

Checklist to Terminate Using Radioactive Material

Standard Operating Procedure

Revision Date: 02/23/18

Applies To: Authorized users discontinuing the use of radioactive material in their protocol.

Decommissioning Tasks to Schedule

TASKS	ADVANCED NOTICE	DATE NOTIFIED OR SCHEDULED	CONTACT PERSON	NOTES
Radiation Safety Service (RSS)				
Lab director submits the Request Laboratory Decommissioning Inspection form and schedules RSS lab inspection	2 weeks			
Laboratory personnel stop using radioactive material	1 week			
Radioactive waste collected	1 week			
Hazardous Materials Management (HMM)				
If, needed, HMM cleans out large volumes of waste (Lab clean-out)	2 weeks			
HMM collects normal waste	1 week			

Checklist

- Radioactive waste properly disposed or collected
NOTE: Do not dispose hazardous substances in normal trash.
- All radioactive materials (waste and contaminated objects) removed from the lab prior to this NRC-required decommissioning effort.
- Sharps packaged separately in a sharps-approved container and labeled with radioactive warning tape.
- Equipment and apparatus (refrigerators, freezers, centrifuges, etc) used to store or analyze radioactive materials emptied and cleaned.
- Equipment to be moved, including to Property Disposition or Plant AC, decontaminated, authorized to be moved, and has a [Laboratory Equipment Owner Decontamination Form](#) attached to it.
- Benches and counters cleaned and wiped down.
- Laboratory has been surveyed by Radiation Safety Services.
- All markings that identify the presence of radioactive material removed from the laboratory and from any equipment going to Property Disposition.
 - Tape and labels
 - Door postings
 - Refrigerator postings