

Radioactive Material Use Log

Package Receipt Instructions on Reverse Side

Stock Vial I.D.

Isotope: _____

Chemical form: _____

Activity: _____

Reference Date: _____

Date Used	Quantity Used(uCi)	Amount Remaining (uCi)	User's initials

Survey Date: _____

Surveyed By: _____

Affix Wipe Tests Here:

Recommended Procedures for Handling Packages Containing Radioactive Material

All radioisotope shipments should be opened immediately and surveyed (as detailed below) by personnel in the receiving laboratory, and then stored in a locked, labeled radioisotope storage area.

Note: Only authorized, trained users of radioactive materials may accept and sign for radioactive packages.

Here are the steps you should follow to accept a radioactive material package:

1. Put on your protective clothing (gloves, lab coat, and safety glasses.)
2. Place package in a vented hood (if available) or other designated work area.
3. Take a measurement on the external surface of the package with a survey meter. Compare this to similar packages previously received, to insure the vendor has not accidentally shipped you a larger quantity of material than you ordered.
4. Open outer package and remove packing slip. Open inner package and verify that the contents agree in name and quantity with isotope and quantity ordered. If there is a problem, contact Radiation Safety at 785-3550.
5. Check for possible breakage of seals or containers, loss of liquid or change in color of absorbent material. If there is evidence of leakage, call Radiation Safety immediately at 785-3550.
6. Wipe test innermost container, interior of shipping container and interior and exterior of Styrofoam if applicable, and count in LSC for activity. (Note: this must be done for ALL isotopes.)
7. Upon verification that package is contamination free, store radioactive material vial appropriately.
8. On the reverse of this sheet you will find a RAM use log. Use it or a similar form to keep track of the radioactivity that you received.
9. On the line "stock vial I.D." put a unique identifier from the vial you are tracking. The lot number is often a good choice.
10. Fill out the lines "isotope," "chemical form", "reference date" and "activity."
11. Put the date the package was surveyed and who surveyed it on the lines at the bottom of the sheet. Attachment of wipe tests is highly recommended. This fulfills the package monitoring documentation requirements.
12. Place or post this sheet where those who will be using the isotope can access it to record date, activity used and who removed the material. If you have received more than one RAM item in one box, fill out a new form following steps 8-11 for each vial of isotope received.
13. Deface or destroy all radioactive labels on the empty container. Include the words "radioactive material," which often appear in multiple places on the package, and all the radiation symbols. Outer containers which have had labels defaced and are free of contamination may be recycled or disposed of as normal trash, once the cardboard container has been flattened.
14. All boxes must be left visibly empty for proper disposal. No containers may be discarded as closed boxes in the regular trash. Lids should be left ajar and dry ice should be removed prior to disposal.
15. Styrofoam boxes that are known to be free of contamination may be recycled according to the manufacturer's directions.
16. The liner, shield and isotope container may have surface contamination. They should be discarded as radioactive waste. Lead should be discarded separately as hazardous waste.