

How to Maintain an Inventory for Radioactive Materials in Your Laboratory

Principal Investigators (PI) are charged with maintaining records of receipt, transfer, current inventory and disposal of all radioactive materials.

Maintaining an accurate inventory of your radioactive materials will help you to:

- Plan your experiments.
- Estimate the residual activity in your radiological waste.
- Properly fill out your required quarterly inventories.

Steps to Follow When Receiving a Radioactive Shipment from the Radiation Safety Officer are:

- Maintain the radioactive material inventory sheet in a notebook near the material storage location.
- Every time material is used, update the log sheet accounting for all radioactive material used or disposed.
- Each primary vial should have an assigned inventory log sheet.

Note: Decay corrections for short-lived radioisotopes should be performed!

Below is an example of a Radioisotope Inventory Sheet. Call RSO at 2-4996 if you need assistance in implementing an inventory program for your laboratory or if you have any questions.

RADIOISOTOPE INVENTORY – Example

PI: I. B. Glowing

Radioisotope: 3H

Lot Number: H650

Date Rec'd: 9/15/98

mCi Received: 1.6

Vendor: Amersham

Storage Site: Refrigerator - Williams 111

Vial ID: 1

Date	Total mCi Received	Activity Used		Activity (mCi) Disposed		Disposal Method	Date of Disposal	Balance of mCi on Hand
		ml	mCi	User	mCi			
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9/15/99	1.6
9/16/99	1.6	.	0.2	GDW	0.2	Dry Waste	9/16/98	1.4
9/17/99	.	.	0.2	GDW
9/18/99	.	.	0.2	GDW
9/19/99	.	.	0.1	GDW	0.5	Scint. Vials	9/19/98	0.9
9/26/99	.	.	0.3	GDW
9/28/99	.	.	0.2	GDW	0.5	Liquid	9/28/98	0.4
9/29/99	.	.	0.4	GDW	0.4	Dry	09/29/98	0.0
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.	.	Vial #1 disposed of 9/29/98 I. B. Glowing						
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NOTE: Each vial received should have an inventory form completed.

A blank Radioactive Inventory sheet follows.

