

A. **Receiving Radioactive Materials**

1. Only materials that have been properly ordered through the Radiation Safety Office will be received. All materials not ordered through the Radiation Safety Office will be returned to the sender unopened. When a package of radioactive material arrives on campus, the receiving personnel will inspect the package per Appendix G for signs of damage (i.e., crushed box or wet areas due to leaks) before accepting it from the carrier. If the package is damaged to the degree that radioactive material may have contaminated its surface, the receiving personnel must contact the Radiation Safety Office immediately. The Radiation Safety Officer will inspect the package, the receiving area, the carrier's vehicle, and all personnel who handled the package, to determine the extent of possible contamination. The carrier will not be released from campus until it is determined that neither he nor his vehicle is contaminated.
2. If the package is received in good condition, the receiving personnel will sign for its receipt and notify the Radiation Safety Officer of its arrival. The material will be then be picked up by the Authorized User or Radiation Worker or delivered to the Authorized User's Laboratory.
3. Within three hours of notification, the Radiation Safety Officer, Authorized User or Radiation Worker will monitor the package with a survey meter and/or surface wipes, and complete a "Receipt of Radioactive Materials" form, Appendix N. Wipes, if performed, will be done on the surfaces of the packages of non-exempt quantities down to the inner container by the RSO, Authorized User or Radiation Worker. The receipt form, the packing slip, and the copy of the original requisition will be kept on file by the RSO. The amount received will be entered on the inventory maintained by the Radiation Safety Officer.