

### 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.

EHSA Compliance / PI Contamination History							
<div> <span>+ Add</span> <span>Edit</span> <span>Archive</span> <span>View Archived Contamination Histories</span> <span>Options -</span> </div>							
Drag a column header and drop it here to group by that column							
PI *	Location(s)	Survey Date	No Radionuclide Use	Performed By	Contamination Found	Decontaminated	
WESLEY, DAVID		05-26-2016	No				
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149 ALLAN HANCOCK FOUNDATION:9 ALLAN HANCOCK FOUNDATION:B9	06-09-2016	Yes				

##### 2.2 Option 1: No Radioisotopes Used in the Current Month

1. Click on the “Add” button (see arrow).

EHSA Compliance / PI Contamination History							
<div> <span>+ Add</span> <span>Edit</span> <span>Archive</span> <span>View Archived Contamination Histories</span> <span>Options -</span> </div>							
Drag a column header and drop it here to group by that column							
PI *	Location(s)	Survey Date	No Radionuclide Use	Performed By	Contamination Found	Decontaminated	
WESLEY, DAVID		05-26-2016	No				
	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152						

2. A “Contamination Survey” window will appear.

Contamination Survey	
*PI	<input type="text"/>
Survey Date	<input type="text" value="10/5/2017"/> <input type="button" value="📅"/>
<input type="checkbox"/> No Radionuclide Use	
Locations	<input type="text"/>
Performed By	<input type="text"/>
Detector Used	<input type="text"/>
Contamination Found	<input type="text"/>
Decontaminated	<input type="text"/>
Documentation	
<div> <input type="button" value="+ Add"/> <input type="button" value="✎ Edit"/> <input type="button" value="🗑 Archive Row"/> <input type="button" value="View Document / File"/> <input type="button" value="View Archived"/> <input type="button" value="Options -"/> </div>	
Date *	Document / File Name
<div></div>	
<div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>	

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.

### Contamination Survey

**\*PI** WESLEY, DAVID 1

**Survey Date** 10/5/2017 2

☒ **No Radionuclide Use** 3

**Locations**

AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148

AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149

AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150

AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151

AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152

ALLAN HANCOCK FOUNDATION:108D

Save
Cancel

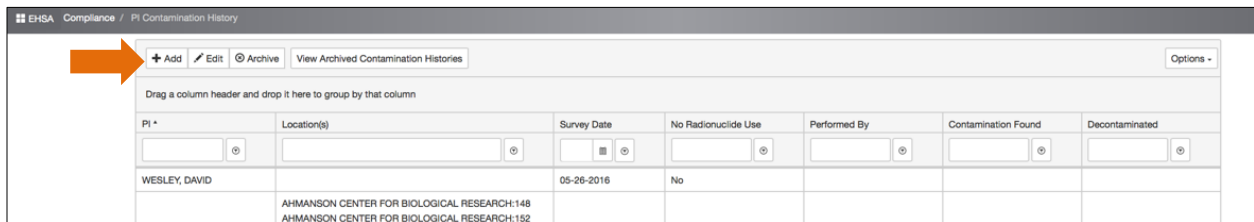
Drag a column header and drop it here to group by that column

PI	Location(s)	Survey Date	No Radionuclide Use	Performed By
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149	05-26-2016	No	
WESLEY, DAVID	ALLAN HANCOCK FOUNDATION:89 LIVINGSTON RESEARCH BUILDING:208 Soto Building:123 Soto Building:120 Soto Building:116	06-09-2016	Yes	
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152 ALLAN HANCOCK FOUNDATION:89 ALLAN HANCOCK FOUNDATION:9 CENTRAL SERVICES BUILDING:O'NEIL TRA	06-14-2016	No	Vivek Dharma
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152 ALLAN HANCOCK FOUNDATION:9 ALLAN HANCOCK FOUNDATION:89	09-23-2016	No	VD
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152 ALLAN HANCOCK FOUNDATION:108D	10-05-2017	No	VD
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152 ALLAN HANCOCK FOUNDATION:108D	10-05-2017	Yes	

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

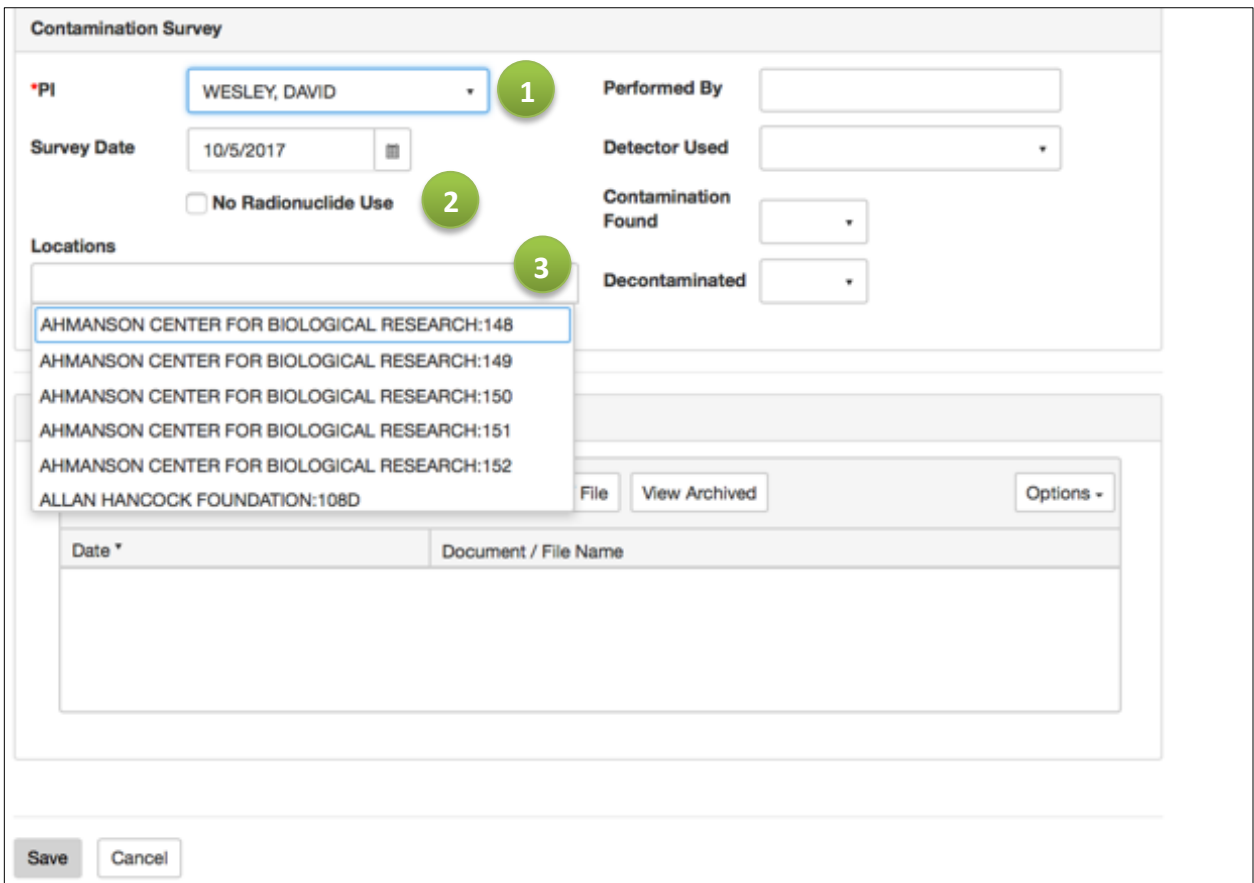
1. Click on the “Add” button (see arrow).



The screenshot shows a table titled "PI Contamination History" with columns: PI, Location(s), Survey Date, No Radionuclide Use, Performed By, Contamination Found, and Decontaminated. An orange arrow points to the "+ Add" button in the top left corner of the table interface.

PI *	Location(s)	Survey Date	No Radionuclide Use	Performed By	Contamination Found	Decontaminated
WESLEY, DAVID	AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152	05-26-2016	No			

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.



The screenshot shows the "Contamination Survey" form. Callout 1 points to the "PI" dropdown menu which has "WESLEY, DAVID" selected. Callout 2 points to the "No Radionuclide Use" checkbox, which is unchecked. Callout 3 points to the "Locations" text area, which has a dropdown menu open showing a list of locations, with "AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148" highlighted.

**Contamination Survey**

PI: WESLEY, DAVID 1

Survey Date: 10/5/2017

☐ No Radionuclide Use 2

Locations: 

AHMANSON CENTER FOR BIOLOGICAL RESEARCH:148

 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:149  
 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:150  
 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:151  
 AHMANSON CENTER FOR BIOLOGICAL RESEARCH:152  
 ALLAN HANCOCK FOUNDATION:108D
  3

Performed By:

Detector Used:

Contamination Found:

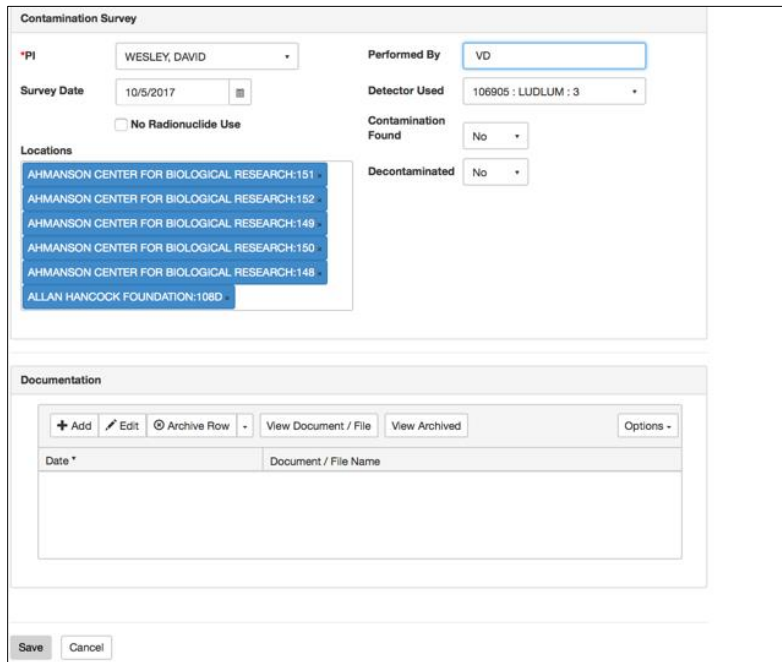
Decontaminated:

File View Archived Options

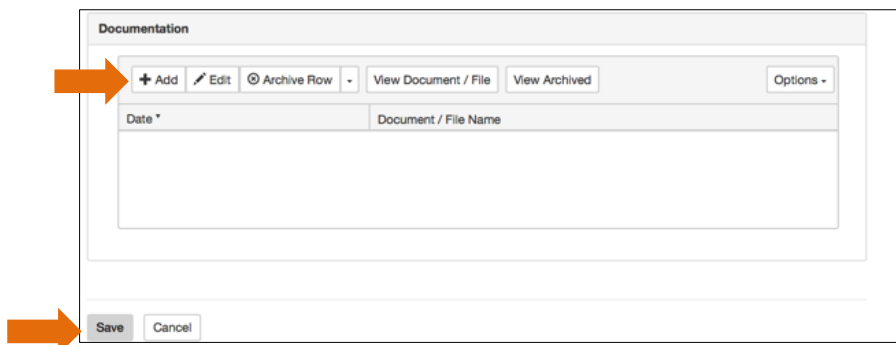
Date \* Document / File Name

Save Cancel

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



- 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