

# WPI Health Physics Form HPF-7A

## RECEIPT OF RADIOACTIVE MATERIAL PACKAGES FORM

Date of Receipt \_\_\_\_\_ Time of Receipt by WPI \_\_\_\_\_  
 Radioisotope Received \_\_\_\_\_ Carrier \_\_\_\_\_  
 Quantity Received \_\_\_\_\_  
 Package Received by \_\_\_\_\_  
(Name, Title, Department)

All radioisotope packages received at WPI must be received at locations previously approved by WPI's RHSC, only by authorized personnel, and never left unattended until locked up.

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### RESULTS OF VISUAL INSPECTION

Yes No  
  Exterior of package is wet? If yes, notify RSO, ARSO, or Approved Surveyor immediately.  
  Exterior of package is crushed? If yes, notify RSO, ARSO, or Approved Surveyor immediately.

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### PACKAGE LOCKUP

Yes No  
  Package is locked in the approved designated radioisotope storage cabinet?  
  Package is too big to fit in the designated cabinet, so is locked in the following location: \_\_\_\_\_

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### RSO/ARSO/APPROVED SURVEYOR NOTIFICATION

Following visual inspection of the package, and lockup, the RSO, ARSO, or Approved Surveyor will be notified immediately of the arrival of the package as described below. If the package was received during normal working hours, the RSO/ARSO/Approved Surveyor will respond within 2.5 hours to ensure the survey is completed within 3 hours of package receipt, then take the package to the PI's lab. If the package was received after normal working hours, the RSO, ARSO, or Approved Surveyor will respond within 2.5 hours of the start of the next normal working day, survey the package, then take it to the PI's lab.

Time of RSO, ARSO, or Approved Surveyor Notification \_\_\_\_\_

### Contact Information

Name	Email*	Office Phone	Lab Phone	Beeper**
RSO	rso@wpi.edu	x5432	x5023	(978) 488-0037
ARSO	rso@wpi.edu	x5256	x5688	
Approved Surveyor	TBD	TBD	TBD	TBD

\* Email [rso@wpi.edu](mailto:rso@wpi.edu) automatically notifies RSO, ARSO, and the Reactor Director.

\*\* Beeper notification is to be used only if the package arrives damaged, if the package can not be locked up, or if no response is received via email or phone within 30 minutes.