

Procedures & Form for Safely Opening Packages Containing Radioactive Material

1. The person receiving the package will visually inspect it for any sign of damage (e.g. wetness, crushed). If damage is noted, stop procedure and notify Radiation Safety Officer.
 2. Measure exposure rate at 1 meter from package surface and record. If greater than 10 mRem/hr, stop procedure and notify Radiation Safety Officer.
 3. Measure surface exposure rate and record results on form. If greater than 200 mRem/hr, stop procedure and notify Radiation Safety Officer.
 4. The RSO, Authorized User or designated laboratory Radiation Worker if activity is non-exempt.
 5. Put on gloves.
 6. Open the outer package (following manufacturer's directions, if supplied) and remove packing slip. Open inner package to verify contents (compare requisition, packing slip, and label on bottle), and check integrity of final source container (inspecting for breakage of seals or vials, loss of liquid, discoloration of packaging material). Check also that shipment does not exceed possession limits.
 6. Wipe external surface of outer container and final source container with moistened cotton swab or filter paper held with forceps; assay and record.
 7. Monitor the packing material and packages for contamination before discarding.
 - a. If contaminated, treat as radioactive waste.
 - b. If not contaminated, obliterate radiation labels before discarding in regular trash.
- In all of the above procedures, take wipe tests with a paper towel, check wipes with a thin-end-window GM survey meter, and take precaution against the spread of contamination as necessary.
8. Fill out the [Radioisotope Shipment Receipt Report](#) and send copy to the Office of Environmental Health and Safety.