8. RECEIVING AND OPENING RAM PACKAGES

8.1 RECEIVING PACKAGES

All incoming packages of RAM used for research are delivered from vendors to the Radiation Safety Office, 4550 Scott Ave., Room 416 (314–362–3381). Each package is examined and surveyed by Radiation Safety personnel to insure that

- the order has been properly routed
- the material received is what was ordered
- the package appears to be undamaged and
- the levels of surface contamination and external exposure rate are within acceptable limits.

The results of each package inspection are recorded on a Radioactive Shipment Receipt Report. A sample copy of this form is included in this section. Radiation Safety personnel complete the upper portion of the report, attach it to the package and file a copy in the Radiation Safety Office. The laboratory group receiving the package is responsible for completing the remainder of the report and for maintaining a copy with the laboratory's radiation safety records indefinitely.

The package is delivered by Radiation Safety personnel to the location specified by the party placing the order (refer to Section 7). The signature of the individual accepting the package is required.

8.2 OPENING PACKAGES

Each package of RAM must be opened in the following manner:

a) put on gloves to avoid contamination, remove the packing slip, open the package and remove and examine the final source container(s). Verify that the label on each container agrees with the description of the material specified in the packing slip and that the identity and activity of the material are consistent with what was ordered. Report any discrepancies to Radiation Safety personnel at 314–362–3476

b) quickly check the integrity of the final source container looking for a broken seal or a cracked vial or for evidence of loss of liquid, e.g., discoloration of the packaging material. Perform a wipe test survey in the final vial. If anything is other than expected, report the situation to Radiation Safety personnel at 314–362–3476 and ask for guidance

c) Perform both wipe and meter surveys on the shipping carton and the packing material for contamination before discarding. If contaminated, treat as radioactive waste. If
not contaminated, obliterate all radiation labels before discarding in the regular trash and

d) sign and date the middle section of the report to document that the proper steps concerning the opening of the package have been performed.

8.3 ACCOUNTABILITY FORM

Use the accountability form printed in the lower portion of the receipt report to document the use of the radioactive material. An entry must be recorded on the accountability form for each use of RAM. It must include the date of use, the amount of RAM removed, the amount of RAM remaining, and the initials of the user. The disposal portion at the bottom of the form requests the date and the remaining volume and activity at the time the original source vial is placed into the radioactive waste container.