

## Radioactive Material Receipt - Standard Operating Procedure

### 1. Initial Receipt:

Radioisotopes are delivered to Baylor University and accepted at the chemical stockroom only during normal working hours. The radioisotopes are segregated from other stockroom items and notification is made for pickup.

### 2. Notification:

A Chemical Stockroom personnel notifies the one who ordered, or Radiation Safety Officer, that the isotope(s) has arrived at the chemical stockroom.

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| <b>NOTE:</b> Per TAC 289.202, the radioisotope must be picked-up within three (3) hours of delivery to Baylor University. |
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### 3. Pick up:

- The isotope recipient proceeds to the stockroom to pick up the isotope. A lab coat may be worn; ONE glove (NOT two) may be worn to handle the delivered package. If appropriate, a piece of shielding or a bench-top shield may be taken along to port the isotope behind, but the counts emanating from the container will be very small.
- Pick up the chemical stockroom bar code that goes with that container of isotope.

### 4. Transport:

- Transport the container to appropriate radioisotope lab. ONLY use your ungloved hand to open/close doors and touch other building parts.
- Place behind the shield (if 32P) on a diaper/bench paper.

### 5. Survey:

- Remove the isotope from the shipping box.
- Prepare the survey materials - vials, scintillation cocktail, wipes, Usage and Survey Log.
- Use G-M counter and verify no counts on the shipping container. (Note: G-M counter will only be effective in identifying 32P or very large quantities of other isotopes.)
- Wipe-survey the shipping container on at least a couple of surfaces.
- Wipe-survey the vial container on several surfaces - at least top and two sides.
- Wipe-survey outside of vial itself with at least one sample.

### 6. Count survey samples using the Scintillation Counter – be sure to include a blank sample for comparison. If doing a survey of 32P (a high energy beta), the wipe sample can be counted with a G-M counter. Be sure to complete the Usage and Survey Log for the isotope you are using.

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7. Assuming no contamination: (if contaminated, go to next step)
  - Affix bar code to vial container
  - Put vial into appropriate storage
  - Complete the Usage and Survey Log
8. In the unlikely event of contamination:
  - Notify RSO for follow-up with shipper.
  - Clean with radiacwash or radcon and resurvey.
  - Place cleaning materials in radioactive solid waste.
9. After defacing any radioactive symbols or signage, uncontaminated shipping container can be disposed of as regular trash.