

The University of Chicago
Radiation Safety Manual
Health Physics Programs

Quarterly Radioactive Material Inventory Policy

POLICY

All radioactive materials possessed under the University of Chicago and University of Chicago Medical Center radioactive material licenses shall be accounted for and secured at all times. At a quarterly frequency each principal investigator (PI) is required to conduct a physical inventory of radioactive material possessed under their radioactive material protocol issued by the institutions Radiation Safety Committee

SCOPE

At the end of each calendar quarter Principal Investigators with an active radioactive material inventory shall conduct an inventory of radioactive material to include:

1. Physically identifying each radioactive material item listed on the inventory report provided by the Office of Radiation Safety.
2. Submit the completed inventory report and completed receipt and disposal logs to the Office of Radiation Safety by the due date.
3. Provide a completed "Drain Disposal Log" of radioactive material disposed down the sanitary sewer system during the previous quarter by the due date.

AUTHORITY AND RESPONSIBILITY

Office of Radiation Safety is responsible for:

1. Providing a copy of the active radioactive material inventory report to each PI and their Lab Designee(s) on a quarterly frequency.
2. Track the completion dates of the physical inventory report by the researchers to ensure the University license conditions are met.
3. Remove inventory items identified by the submitted researcher inventory report as being disposed and accompanied by a completed receipt and disposal record.

Principal Investigators, Lab Designees and Departments are responsible for:

1. Conducting a physical inventory of radioactive material possessed and stored under their radioactive material protocol.
2. Providing complete and accurate information on the quarterly inventory record and drain disposal log.

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3. Submitting the physical inventory sheet and drain disposal log to the Office of Radiation Safety by the due date.
4. Reporting any discrepancies to the Radiation Safety Officer or designee.

INSTRUCTIONS FOR COMPLETION

The following instructions are provided to assist the Principal Investigator group complete the inventory and drain disposal records.

1. Physical Inventory of Radioactive Materials

- a. At the end of each calendar quarter the Office of Radiation Safety will generate the inventory report of radioactive material possessed under each Principal Investigator's protocol. The current inventory report will be emailed to the Principal Investigator and to his/her laboratory designee(s). Please Note: A due date or deadline for submittal of the completed inventory will be identified in the inventory email.
- b. The PI or Laboratory Designee must physically identify all stock vials, kits, etc. on the list to ensure that there is one-to-one correspondence between the actual inventory in the laboratory and the Inventory Report. If the radioactive material that is remaining in the stock vial or kit could be used in an experiment place a check mark next to the item in the column indicating "Check if In Use".
- c. If an item that appears on the Inventory Report has been disposed (placed in the radioactive waste), the PI or Lab Designee must indicate this on the Inventory Report by placing a check mark next to the item in the column indicating "Check if Disposed". In addition the completed Receipt and Usage Log (new version called "Receipt and Disposal Record") for the corresponding stock vial or kit **MUST** be submitted. Disposed items will not be removed from the inventory list without a completed Receipt and Usage Log. Please Note: To view samples of a properly completed log click on the following: [Sample Receipt and Usage Log](#), or [Sample Receipt and Disposal Record](#)
- d. Either the PI or Lab Designee must sign the bottom of the Inventory Report.
- e. If you find a discrepancy between the Inventory Report and your actual inventory (e.g. items missing, additional items found not listed on the report), please contact the Office of Radiation Safety for assistance.
- f. The inventory report provides the following information: Principal Investigator (PI) and Lab Designee contact information; permit number

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and expiration date; and a listing of the approved isotopes and chemical forms for the PI's permit. If you note any discrepancies in the phone numbers, email addresses, etc. at the top of the Inventory Report, please indicate the correct information next to the item.

- g. When the inventory has been completed the Inventory Report and Receipt and Usage logs must be returned to the Office of Radiation by the due date. **You may submit via fax (2-4008) or mail via Faculty Exchange to AMB M-031A, MC 2106.** Please Note: If sending Faculty Exchange make sure you mail well in advance of the due date to ensure delivery to our office by the due date to avoid late charges.

2. Drain Disposal Log

The University is required by regulation to track the amount of radioactive material discharged via the sanitary sewer system. Therefore, each Principal Investigator laboratory shall track the daily drain disposal of radioactive material and submit the drain disposal log for each calendar quarter.

- a. If your lab conducted drain disposal during the previous calendar quarter the drain disposal log must be submitted to the Office of Radiation Safety with the Inventory Report. The drain disposal log will enable the Radiation Safety staff to maintain a master accounting ledger regarding the amounts of aqueous radioactive waste released from the laboratories along with a total activity for the University.
- b. Replace the previous drain disposal log with a log for the new quarter. Click on the following link for a copy: [Drain Disposal Log New Quarter \(7/1/09 to 9/30/09\)](#).
- c. If your lab did NOT conduct any drain disposal during the previous calendar quarter, please complete the drain disposal log for the previous quarter. Click on the following link for a copy: [Drain Disposal Log Previous Quarter \(4/1/09 to 6/30/09\)](#). Complete the log by indicating the PI name, Lab Location and checking the box "Lab Conducted No Drain Disposal". Submit the drain disposal log to the Office of Radiation Safety with the Inventory Report.
- d. The Drain Disposal Log must be submitted to the Office of Radiation Safety whether or not you conducted drain disposal during the previous quarter.

If you should have any questions regarding the inventory process or you drain disposal records, please feel free to call the Office of Radiation Safety at 2-6299.