

XXXX Nuclear Laboratory

Safe Use of Radioactive Materials Policy

1. Prior to Using Radioactive Material:
 - a. Be familiar with the procedure to be performed, and any emergency procedures which may be necessary.
 - b. Insure that all needed equipment is available and functioning properly.
 - c. Prepare the work area with absorbent padding. If transport is necessary, insure that adequate shielding is available and that all needed materials are on the cart, including a survey meter.
 - d. Make sure any special monitoring devices are ready for use, when appropriate. (i.e. air samplers, TLDs etc.)

2. When Working with Radioactive Material:
 - a. Wear a lab coat or other protective clothing in areas where radioactive materials are present.
 - b. Wear personnel monitoring devices (e.g. film and ring badges) at all times when in areas where radioactive materials are used or stored. When not being worn to monitor occupational dose, these devices must be stored in a low-background area.
 - c. Wear disposable gloves whenever handling radioactive materials.
 - d. Monitor hands and body for radioactive contamination before leaving the area.
 - e. Use remote handling devices, syringe shields and vial shields.
 - f. When not in use or tended by an authorized person, all radioactive materials including sources and imaging doses must be secured in the hot lab.
 - g. Do not eat, drink, smoke or apply cosmetics in scan rooms or radioactive work areas. Do not store food, beverages or personal effects in areas with radioactive material.
 - h. Do not mouth pipette. (Who pipettes anymore, Huh?)
 - i. Appropriately label all containers, vials, and syringes containing radioactive materials. When not in use, place these in shielded containers behind appropriate lead shielding in a secured area if not under constant surveillance and control.
 - j. Store all sealed sources in shielded containers in a secured area when not in use.
 - k. Before administering a dose to a patient, determine and record activity (based on either decay correction or dose calibrator measurement, whichever method is selected for use in the license).
 - l. To minimize spread of radioactive contamination and facilitate decontamination, use absorbent paper in areas where radioactive materials are prepared or used.
 - m. Know the steps to take and who to contact in the event of radiation incidents, improper operation of radiation safety equipment or theft/loss of licensed material.
 - n. In the event of a spill, prevent the spread of contamination. Refer to the Procedure for Radioactive Spills. Decontaminate and/or contact the RSO and Big Bird as indicated in the spill procedure.

3. After the Completion of Work With Radioactive Material:
 - a. Dispose of all wastes only in designated, labeled and properly shielded receptacles located within a secured (e.g. locked) area.
 - b. Return all radioactive materials to a secure location.
 - c. Remove gloves. Monitor hands, shoes, and clothing with a GM survey meter following procedures, before leaving the area or any time contamination is suspected.
 - d. At least once a day, and any time contamination is suspected monitor the work area with a GM survey meter.

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