

When opening a shipment of radioactive materials, use personal protective equipment (PPE, e.g., gloves, lab coat) and utilize radiation badges, as appropriate. Laboratory personnel must survey all radioactive materials labeled packages to check the inner package and final source container and determine whether leaking has occurred. Shipments containing materials that may be volatile, gaseous, or readily dispersible shall be opened in a fume hood. Check and verify that the contents received are exactly what was ordered and match the shipment packing slip. The user shall notify DRS immediately if there is a problem with the shipment.

If there are no problems with the shipment, enter/log pertinent data in a Radioisotope Use and Waste Log (see Appendix E).

Ensure that the received radioactive materials are properly stored and **secured**.

Laboratory personnel must dispose of the shipping material in an appropriate manner. If contamination is present, place the material in a radioactive waste container. If the shipping material is free of contamination, remove or deface any "radioactive materials" labels or markings on it and dispose of it in the regular trash or recycle.

4.3 On-campus Transfers of Radioactive Materials

Transfers of radioactive materials within the campus may occur between mutually agreeable PIs after authorization by DRS. These are regarded as "on-campus" transfers. A PI is not permitted to dispense radioactive materials on a routine basis to other researchers. DRS will approve procedures for recurrent transfers of radioactive materials over a period of time on a case-by-case basis. The following describes the steps to transfer radioactive material:

GIVER:

1. Request permission by contacting DRS with the following:
 - a. Radiation permit number and name of the individual to receive the materials;
 - b. Location where materials will be used/stored by the recipient;
 - c. Isotopes and amounts (mCi) to be transferred.
2. Ensure that the material is properly packaged for transport.
3. Maintain written records of all transfers, including isotopes, amounts, dates, and documentation of contamination surveys of packages.

RECEIVER:

Maintain accurate records of the receipt (isotope, quantity, date, from whom that material was received). Ensure that the radioactive material is stored properly.