO.

5.2. Internal Laboratory Survey Checklist

5.2.1. After an extended period of radioactive material use the following steps should be taken.

5.2.1.1. Note the laboratory being surveyed

5.2.1.2. Survey the laboratory as indicated on the survey checklist.

5.2.1.3. Note the name of the surveyor and the date of the survey.

5.2.1.4. If any contamination or violations are found, report directly to the RSO (x5688).

6. RESTORATION:

None

7. REFERENCES:

- 7.1. Code of Federal Regulations Part 10, Chapter 20, Sections 20.1906, 20.2001, 20.2003, 20.2005, and 20.2006.
- 7.2. Code of Federal Regulations Part 10, Chapter 30, Sections 51 and 62
- 7.3. Radiation, Health, and Safeguards Committee Radiation Regulations