CONTENTS

1.0 PURPOSE
2.0 PROCEDURES
2.1 Login
2.2 Option 1: No Radioisotopes Used in the Current Month
2.3 Option 2: Radioisotopes Used in the Current Month
3.0 SOP REVIEW/REVISION

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and procedures for documenting radioactive contamination surveys in the EHS Assistant online database. Radioactive contamination surveys must be conducted and documented every month by radioisotope users. Higher frequencies of surveys will be determined by Radiation Safety Officer.

Two contamination survey options are available:

1. Radioisotopes were NOT used during the current month.
2. Radioisotopes were used during the current month.

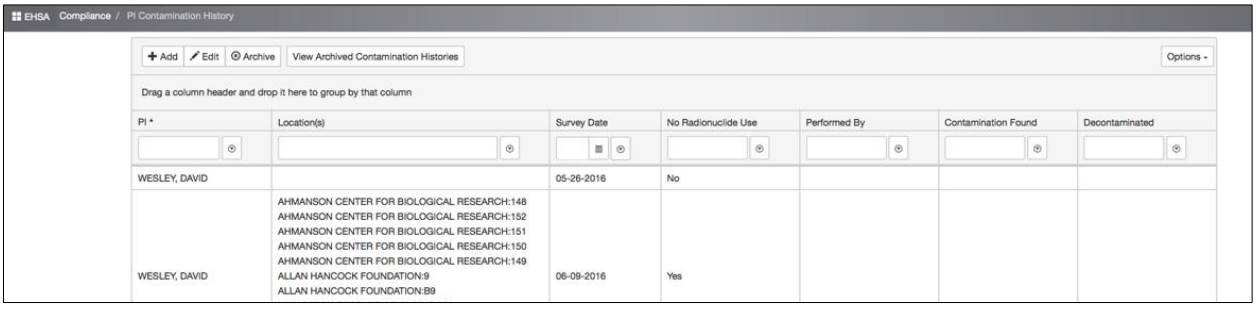
2.0 PROCEDURES

Enter Contamination Survey Results: Log into EHSA > Contamination History > View In-Lab Waste Containers > Record usage to appropriate waste stream > Add usage records to correct waste containers > Save

2.1 Login

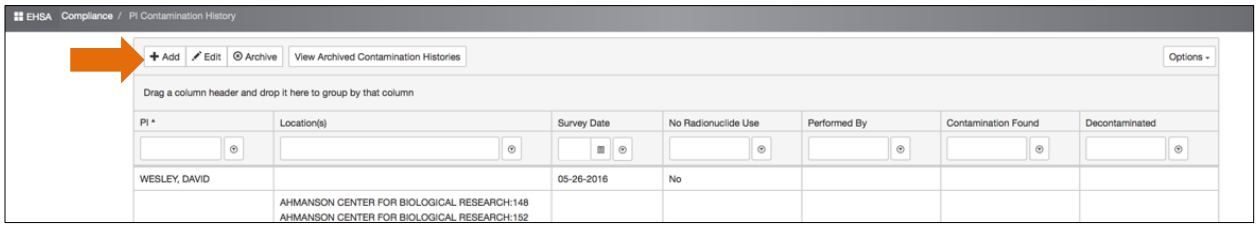
1. Log in at EHSA (https://adminsafety.usc.edu/ehsaweb/) and click on the ***Contamination History*** icon (see image below).

2. A list of locations and contamination survey dates will appear in tabular form.

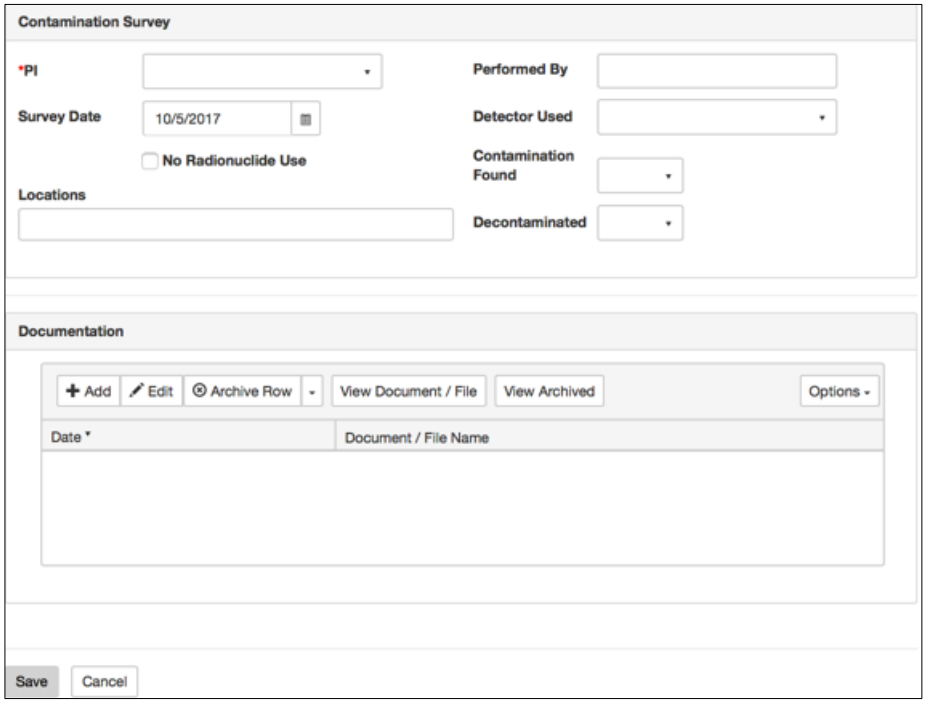


2.2 Option 1: No Radioisotopes Used in the Current Month

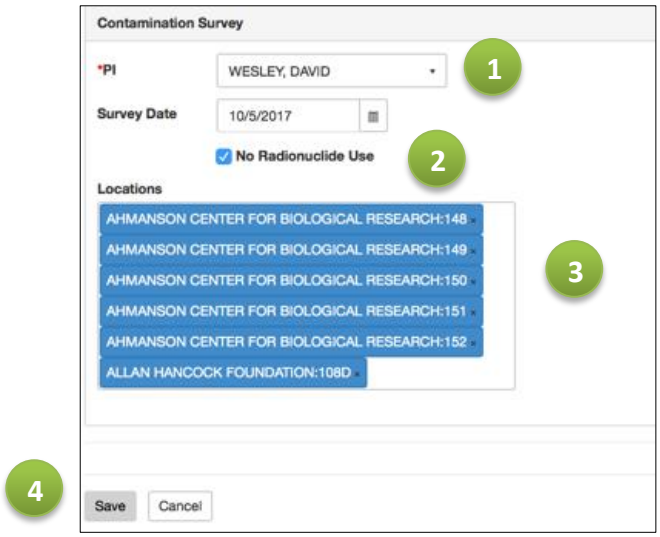
1. Click on the "Add" button (see arrow).

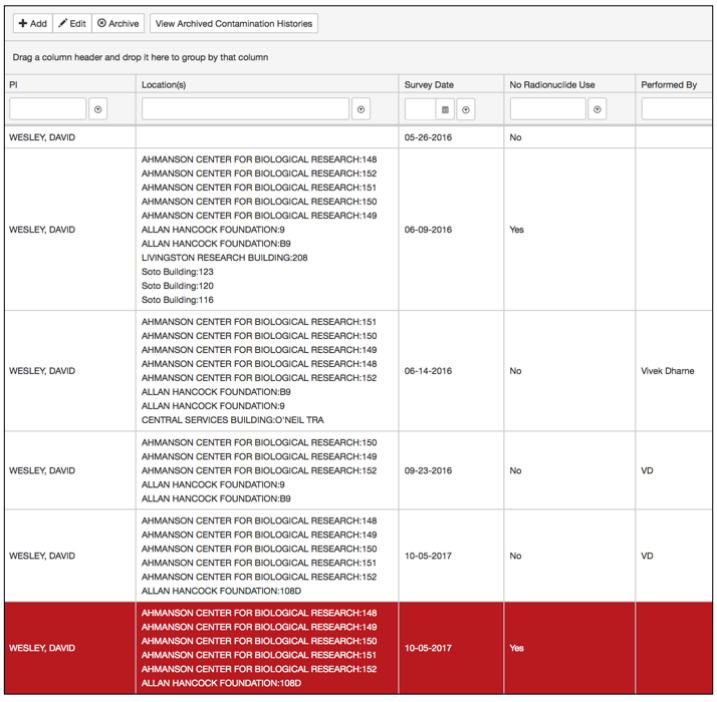


2. A "Contamination Survey" window will appear.



3. Complete the following: (1) Select the PI from the "PI" field drop-down menu. (2) Click "No Radionuclide Use" checkbox. (3) Select all survey locations by clicking in "Locations" field and highlighting labs. (4) Click "Save" button, when complete.

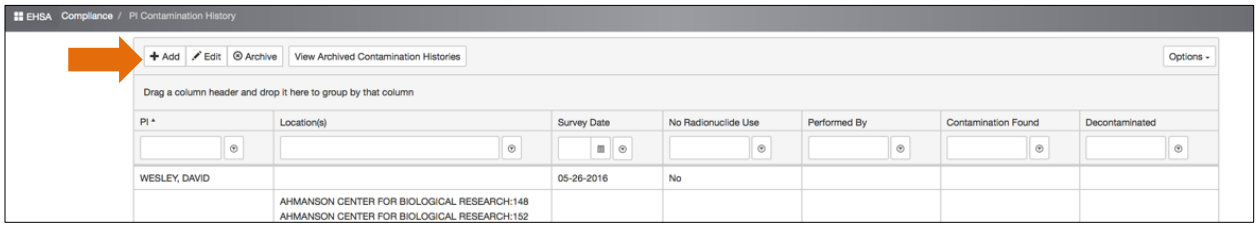




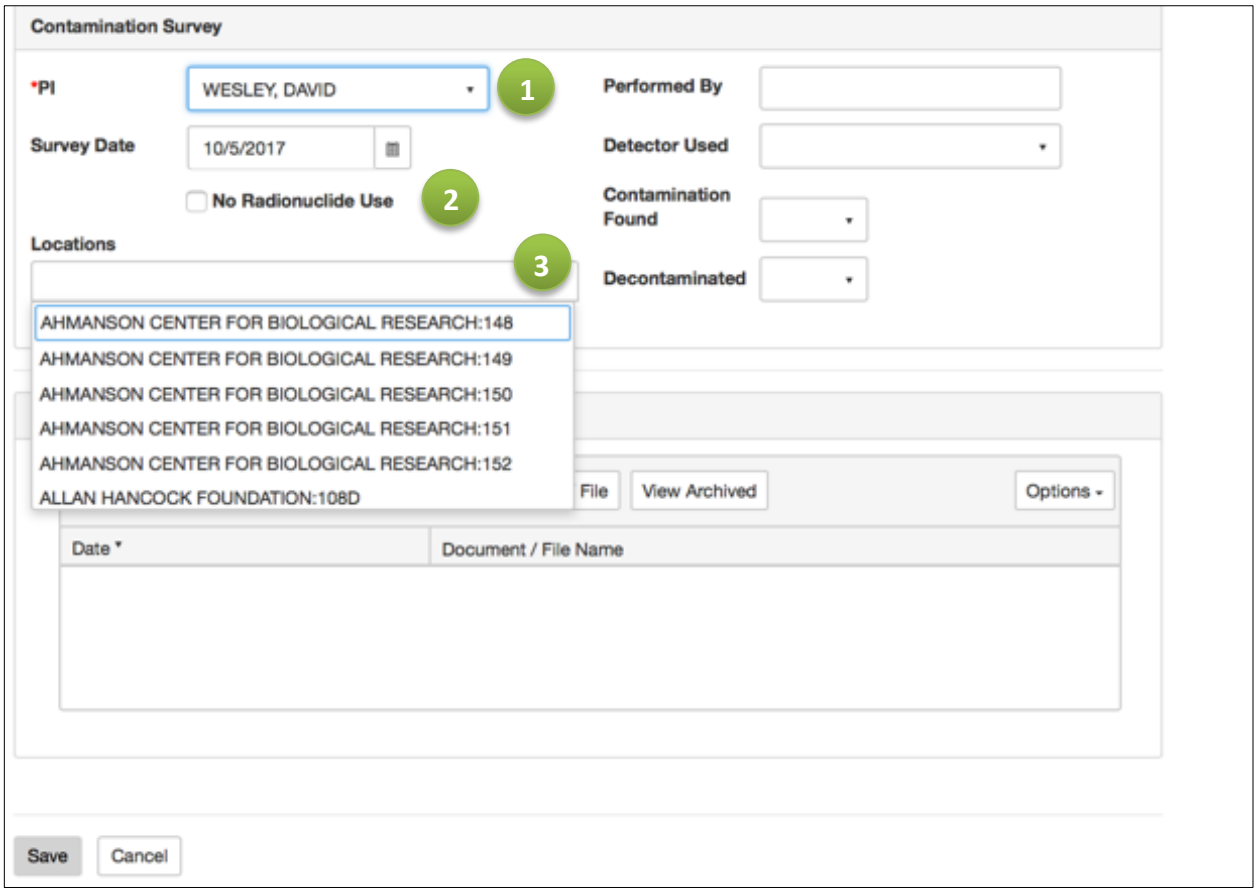
4. The recently added contamination survey will appear in the history list (see highlighted record in image).

2.3 Option 2: Radioisotopes Used in the Current Month

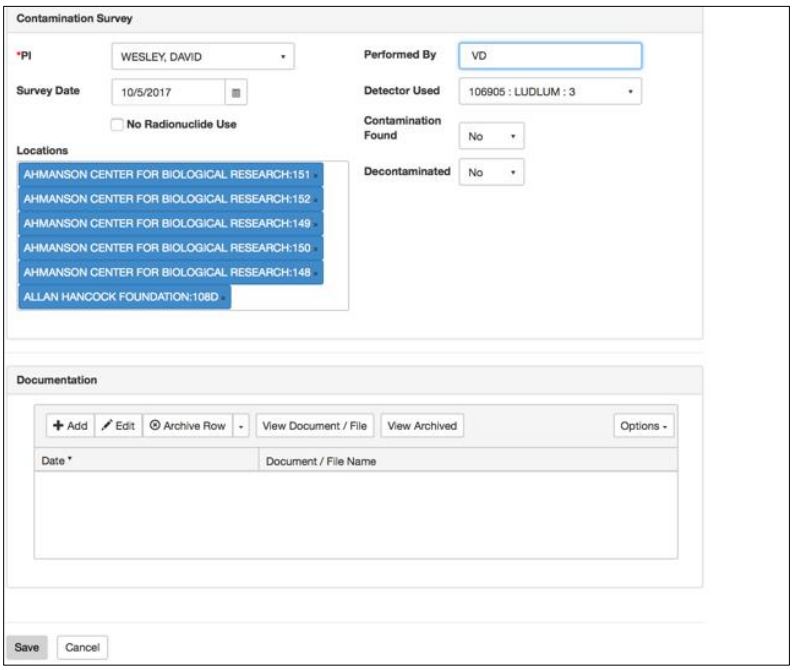
1. Click on the "Add" button (see arrow).



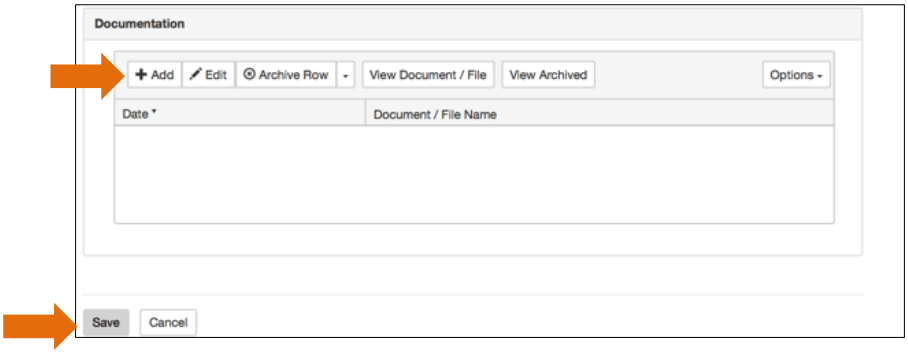
2. Complete the following: (1) Select the PI from the "PI" field drop-down menu. (2) Leave "No Radionuclide Use" checkbox unchecked. (3) Select all survey locations by clicking in "Locations" field and highlighting labs.



3. Fill in user information. Select detector (e.g., Ludlum Survey Meter, Liquid Scintillation Counter) from "Detector Used" drop-down menu.



4. Use the Monthly Contamination Check form to map contamination locations and counts. Upload the document by clicking "Add" in the "Documentation" box. Click "Save" to record the entry.



3.0 SOP REVIEW/REVISION

Date prepared: 10/2017 By: Vivek Dharne

Date revised: 11/2017 By: Alfred M. Bouziane