

# SOP Template For Unsealed Sources

**Purpose:** This document describes the controls in use for the handling of the following radioactive materials.

Isotope-

Amount Requested-

Building-

Lab Used or Stored-

**Emergency Contact:** List principal investigator and authorized representative if applicable.

PI-

AR-

Location-

Location-

Office Phone-

Office Phone-

Cell Phone-

Cell Phone-

Email-

Email-

**Safety Equipment:** List safety equipment and specify location. This includes eye washes, safety showers, fire extinguishers, fire alarm pull stations, and other safety equipment present in the lab.

**Storage, Use, and Handling Procedures:** Describe where and how radioactive materials will be stored. Also address security of the storage area as well as the lab. Describe how the materials will be used and specifically detail the handling procedures. Also detail where within the lab the materials will be used.

**Contamination Monitoring and Decontamination:** Describe how contamination will be monitored and the frequency of monitoring. At what levels will an area or surface be considered contaminated. Detail the decontamination procedures for a surface, equipment, and personnel.

**Waste Management:** Describe the types of waste anticipated to be generated (liquid, dry, LSV), how containers will be labeled and how the waste will be stored and managed within the lab.

**Training:** All sub licensees and users receive training from EHS. Describe the training you will provide to users regarding storage, handling, security, PPE, safety equipment, monitoring, decontamination, waste disposal and management, handling spills, emergency procedures, etc.

**PPE:** Describe the type and location of PPE available. Also detail when it will be used. This includes shielding.

**Signage:** Describe the safety signage within the lab including where it is located. Also describe labeling that will be utilized.

**Transportation:** Describe how isotopes will be transported between work areas and labs if applicable.

**Documentation:** Describe where documentation such as inventory management, ordering information, EHS delivery forms (RMAUD), waste, registration of personnel, sublicense, etc. will be stored and how it will be maintained.

**Prepared By:**

**Date:**