

Suggestions for Maintaining RadMat Lab Notebook And Keeping Radioisotope Inventory

The following sections are recommended:

1. List of Certified Radioisotope Users in Lab.

Keep in front of log notebook. The list could include the following columns. If you keep the list on a computer and periodically print it out, it will be easier to update. The list on the computer could have two sections (pages): Current Users (printout for book) and Past Users (keep on file on computer). Move Current to Past Users as they leave lab.

Name	Date Start	Date End	Isotopes Used		
			³ H	¹⁴ C	³² P
John Smith	12/1/06	Current	X	X	
etc., for other users					

2. Radioactive Material License

Copy of Radioactive Material License (provided by RSO) and sublicense.

3. Package Receipts

Packing list received from RSO or descriptive sheets for authorized transfers from other users.

4. Daily Usage Inventory

Log isotope removal from stock vials or stock solutions on a daily basis (when used). Record on a package by package (stock by stock) basis. Logs may be kept right behind packing list for each vial received in the same section.

5. Waste Inventory

For each solid waste container or liquid carboy accumulating or batch of scintillation vials, have a log sheet for users to enter the amount of radioactive material on an isotope by isotope basis deposited in that container. A separate waste inventory is advisable if you have many stock vials in your lab more than one solid or liquid waste container in your lab. Otherwise, the waste inventory may be kept as part of each stock vial log.

6. Inventory Reports to RSO

7. Wipe Surveys/External Radiation Monitoring

Results of monitoring your lab. Normally, if you do not hold or work with materials that constitute an appreciable external radiation hazard, only wipe surveys would be required. See Radiation Safety Manual page 19, for required frequency. Indicate "No Use" on "Radiation/Contamination Survey Log" when a survey is not needed due to lack of isotope use.

8. Quarterly Survey reports from RSO

9. Other Memos/Correspondence from RSO or Others Pertinent to Radioactive Materials Use/Radiation Safety