

## APPENDIX J

### ORDERING, RECEIVING, OPENING, AND SHIPPING PACKAGES CONTAINING RADIOACTIVE MATERIAL

To insure that radiographic devices and source changers containing radioactive material are properly ordered, received, opened and shipped, the following procedures are used:

#### I. Ordering and Receiving

- A. Radioactive material will be ordered by \_\_\_\_\_(Name/Title).
- B. The Radiation Safety Officer (RSO) must approve or place all orders for radioactive material and insure that the requested radioactive material(s), quantities, manufacturer and model are authorized by the license and that possession limits are not exceeded.
- C. Transportation carriers will be provided instructions on when and where to deliver packages containing radioactive materials.

#### II. Receiving and Safely Opening Packages

- A. Only Authorized Users are permitted to open shipping packages (shipping/transport containers) containing radioactive material. If the RSO or an Authorized User is not available when the package is delivered, the package will be placed in a secure, pre-designated remote location of the facility awaiting the RSO or an Authorized User. The package will not be opened.
- B. Packages containing radioactive material shall be inspected as soon as practical after the package is received, but not later than three (3) hours after the package is received during normal working hours.
- C. Packages containing radioactive material will not be received after normal working hours.
- D. Each package will be visually inspected for any sign of damage. **If damage is noted, immediately notify the RSO.** If the RSO determines that the shielding may have been compromised, the RSO will either survey the device or make arrangements to have the device surveyed to determine the presence and extent of any shielding failure or radioactive contamination. **If damage is noted, the device will immediately be leak tested and placed in a secure storage area.. The device will not be used until it has been repaired and approved for use by the manufacturer.** The RSO will notify the Department in accordance with the Emergency Procedures.

- E.** If the physical inspection indicates no damage, remove the packing slip. Open the container and verify the contents. Closely examine the gauge for damage and check the manufacturer model number to verify that it is one that is authorized by the radioactive materials license. If anything appears out of place or missing, notify the RSO.
- F.** If the inspection results are satisfactory, store and lock the gauge in the designated storage area.
- G.** Records of receipt and transfer shall be maintained for inspection purposes and shall be retained for at least 3 years following the date the record was created.

### **III. Preparing Packages for Shipment**

- A.** Radiographic devices and source changers offered to common carriers for shipment will be prepared in accordance with applicable U.S. Department of Transportation regulations. Specific instructions for preparing packages for shipment are provided in the Transportation section of the Operating Procedures. Proper packaging, markings and labels will be used, and proper shipping papers and emergency response information will be provided with each package. Transfer records will be maintained on file for inspection purposes.
- B.** Radiographic devices and source changers will be prepared for shipment only by personnel that have completed hazmat employee training specified in the U.S. Department of Transportation, Subpart H, 49 CFR Part 172.