

RADIOISOTOPE LABORATORY INSPECTION CHECKLIST

Lab ID	00000	Room #	0000001
PI	Anyone	Other Use Rooms	
Due Date:	12/25/2010		
Inspection Date:			
Building	North Pole		
Department	Elves		

POSTING

- | | | | |
|--|-----------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Caution-Radioactive Material signs clearly posted on the outside of all doors of laboratory |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Emergency Contacts posted outside of laboratory near entrance |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Eating and Drinking restrictions posted on the outside of all doors to laboratory |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | General Laboratory safety rules and procedures conspicuously posted in laboratory |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Emergency Procedures posted at telephone in the laboratory |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Noncompliance Form from the Atomic Energy Act of 1954 |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Notice to Employees (State Form) posted in laboratory |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Informed individuals form conspicuously posted in laboratory |
| www.ehss.vt.edu | | | Copy of Radioactive Material Safety Program readily available (Current Revision 11) |
| www.ehss.vt.edu | | | Required Reading Memos |

FACILITY

- | | | | |
|------------------------------|-----------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | General housekeeping satisfactory |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Work and storage areas uncluttered |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Isotope work areas (benches, hoods, etc.) well marked |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All equipment used for isotope work clearly marked |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Pipetters used for isotope work well marked and kept separate from other pipetters |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Areas designated for food and beverage consumption well marked, separated from isotope work areas |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Aisles clear of obstructions |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All isotope work performed on plastic-backed absorbent paper |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Isotope work areas kept to a minimum |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Containers and radiation producing machines are labeled with the radiation symbol |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Survey documents include survey meter make, model and serial number |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Utilization logs for gauges are in use |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Survey instruments operable |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Fume hood is operable |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All rooms used for isotope work are authorized |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Radiation levels are below limits (0.25 mR/hr at 1 ft) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Contamination levels are below limits (220 DPM/100 cm ²) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Experiment is not in progress |

STORAGE

- | | | | |
|------------------------------|-----------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All radioactive material properly stored in locked storage areas when not in use (if greater than limiting values are possessed) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All radioactive waste properly stored in well marked containers |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Laboratory locked when not occupied (if greater than limiting values are possessed) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All waste containers are closed |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | All "sharps" waste is properly disposed in "sharps" container |