

Opening a Package from Radiation Safety Service

Standard Operating Procedure

Date: 07/27/17

Revision #: 01

Applies To: Any personnel opening a package containing radioactive material.

Receiving the Package

1. Safely inspect the package for integrity and contamination.
2. Does the package show signs of damage (crushed or wet)?
 - If YES, stop this procedure and notify Environment, Health & Safety, Radiation Safety Service (RSS) at (734) 764-6200.
 - If NO, document the receipt of the radioactive material as part of your lab inventory.

Personal Protection Equipment

When opening a package, wear a lab coat, safety glasses, and disposable gloves.

NOTE: Avoid wearing shorts, open-toed sandals, or other items of clothing that leave areas of the skin exposed.

Opening the Package

1. Open package in a designated area.
2. Review packing list for proper contents (radionuclide, activity, # vials, etc).
3. Do the package contents agree with packing slip and what you ordered?
 - If YES, go to the next step.
 - If NO, notify RSS at (734) 764-6200.
4. Survey or swipe inner packing material and the interior of the empty package for contamination.
5. Inspect the final source container (ex: stock vial). Does it show signs of broken seals or leakage?
 - If YES, notify RSS at (734) 764-6200.
 - If NO, go to the next step.
6. Swipe source container surface and assay swipe to determine contamination (LSC / G-M).
7. Is the source container damaged or any contamination detected on the source container?
 - If YES, notify RSS at (734) 764-6200.
 - If NO, go to the next step.
8. Remove gloves and dispose as radioactive waste.
9. Monitor hands to ensure no contamination.
10. Deface radioactive labels, wording, or both on package before discarding.
11. Record the contents in your lab's yellow Radiation Safety Manual and Records binder:
 - Date received
 - Radionuclide
 - Activity
 - Chemical form
 - Approximate volume