Radiation Safety Manual

Emergency Contacts and Telephone Numbers

Introduction

Personal Monitoring

I. Dosimeters

II. Bioassays

ALARA (As Low As Reasonably Achievable) Program

Declared Pregnant Women

Procedures For Accidental Release Of Radioactive Materials

Training

Purchasing Radioactive Materials

Receiving Radioactive Materials

Radioactive Material Disposal

Laboratory Contamination Surveys

Moving/Removing Used Laboratory Equipment

Radiation Survey Meters

Security Of Radioactive Materials

Transportation Of Radioactive Material

Laboratory Audits

Appendix

Appendix 1 Radiation Exposure History

Appendix 2 DECLARATION OF PREGNANCY

Appendix 3 Hazardous Materials Incident Form

Appendix 4 Application for Radionuclide Use Authorization Form

Appendix 5 Master Sink Disposal Log

Appendix 6 Monthly Survey Form

Appendix 7 Decontamination of Research Equipment Form

Emergency Contacts and Telephone Numbers

Environmental Health & Safety Department 303-871-4044

Emergency/ Security 1-3000

May 2020
The EH&S Department is located in the Administrative Office Building, 2nd Floor. The telephone is 303-871-4044/7501. The hours of operation are 7:00 a.m. to 4:30 p.m., M-F. For after-hours emergencies, call 303-871-3000.

Introduction

University of Denver (DU) has been issued a license to purchase, use, and dispose of radioactive material. This license was granted by the Colorado Department of Public Health and Environment (CDPHE) in agreement with the regulations of the U.S. Nuclear Regulatory Commission (NRC). Colorado is an "Agreement State," whereby CDPHE adopted the regulations of the NRC and is thereby given the authority to govern the use of radioactive materials within the State of Colorado.

This manual was developed to aid each laboratory in proper procedures when working in a radioisotope laboratory. Each required form is attached, as well as instructions for their use.

Personal Monitoring

Dosimeters

All laboratories that display the radioactive materials symbol are classified as "restricted areas." Personnel working with detectable radiation shall wear a radiation dosimeter. This device should be worn between the hip and shoulder level outside of clothing. In addition, all laboratory personnel who handle more than 2 mCi of P-32 are required to wear a ring dosimeter. Finger ring dosimeters shall be worn on the hand most likely to receive the highest exposure. Rings are worn with the name facing the palm, inside any protective gloves. Dosimeters shall be turned in to the RSO by the 10th of the month succeeding the wear date. Dosimeters are sent off-site for processing. Reports are then sent to each lab, and a copy is kept on file by the RSO.

Prior to hiring a new laboratory worker, the lab should contact the RSO. They may need to complete and submit a Radiation Exposure History form (App. 1) to the RSO as soon as possible. Regardless of whether or not the new employee has ever worn a dosimeter at another facility, this form must be completed and signed. Regulations require a signed release in order to obtain exposure records from previous employers.

Bioassays

Anyone working in a laboratory that uses radioiodine must have a baseline bioassay reading prior to start of employment. If you intend to work with unbound iodine, call the RSO to arrange use of the hot lab fume hood, and a thyroid scan. Any researcher who is working with greater than 10 mCi of radioiodine is required by regulation to have a thyroid bioassay. Accidental exposures to radioiodine of greater than 10 mCi must be evaluated within 72 hours of exposure. Follow up bioassay readings will be taken every
two weeks until thyroid levels have normalized. Continued high readings may necessitate changes in laboratory procedures.

ALARA (As Low As Reasonably Achievable) Program

The potential adverse health effects of low-level radiation exposure, specifically, an increased risk of carcinogenesis and/or genetic defects in future generations, are considered to be non-threshold phenomena. Limits have been established regarding occupational radiation exposure. This is known as an Occupational Dose Limit. The risk of radiation exposure less than the occupational dose limit decreases with magnitude of exposure and is considered to be very small, but NOT nonexistent. It is the policy of DU that all exposures must be justified, and that they must be maintained ALARA. These considerations define the rationale for maintaining radiation exposures ALARA, i.e. to avoid any unnecessary risk, no matter how small.

Listed below are the limits regarding Occupational Radiation Exposure according to the Colorado Department of Public Health and Environment, Radiation Control Division. These exposure limits are separated according to tissue sensitivity.

<table>
<thead>
<tr>
<th>Radiation Exposure</th>
<th>Level I</th>
<th>Level II</th>
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<tbody>
<tr>
<td>Total Effective Dose</td>
<td>125 mRem</td>
<td>410 mRem</td>
</tr>
<tr>
<td>Eye Dose</td>
<td>375 mRem</td>
<td>1200 mRem</td>
</tr>
<tr>
<td>Individual Organ Dose</td>
<td>500 mRem</td>
<td>1200 mRem</td>
</tr>
<tr>
<td>Shallow Dose</td>
<td>500 mRem</td>
<td>1200 mRem</td>
</tr>
<tr>
<td>Public Dose</td>
<td>100 mRem/year</td>
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<tr>
<td>Dose to Embryo/Fetus</td>
<td>500 mRem/Gestation Period</td>
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</tbody>
</table>
Individual Organ Dose: 1250 mRem 1250 mRem

Shallow Dose: 1250 mRem 1250 mRem

Exposures are per monitoring period (Quarterly)

Actions Taken:

I. Less than Level I:
No further action unless deemed necessary by the Radiation Safety Officer. If an observed reading is consistently higher than other members of the same restricted area, or an exposure of a radiation type not found in that restricted area, there may be an informal investigation.

II. Equal to or greater than Level I but less than Level II:
Notification of employee and the Principal Investigator/Department Manager by the Radiation Safety Officer or their designee.

III. Equal to or greater than Level II:
There will be an investigation and report to the RSO.

Declared Pregnant Women

I. Procedure
In keeping with the recommendations of the National Council for Radiation Protection, it is the policy of DU to limit the radiation exposure of every Declared Pregnant Employee to 500 mRem for the duration of the pregnancy. The provisions of this policy only cover those employees who voluntarily declare their pregnancy.

II. Definition
Declared Pregnant Woman means a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. At DU, that notification must include the Radiation Safety Officer (RSO).

III. Procedures
A. Contact the Radiation Safety Officer at the earliest suspicion of pregnancy. Every effort will be made to keep privacy information confidential.

B. Complete the Declaration of Pregnancy form (App. 2) including the signature and estimated date of conception.

C. The supervisor and/or the Radiation Safety Officer will review the hazards of radiation with the employee. Whenever possible, the employee will be moved to a position involving the least radiation hazard.

D. A pregnancy radiation dosimeter will be assigned. This dosimeter should be worn at waist level. Contact the RSO with questions.
E. A copy of the memo regarding any additional necessary precautions to assure minimum radiation exposure will be sent to the employee’s manager and personnel records.

Procedures for Accidental Release of Radioactive Materials

In case of a spill of radioactive materials, follow the protocol below:

1. Address any medical condition first. Injuries take priority over clean-up.

2. DO NOT use Radiac Wash, Lift Away, Count-off, etc. on cuts or punctures. Radiac Wash can be used on the skin if there are no breaks in the skin surface. Wash with soap and water.

The activity levels below are guidelines only. If it is felt that it may endanger personnel by attempting the cleanup, notify the RSO immediately.

I. Minor Spills (< 100 uCi)
   A. Notify person(s) in the area about spill.
   B. Using disposable gloves, cover the spill with absorbent paper. Fold absorbent paper and insert into a plastic bag. Change gloves often to prevent the spread of contamination. Place all possible contaminated material into plastic bag. Area can be cleaned using a radioactive detergent such as Radiac Wash, Lift Away, or Count-Off.
   C. Survey area and yourself using an appropriate survey meter. Area wipe tests must be done to document that area has been decontaminated.
   D. Contact the RSO to report the incident as soon as possible.

II. Major Spills (> 100 uCi)
   A. Contact the RSO immediately.
   B. Cover the spill with absorbent paper, but DO NOT CLEAN UP.
   C. Prevent persons from entering the area. Leave the room and lock all doors to prevent entry.
   D. In the event that someone has come in contact with radioactive material, remove contaminated clothing and place in a secured area. If the spill is on the individual’s skin, flush with water and wash with soap and lukewarm water. DO NOT use a brush to abrade the skin, this will increase circulation to the area and may hasten absorption of the radioactive material.
   E. Wait for the RSO to arrive.
   F. In an emergency, contact the Emergency Operator at 1-3000.
   G. Fill out Hazardous Materials Incident Report, (App. 3), submit to RSO.
Training

The Principal Investigator of each laboratory that uses radionuclides must become a certified user. No radioactive materials may be received without the approval/signature of a certified user. Contact the RSO for information regarding this process. All researchers that work in laboratories classified as "restricted areas," shall attend initial/refresher radiation safety training. This training will consist of general radiation principles and definitions, radiation protection practices, and State or Colorado regulations as well as DU radiation safety practices. In addition, researchers must pass the Radiation Safety for Occupational Workers examination.

Purchasing Radioactive Materials

All purchases of radioactive materials must be approved by the Radiation Safety Officer. This is to ensure that only certified users are purchasing radionuclides and that the limits of the University of Denver license are not violated.

I. The laboratory submits the Request for radionuclides to the RSO. The information required is as follows:

   A. RAM must only be requested by a Certified Principal Investigator.

II. Upon approval, the request will be signed by the RSO.

If a lab wishes to order a radionuclide that they have not been previously approved for, they will need to complete the Application for Radionuclide Use form, (App.5), and submit it to the RSO. If the radionuclide is not on the DU License, an amendment will need to be submitted to CDPHE for the proposed addition. This may take some time, so plan accordingly.

All radioactive material will be tracked by the using lab, and the RSO in order to adhere to the policies of the NRC, CDPHE, and DU.

Receiving Radioactive Materials

1. All orders for radioactive materials must be pre-approved by the Radiation Safety Officer (RSO). The Radiation Safety officer, (RSO), will monitor all radioactive materials packages received at DU, in accordance with RH 4.32. Packages will be received at the Engineering and Computer Science (ECS) Building, at 2155 E. Wesley Ave, Denver, CO 80208. Room 122A, (see attached diagram), which will serve as the “storage room” for safe-keeping until delivery. The previous receiving location was at 2467 S. Vine St, which is no longer used.

2. ECS 122A is a card-access room, and any radioactive material would be temporarily stored in a lockable cabinet. Lead bricks are available for shielding when necessary.

3. The “Notice to Employees”, emergency phone numbers, and required warning signage will be posted on the door of 122A. Public Dose surveys will be performed for the area in
conjunction with our standard dosimetry schedule. Monthly contamination surveys will be conducted for the room.

4. The RSO will perform the monitoring required by 6 CCR 1007-1 4.32.2 as soon as practical after receipt of the package, but not later than 3 hours after the package is received at DU’s facility if it is received during normal working hours, (M-F, 07:30-16:00), or not later than 3 hours from the beginning of the next working day if it is received after working hours.

A. Packages needing to be surveyed for exterior surface contamination will be swipe tested. Non-fixed (removable) contamination shall be based upon wiping an area of 300 square centimeters of the surface concerned with an absorbent material, using moderate pressure, and measuring the activity on the wiping material. Swipe samples will be assayed on a liquid scintillation counter, (or Ludlum Alpha/Beta counter).

### Non-Fixed External Radioactive Contamination Limits for Packages

<table>
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<tr>
<th>Contaminant</th>
<th>Maximum permissible limits</th>
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<tr>
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<td>Bq/cm²</td>
</tr>
<tr>
<td>1. Beta and gamma emitters and low toxicity alpha emitters</td>
<td>4</td>
</tr>
<tr>
<td>2. All other alpha emitting radionuclides</td>
<td>0.4</td>
</tr>
</tbody>
</table>

B. Packages needing to be surveyed for exterior radiation levels will be scanned with a calibrated Ludlum survey meter per guidelines in 6 CCR 1007-1 17.15.

C. Packages deemed to be uncontaminated, per the regulations, will be delivered by the RSO to the lab.

D. The RSO will immediately notify the carrier and CDPHE by telephone, when removable radioactive surface contamination exceeds the limits of 17.15.8 of the regulations; or, external radiation levels exceed the limits of 17.15.9 and 17.15.10 of the regulations.

5. To open a radioactive material package, the lab worker shall first don appropriate PPE, (lab coat, gloves, safety glasses, etc.). In order to take receipt of any radioactive packages, the researcher may need to be wearing a dosimeter. A ring badge is also required for packages containing more than 2 mCi of P-32.

6. A form titled "Radioisotope Usage Form" will be attached to each package. The Radioisotope Usage Form must be used as an inventory form in the laboratory, and, must be updated with each use and/or disposal of radioactive material.

May 2020
7. While it is the responsibility of the RSO to maintain records of purchase and disposal, it is the responsibility of each Principal Investigator to maintain records of current levels of radioactive material in the laboratory. Transfer of radioactive material between labs is not allowed without prior authorization of the RSO.

8. A member of the laboratory who is a certified/trained worker will be required to sign for the package. The laboratory retains a copy of the "Radioisotope Usage Form" for recordkeeping purposes. This form is also used in the waste disposal tracking process. If a certified worker is not available to accept the package, it will be placed in storage until the laboratory can make arrangements to pick up the package. If the laboratory fails to follow this procedure, the RSO will treat the package as unclaimed. Any type of paperwork discrepancies should be reported to the RSO as soon as possible. If a package arrives at the laboratory without a Radioisotope Usage Form, contact the RSO so that one may be generated.

If a package is expected for weekend delivery, prior arrangements must be made with the RSO. Security will not accept packages containing radionuclides.

Radioactive Material Disposal

All radionuclides, unless injected into an animal, will be disposed of via arranged processes with the RSO.

I. Things to Remember

A. A copy of the Radioisotope Usage Form, indicating the total decayed amount of activity being disposed of on the day of the pickup must accompany all waste to be collected, with a separate copy for each type of disposal, i.e. solid, liquid, or vial.

B. Solid waste and vials must be separated and placed in clear, 4 mil plastic bags. Biohazard bags or waste basket liners will not be accepted.

C. Each bag or container must be segregated by radionuclide and labeled accordingly, including the name of the laboratory generating the waste.

D. For liquid waste pickups, the concentration (in percent) and full chemical name of the ingredients must be listed on the Radioisotope Usage Form. For example, 10% methanol, 20% chloroform, 70% water. For solid ingredients, indicate approximate percent by weight.

E. Solid waste must contain < 0.1% liquid.

F. All radioactive symbols must be defaced. Defacing Boxes That Have Radioactive Markings: According to CDPHE regulation RH4.30.2, all boxes that have radioactive markings must be defaced such that the markings cannot be distinguished. This can be accomplished by using a black marker or tearing the labels off of the boxes.

If there are any questions regarding these procedures, please contact the RSO at extension 1-4044. Failure to follow these guidelines will result in delays in collection of radioactive waste.
II. Sink Disposal

Any sink disposal requires PRIOR approval of the RSO. Any disposal via the sewage system will be in accordance with the monthly average concentration limits established in RH 4, Appendix B, Table III, and RH4.35. All materials disposed in this manner must be readily soluble in water or readily dispersible biological material in water.

Each laboratory must maintain a monthly Sink Log (App. 5) to track radioactive materials that enter the sanitary sewer waste stream.

Laboratory Contamination Surveys

All restricted areas must be surveyed monthly for radioactive contamination. Once a laboratory is classified as a radionuclide laboratory, a floor plan of the laboratory must be submitted to the RSO. This map will indicate areas where radiation is used and stored. On this map shall be listed the areas that will be wipe tested monthly. Each area wipe shall be performed on an area of approximately 100 cm², (4” x 4”). Surveys are analyzed using a liquid scintillation counter (LSC) or gamma counter, and must indicate the type of radiation being surveyed. All survey reports must include the printed sheet from the device used, indicating a background reading and the actual counts obtained for each area. Survey locations must correspond to the map submitted to the RSO. If survey results indicate a contamination equal to or greater than three times background, the laboratory representative must decontaminate the area, re-survey, and provide the results to the RSO. If survey results are consistently high (over a three month period), the RSO will conduct an investigation to determine how exposures can be maintained ALARA.

The form titled Monthly Radiation Survey (App. 6) is used for area survey reports. This form must be available for review by the RSO.

Failure to comply with this policy will result in the following action(s) by the RSO:

1st Violation: The laboratories radioactive material purchasing privileges will be immediately suspended until the required documentation is received in the RSO.

2nd Violation: Within one year of the 1st violation, radionuclide use within the laboratory may be suspended. Reinstatement of these privileges will be at the discretion of the Radiation Safety Officer.

Paperwork delays due to unexpected illness or other emergencies should be reported to the RSO as soon as possible by the Principal Investigator or Laboratory Safety Representative. Planned delays, such as vacations, need to be reported to the RSO prior to the 10th of the month by the Laboratory Safety Representative.

Moving/Removing Used Laboratory Equipment

Large laboratory equipment used in isotope work that is either scheduled to be moved by Environmental Services, or serviced by an outside contractor, MUST be properly decontaminated prior to being moved and/or serviced. The Decontamination of Research Equipment Form, (App. 7), must be completed by the person performing the

May 2020
decontamination, and signed by the Principal Investigator. Wipe test results are required for beta and/or gamma contamination depending on the material used in the equipment. The RSO will then verify that the equipment has been properly decontaminated, and will inform the appropriate parties.

Radiation Survey Meters

For labs that possess radioactive materials capable of being detected by handheld devices, they must obtain a survey meter. In order to ensure that all survey meters are calibrated annually. All survey meters are placed into a regular/annual calibration cycle.

Security of Radioactive Materials

Security of all licensed or registered sources of radiation to prevent unauthorized removal shall be in accordance with RH 4.25 and RH 4.26. This means that all stock vials will be secured when not in use, and that lab doors locked when the lab is unoccupied. All radionuclide research labs are to be considered "Restricted Areas" for the purposes of preventing unauthorized access and unnecessary radiation exposure.

Transportation of Radioactive Material

Requirements for the transportation of radioactive materials to other institutions must comply with both CDPHE and Department of Transportation regulations. The RSO must be notified before any shipments occur.

Laboratory Audits

Unannounced audits will be conducted annually in each radioactive materials laboratory. These audits will be completed to ensure that all laboratories comply with DU policies and procedures, and all Federal, State, and Local regulations.

Eating or drinking in the laboratory is permitted ONLY in areas that have been designated and approved by the RSO. Consumption/storage of food or beverages is NOT permitted in non-designated laboratory areas or in refrigerators or freezers containing radioactive and/or other hazardous material. This policy will be strictly enforced.
Radiation Exposure History

The EH&S Department maintains the previous exposure histories of current employees. (As required by the Colorado Department of Public Health and Environment, RH 4.10 and 4.44. You must sign and date this form.

Participant #: ____________________________
Spare Dosimeter #: ____________________________

Index #: ____________________________
Spare Ring Dosimeter #: ____________________________

PLEASE PRINT LEGIBLY

Name: ____________________________________________ Birthdate (MM/DD/YYYY): ____________________________

Dept./Lab: ______________________________________ P.I.: ____________________________

I authorize the release of my radiation exposure records to the University of Denver EH&S Department, Denver, Colorado.

Signature: ____________________________________________ Date: ____________________________

Fill in this section ONLY if you have worn a dosimeter before.

Previous Institution: ____________________________________________

Previous Institution’s Address: ____________________________________________

City: __________________ State (Country): __________________ Postal Code: __________________

Contact Person: ____________________________

Dates Worked: From ____/____/____ To ____/____/____

Previous Institution: ____________________________________________

Previous Institution’s Address: ____________________________________________

City: __________________ State (Country): __________________ Postal Code: __________________

Contact Person: ____________________________

Dates Worked: From ____/____/____ To ____/____/____

May 2020
Previous Institution:
________________________________________________________________________

Previous Institution’s Address:________________________________________________________________

City: ______________________ State (Country): ____________________ Postal Code: ______________________

Contact Person: _________________________________

Dates Worked: From ____/____/____ To ____/____/____
DECLARATION OF PREGNANCY

Name of Individual ___________________________________________

Lab _________________________________________________________

Approximate Conception Date _________________________________

Estimated Due Date __________________________________________

By providing this information, I am declaring myself to be pregnant as of the date shown above. Under the provisions of RH 4.13 “Dose to Embryo/Fetus”, I understand that my exposure will not be allowed to exceed 500 mRem during the entire pregnancy from occupational exposure to radiation. I understand this limit includes exposure that I have already received. If my estimated exposure since the above date of conception has already exceeded 450 mRem, I understand that I will be limited to no more than 50 mRem for the remainder of the pregnancy. When the pregnancy has ended I will inform my supervisor and the Radiation Safety Officer, (RSO), as soon as is practical. I also understand that I have the right to revoke the declaration at any time and that such revocation must be made in writing to the RSO.

Radionuclides/radiation producing machines:
I will be working with these radionuclides/activity levels:

________________________________________________________________________

Signature __________________________________________________

Date Signed ____________________________

Name of Supervisor __________________________________________

I have received notification from the above named individual that she is pregnant. I have explained to her the potential risks from exposure to radiation. I have evaluated her prior occupational exposure, and have established appropriate measures to control the dose to embryo/fetus in accordance with the limits in RH 4.13. I have explained to her options for reducing her exposure to as low as reasonably achievable, (ALARA).

Signature of Supervisor ________________________________

Date ____________________________

Please forward this completed form to the Radiation Safety Officer, AOB, Fax 303-871-4097.

May 2020
Hazardous Materials Incident Form

Date:  _____________________  Location:  _____________________________

Describe Incident:  _______________________________________________________
______________________________________________________________________
________________________________________________________________________

Chemicals/Radionuclides Involved:  ________________________________

Persons Contaminated/Injured:  ______________________________________

Injury(s):  ____________________________________________________________

Medical Actions Taken:
______________________________________________________________________
______________________________________________________________________

<table>
<thead>
<tr>
<th>Vial</th>
<th>Beta</th>
<th>Gamma</th>
<th>Background</th>
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<tr>
<td>#1</td>
<td>_____dpm</td>
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<td>#2</td>
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<td>#3</td>
<td>_____dpm</td>
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</table>

Actions Taken To Prevent Recurrence____________________________________

______________________________________________________________________

Comments:
______________________________________________________________________
______________________________________________________________________
Appendix 4

Application for Radionuclide Use Authorization Form

Name: ___________________________ Ext.: ____________

Lab: ___________________________ Date: ____________

Only radionuclides that are on your laboratory's license may be ordered by the laboratory.

<table>
<thead>
<tr>
<th>Radionuclide</th>
<th>Chemical and/or Physical form</th>
<th>Activity (mCi) of each order</th>
<th>Frequency of Purchase</th>
</tr>
</thead>
<tbody>
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Principal Investigator

Signature ___________________________ Date: ____________

Radiation Safety Officer Approval

Signature ___________________________ Date: ____________
## Master Sink Disposal Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Radioisotope</th>
<th>Activity Disposed</th>
<th>Technician</th>
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## Appendix 6
### Monthly Survey Form – Month/Year ______________________________

<table>
<thead>
<tr>
<th>Wipe Test Location</th>
<th>Pass/Fail</th>
<th>Wipe Test Location</th>
<th>Pass/Fail</th>
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</table>
Decontamination of Research Equipment Form

Please fill out completely and return to the EH&S Office. Please allow sufficient time. Moving large pieces of equipment may require an outside contractor. All equipment must be decontaminated and checked by the RSO prior to being serviced or moved.

Principal Investigator: ____________________ Date: ______________

Ext.: ____________________ Building: ____________________ Room: ____________________

Type of Equipment: ________________________________________________________________

Person doing Decontamination: ______________________________________________________

Please check all that apply for:

- Equipment was used
  - Biological work
  - Chemical work
  - Radioactive work
  - Equipment was not used for any of the above.

To decontaminate equipment, REMOVE ALL CHEMICALS FROM THE EQUIPMENT. This is to prevent accidental spills or contamination problems.

Chemical work:

- Wipe the piece of equipment with an appropriate cleaning agent.
- If possible, let "air" overnight.

Biological work:

- Wipe the entire piece of equipment with a 10% bleach solution.
- If possible, let "air" overnight

Radioactive work:

- Wipe down the piece of equipment with an appropriate radioactive material decon solution.
- External surfaces of equipment must have a wipe test done prior to being worked on or moved. Any equipment that is being disposed of must have the internal surfaces checked as well. Wipe test results are required for beta and/or gamma contamination, depending on the material used in the equipment. Attach scintillation counts printout to this form.

All applicable utilities, (gas, water, etc.) have been disconnected?  

O Yes  
O No

May 2020
I certify that a trained employee has properly decontaminated this piece of equipment.

Principal Investigator

----------------------------------  Date:  

Below to be completed by the EH&S Department

Verified by:

----------------------------------  Date:  

O Passed  O Failed  Date Sent to Next Department:  

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