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1.0   PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and procedures for radioactive waste management in the EHS Assistant online database. Initial RAM data is entered in EHSA by the Office of Environmental Health & Safety. Every research group is then required to log usage and disposal of radioactive isotopes to maintain possession limit under each radiation permit at USC.

Online records must reflect what is present on-hand and in waste containers. Note that usage records are tied to waste container records and account for total possession limit of an isotope. All usage and disposal records are inspected every six (6) months and any discrepancies will be considered as findings.
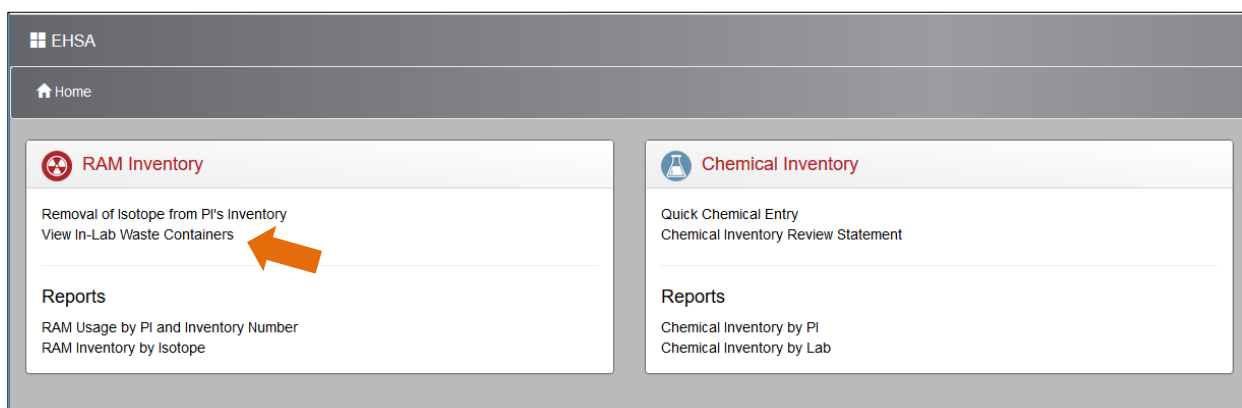
2.0   PROCEDURES

Manage Radioactive Waste: Log into EHSA > RAM Inventory > View In-Lab Waste Containers > Select Container for Waste Pickup > Seal > Add Contamination Survey > Request Pickup

2.1   Login

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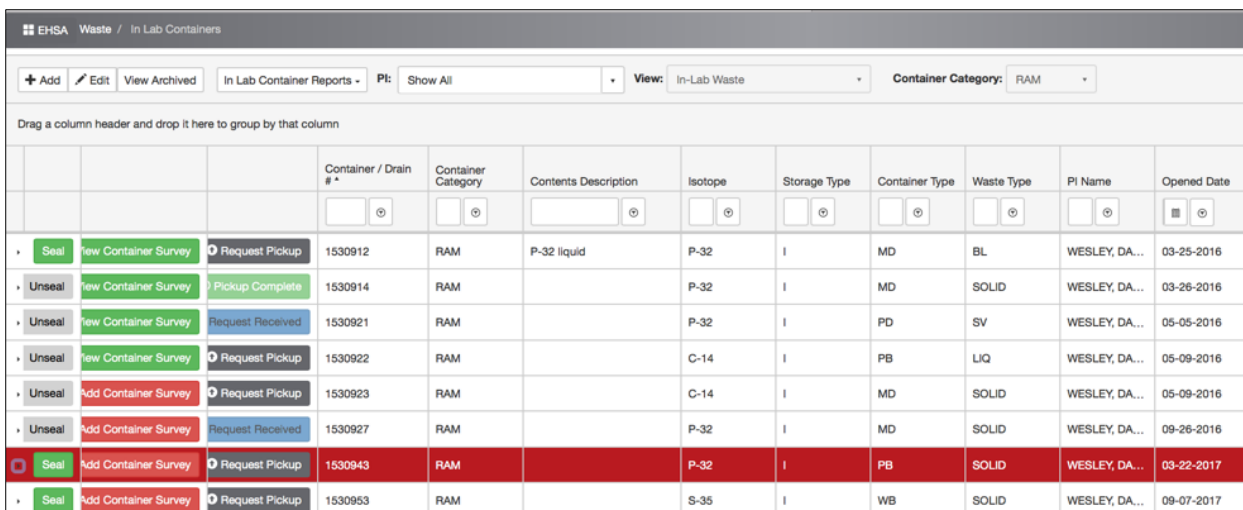

2. At the **RAM Inventory** box, click on "View In-Lab Waste Containers" (see arrow).

2.2 Radioactive Waste Disposal Request

1. A list of user-generated containers of waste radioisotopes is displayed in tabular form per the Principal Investigator's rad permit. Highlight the container that will be slated for removal by clicking on it (see image below).
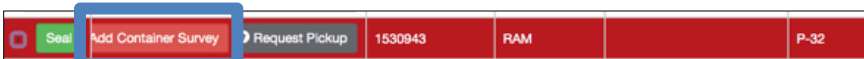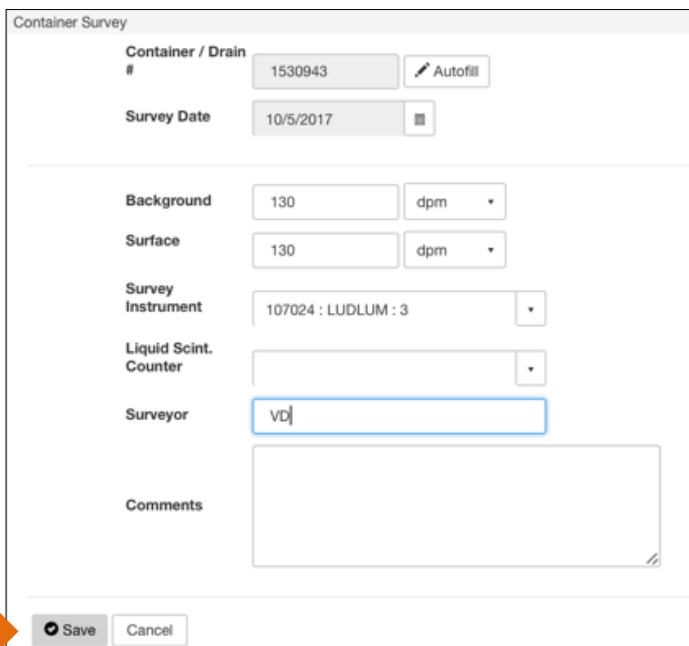

2. Click on the "Seal" button to discontinue using this container as an active waste repository. Note that waste CANNOT be added to the container once "Seal" is activated.

3. Confirm the seal date via a pop-up window. When seal date is confirmed, click on "Save" (see image).

4. To associate contamination survey results to the container, click on "Add Container Survey" button.

5. Populate the fields with the contamination survey results and click "Save" button (see image).
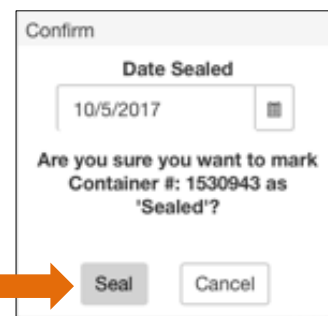
6. Contamination survey results for the container are now recorded and available for later printing (see Steps 10 and 11).

7. Click the "Request Pickup" button for the container.
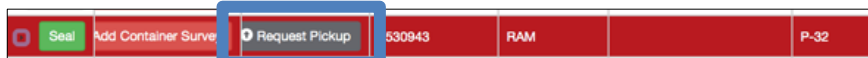
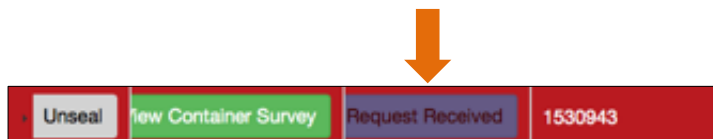8. The "Waste Request Pickup" window will appear. Click the "Yes" button.

9. A pop-up, confirmation window will then appear. Click the "OK" button. This will change the "Request Pickup" button of the highlighted container to a greyed-out "Request Received" banner (see arrow).
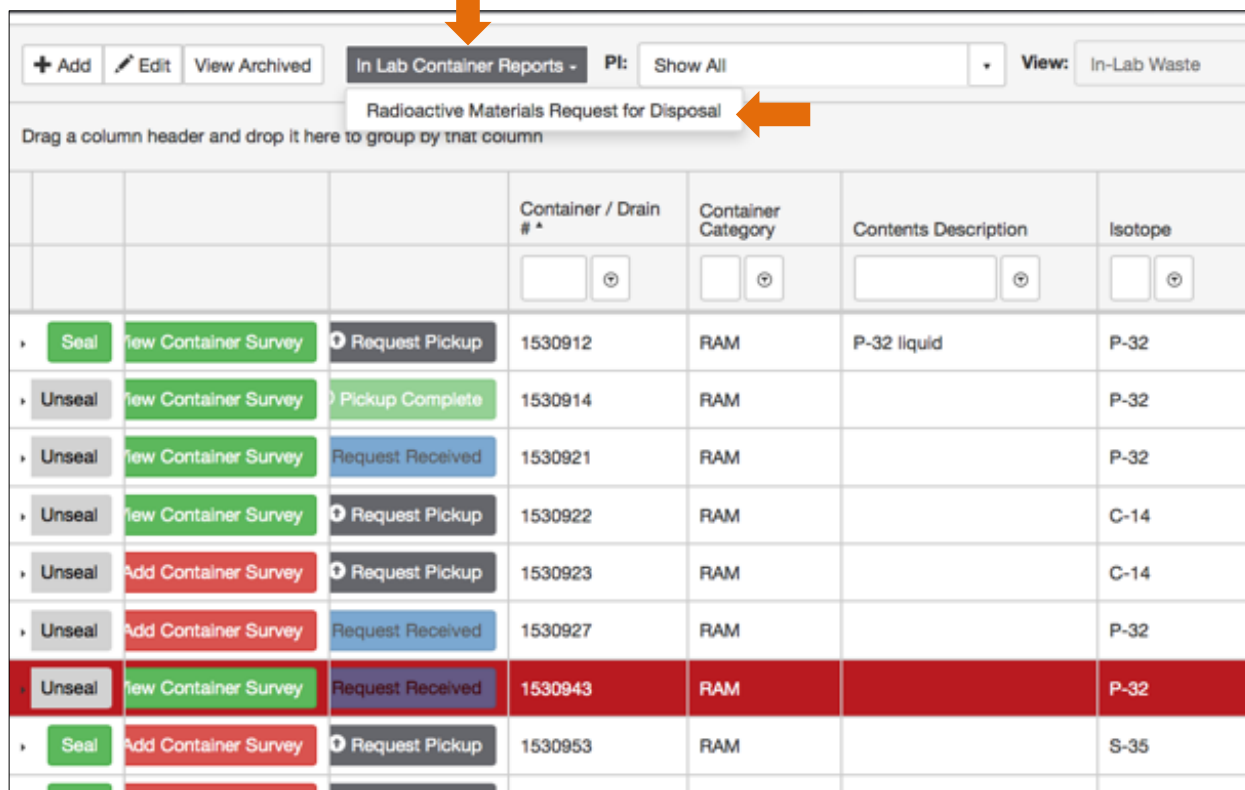
10. While the container is still highlighted/selected, print out the waste request form by clicking the "In Lab Container Reports" button (see arrow/image next page) and selecting the report name "Radioactive Materials Request for Disposal" that appears (see arrow/image next page).

11. Print two copies of the "Radioactive Materials Request for Disposal" report (see image below); one for lab records, the other to attach to the container.

3.0   SOP REVIEW/REVISION

Date prepared: 10/2017   By: Vivek Dharne

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