

NOAA DSRC Procedures for Receiving Radioactive Materials



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DSRC Radiation Safety Officers

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Receiving Department

- When packages bearing radiation labels arrive, they are to be inspected for visible damage, moisture and stains; if there is evidence of damage:
 - The RSO must monitor the package within 3 hours of receipt.
 - Receiving will request the deliverer to remain until the RSO has inspected and monitored the package.
 - The RSO may approve or reject the package for delivery.

Receipt by DSRC Personnel

- Sign for radioactive material packages when they are delivered to DSRC.
- Verify from the shipping documents that the radioactive material in the package is what was ordered.
- Give the package to a trained person for opening.

Trained Personnel Only

- Move the package to a designated radioactive work area.
- Put on protective gloves and a lab coat before proceeding with opening the package.
- Open the package, remove the radionuclide holder, and examine for damage.
- If damaged, contact the RSO immediately to wipe test the external surface of the radionuclide holder and all packaging.

If Nothing Is Damaged

- Notify the RSO of what was received.
- If the material will not be immediately used, secure it from unauthorized removal or access by locking either the room or the container.
- Deface ALL radioactive material symbols and labels on the packaging.