

Auburn University Radiation Safety Reporting Guidelines for PIs

(Radiation Safety contact information on back)

General

Notify Radiation Safety promptly of any of the following:

- **Personnel changes** (additions or cancellations of radiation workers, regardless of whether the workers need dosimeters)
- **Acquisition or disposition of monitoring instrumentation** (scintillation or gamma counters; survey meters; survey meter probes)
- **Acquisition or disposition of generally licensed equipment** (radiation-producing devices such as X-ray equipment and items containing radioactive sealed sources, such as scintillation counters and gas chromatographs)
- **Significant procedural changes**
 - Recall that only the proposed uses specified in the PI's permit are authorized. Significantly different protocols (even for isotopes already authorized) require a modified approval.

Radiation Workers & Training

Use the New Radiation Worker Form on the website to register a new radiation worker with Radiation Safety and trigger training

Note: RMS is providing training on an individual basis as new workers are added; there is no need to wait for a class.

Orders

Notify Radiation Safety via email, phone or web order form when placing order for isotope(s)

Inventory worksheets

- Maintain a paper worksheet (provided with isotope upon delivery to lab) for each unsealed radioactive source in inventory
- When material is used, log the date, starting activity (activity remaining in source vial prior to use in mCi), activity sent to waste, remaining activity, initials of person using material
- If some material remains in source vial at time of disposal:
 - Make sure the cap on the vial is sealed tight, then place it in the rad waste container
 - Indicate that remaining activity was disposed as "other" on that date
- **Return worksheet to Radiation Safety via fax or campus mail when completed;** maintain a copy until you are certain the material has been removed from your inventory

Lab contamination surveys

- Complete a survey of the lab *after each use* of radioactive material (with at least one survey documented per month of use)
- All surveys that show contamination must be documented.

Note: Method for completing survey dependent on isotope(s) used; Consult Radiation Safety Manual or contact Radiation Safety with any questions

- *Submit one survey each month of use* to Radiation Safety via email, web form, fax or campus mail
- Maintain copies for 6 months

Inventory reconciliations

- Review inventory reconciliation sheets upon receipt (mailed via campus mail to PIs monthly)
- Update the form as appropriate, sign and return to Radiation Safety, even if no material was used
- *Note:* Only update the "Activity Used" for each source (undecayed); do not update the "Activity Left" or "Current Activity" columns, the program does that automatically
- Maintain copies for 6 months

Waste

- Minimize waste as much as possible (see guidelines in the Radiation Safety Reference Handbook found on the website)
- Contact Radiation Safety via email or phone to schedule a waste pickup, fill out a **Radioactive Waste Disposal Sheet** (available at the web site) for *each container* to be picked up:
 - o Lab
 - o Isotope(s) & activity
 - o Physical form
 - o Volume
 - o Date pickup needed
- Do not wait until the barrel is full to request a pickup; please try to contact us at least a day before the pickup is needed
- Make sure to get approval from Radiation Safety *prior* to generating any radioactive waste mixed with other hazardous ingredients. These items must be handled separately.
- See attached waste collection guidelines for more specific details

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