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.

**************************************************************************
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.

***************************************************************************
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: ___________

****************************************************************************
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email*</th>
<th>Office Phone</th>
<th>Lab Phone</th>
<th>Beeper**</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSO</td>
<td><a href="mailto:rso@wpi.edu">rso@wpi.edu</a></td>
<td>x5432</td>
<td>x5023</td>
<td>(978) 488-0037</td>
</tr>
<tr>
<td>ARSO</td>
<td><a href="mailto:rso@wpi.edu">rso@wpi.edu</a></td>
<td>x5256</td>
<td>x5688</td>
<td></td>
</tr>
<tr>
<td>Approved Surveyor</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* Email 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 cannot be locked up, or if no response is received via email or phone within 30 minutes.