

## SOP Template For Sealed Sources

**Purpose:** This document describes the controls in use for the handling of the following radioactive materials.

Isotope-

Amount Requested-

Manufacturer-

Building-

Lab Used or Stored-

Instrument-

Source SN-

**Emergency Contact:** List principal investigator and authorized representative if applicable.

Pi-	<input type="text"/>
Location-	<input type="text"/>
Office Phone-	<input type="text"/>
Cell Phone-	<input type="text"/>
Email-	<input type="text"/>

AR-	<input type="text"/>
Location-	<input type="text"/>
Office Phone-	<input type="text"/>
Cell Phone-	<input type="text"/>
Email-	<input type="text"/>

**Safety Equipment:** List safety equipment and specify location.

**Storage, Use, and Handling Procedures:** Describe where and how sources or instrument will be stored. Also address the security of the storage area as well as the lab. Describe how the materials or instrument will be used and specifically detail handling procedures. Also detail where within the lab sources or instruments will be used.

**Leak Testing:** Describe how leak testing will be monitored, the frequency of leak testing, and the level at which the source is considered to be leaking. Describe action to be taken if a leaking source is indicated. List sources exempt from leak testing.

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**Waste Management:** Describe how waste will be stored and managed within the lab until picked up by EHS.

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**Training:** All sub licensees and users receive training from EHS. Describe the training you will provide to users

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**PPE:** Describe the type and location of PPE available. Also detail when it will be used.

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**Signage:** Describe the safety signage within the lab including where it is located. Also describe labeling that will be utilized.

**Transportation:** Describe how sources will be transported between work areas and labs if applicable.

**Documentation:** Describe where documentation such as inventory management, ordering information, EHS delivery forms (RMAUD), waste, registration of personnel, sublicense, etc. will be stored and how it will be maintained.

**Prepared By:**

**Date:**