

NEW PROCEDURES FOR ISOTOPE SHIPMENTS AND WASTE DISPOSAL

This new procedure is to help facilitate inventory control over isotope shipments, and their disposal.

A unique 7-digit ship code number (S/C) will be assigned to each shipment. This unique number will be generated by HP Assistant software program, which is a database program to track the University's inventory of radioactive material. Upon receiving a shipment of radioactive material, it will be matched for the correct RSP-4 FORM (Procurement Authorization for Radioactive Material form), then the box and the form will be annotated by a sticker with this assigned number.

With the deliver of the shipment, you'll be given a new form and you have the option to use or not, because you should have something similar existing in your lab. The form is called the "University of Hawaii Waste Disposal Report Form", and this form is specific to the shipment delivered. The form has the S/C number, isotope information, licensee's name and authorization number, and entry lines designating how the isotope was used and what is remaining. Attached to this form will be extra ship code stickers. One sticker is to be attached to the "pig" by the person who conducts the required Packaging Opening Procedures survey, and the remaining sticker is for you to use where you see fit.

This concludes the procedures for isotope shipments. See below for the flow chart diagram of this new procedure.

FOR WASTE DISPOSALS

The use of the 7-digit Ship Code number will also produce changes for waste pick up. The old "Radioactive Waste Pickup Request Form" has been amended to accommodate this change (See new "[Waste Pickup Request Form](#)"). Fill out the form as usually, except you need to include a Ship Code number in the designated column. A box of waste may contain more than one Ship Code number.

By including the Ship Code number on the waste form, we will be able to subtract the waste from the same vial the isotope was taken from.

Radiation Safety's NEW SHIPMENT PROCEDURES FLOW CHART

