



Procedures for the Receipt of Radioactive Materials

1. If the package is wet or appears damaged, the carrier will be asked to remain on site until it can be determined that neither the driver nor the delivery vehicle is contaminated.
2. If the package is not damaged or wet, it will be transferred to the appropriate area where it will be processed following the procedure listed below.
3. Within three (3) hours after receipt, all packages containing radioactive material will be monitored for surface contamination and external radiation levels in accordance with the Arizona Administrative Code R12-1-433.
4. The RSO or his representative will fill out the Radioactive Material Receipt and Monitor Log (F:NAU:RAD:14) when opening packages that contain radioactive material:
 - a. All radioactive material packages will be opened in the appropriate radiation area. Absorbent pads shall be used to cover the processing area and remote-handling devices shall be used when needed.
 - b. Disposable gloves and lab coats will be worn at all times.
 - c. Confirm that the packing slip correlates to order.
 - d. Visually inspect the package for any sign of damage. If damaged, place the package behind a protective barrier. Continue with the procedures listed below.
 - e. Measure the exposure rate at the surface of the package. If the reading is greater than 200 mR/hr, place the package behind a protective barrier, stop the opening procedure and the RSO or his representative will notify by telephone the final delivering carrier and the Arizona Radiation Regulatory Agency.
 - f. Open the outer package following the supplier's instructions, if any. Confirm that container labels correlate with packing slip and order.
 - g. Check the integrity of the final source container. Look for broken seals or vials, loss of liquid, condensation or discoloration of the packaging material. If anything is other than expected, place the package behind a protective barrier.
 - h. Wipe the external surface of final source container; assay the wipe. If the amount of removable radioactivity is above 100 dpm/cm², then the source container will be repackaged and sent back to the original vendor or decontaminated by the RSO or his representative.
 - i. Assign each radioactive material container a Source Control Number (SCN).
 - j. Place all radioactive material into the radioisotope storage area.
 - k. Inform the appropriate users of the receipt of radioactive material.
5. Monitor the packing material and packages for removable radioactive surface contamination before discarding. Monitor by performing swipe test over a minimum surface area of 300cm², or the entire surface of the shipping container if less than 300cm². If removable radioactive surface contamination exceeds 20dpm/cm², treat as radioactive waste. If not contaminated, obliterate the radiation labels before discarding in regular trash.