

**PROCEDURES FOR SAFELY OPENING PACKAGES CONTAINING
RADIOACTIVE MATERIALS**

For all packages, the following procedures should be carried out:

- a) Put on gloves to prevent hand contamination.
- b) Visually inspect package for any sign of damage (e.g. wetness, crushed). If damage is noted, stop procedure and notify Licensed Investigator.
- c) Measure exposure rate at 3 feet (or 1 m) from package surface and record. If greater than 10 mR/hr stop procedure and notify the Licensed Investigator.
- d) Open the package with the following precautionary steps:
 1. Open the outer package (following manufacturer's directions, if supplied) and remove packing slip.
 2. Open inner package and verify the contents agree with those on the packing slip. Compare requisition, packing slip, and label on bottle.
 3. Check integrity of final source container (i.e. inspect for breakage of seals or vials, loss of liquid, and discoloration of packaging material).
 4. Check also that shipment does not exceed possession limits.
- e) Wipe external surface of final source container and remove wipe to low background area. Assay the wipe and record amount of removable radioactivity (e.g. $\mu\text{Ci}/100\text{cm}^2$).
- f) Monitor the packing material and packages for contamination before discarding.
 1. If contaminated, treat as radioactive waste.
 2. If not contaminated, obliterate radiation labels before discarding in regular trash.
 3. Maintain records of the results of checking each package, using "Radioisotope Status Report".