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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

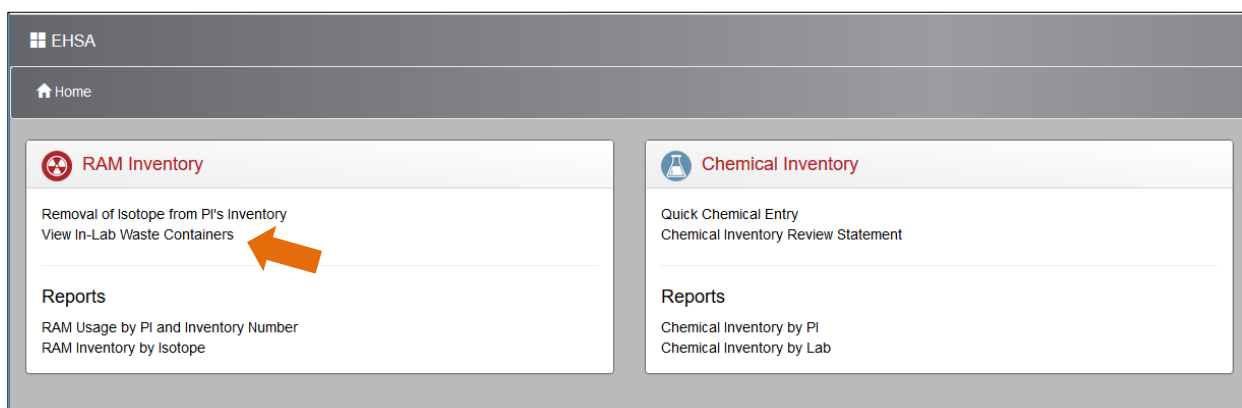
Manage Radioactive Waste: Log into EHSA > RAM Inventory > View In-Lab Waste Containers > Select Container for Waste Pickup > Seal > Add Contamination Survey > Request Pickup

2.1 Login

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

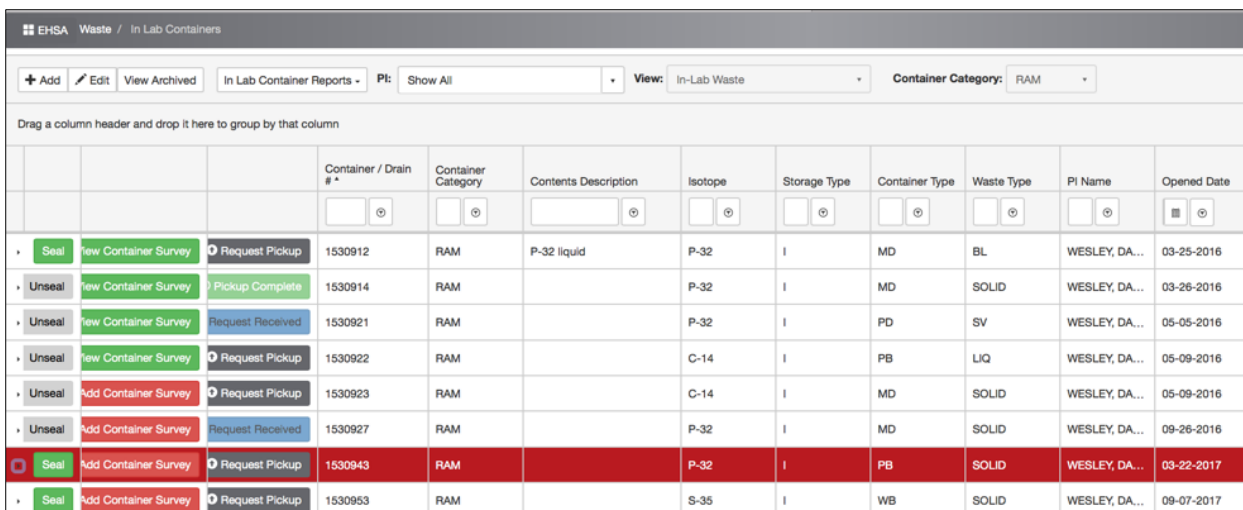


2. At the **RAM Inventory** box, click on “View In-Lab Waste Containers” (see arrow).



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).

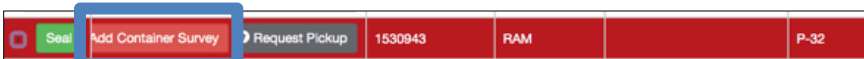


			Container / Drain # *	Container Category	Contents Description	Isotope	Storage Type	Container Type	Waste Type	PI Name	Opened Date
Seal	New Container Survey	Request Pickup	1530912	RAM	P-32 liquid	P-32	I	MD	BL	WESLEY, DA...	03-25-2016
Unseal	New Container Survey	Pickup Complete	1530914	RAM		P-32	I	MD	SOLID	WESLEY, DA...	03-26-2016
Unseal	New Container Survey	Request Received	1530921	RAM		P-32	I	PD	SV	WESLEY, DA...	05-05-2016
Unseal	New Container Survey	Request Pickup	1530922	RAM		C-14	I	PB	LIQ	WESLEY, DA...	05-09-2016
Unseal	Add Container Survey	Request Pickup	1530923	RAM		C-14	I	MD	SOLID	WESLEY, DA...	05-09-2016
Unseal	Add Container Survey	Request Received	1530927	RAM		P-32	I	MD	SOLID	WESLEY, DA...	09-26-2016
Seal	Add Container Survey	Request Pickup	1530943	RAM		P-32	I	PB	SOLID	WESLEY, DA...	03-22-2017
Seal	Add Container Survey	Request Pickup	1530953	RAM		S-35	I	WB	SOLID	WESLEY, DA...	09-07-2017

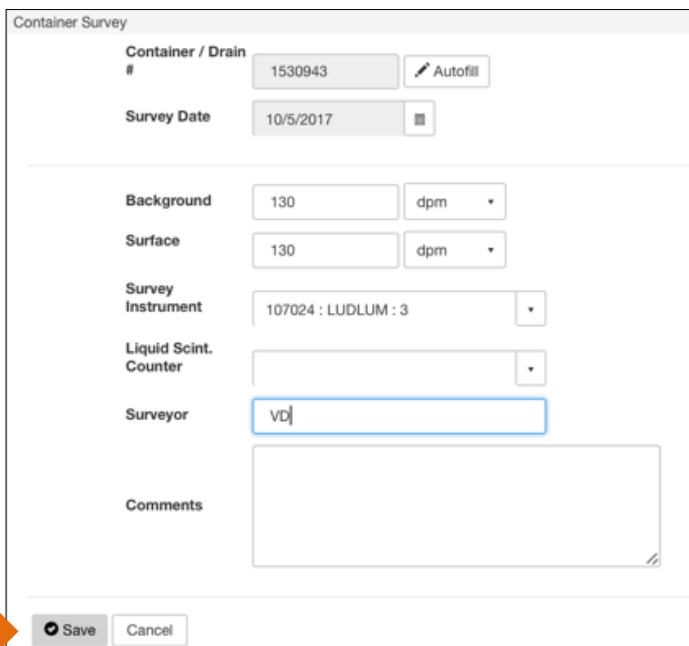
2. Click on the "Seal" button to discontinue using this container as an active waste repository. Note that waste CANNOT be added to the container once "Seal" is activated.



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).



Container Survey

Container / Drain # 1530943 Autofill

Survey Date 10/5/2017

Background 130 dpm

Surface 130 dpm

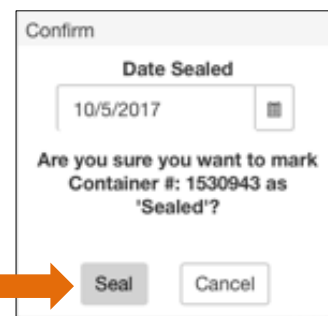
Survey Instrument 107024 : LUDLUM : 3

Liquid Scint. Counter

Surveyor vd

Comments

Save Cancel



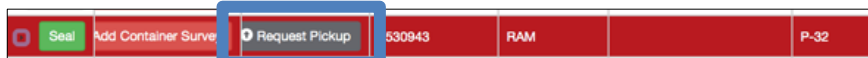
Confirm

Date Sealed 10/5/2017

Are you sure you want to mark Container #: 1530943 as 'Sealed'?

Seal Cancel

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.

Waste Request Pickup

Container Information

Container #: 1530943

Isotope: P-32

Location: ALLAN HANCOCK FOUNDATION : CAL:120

Request a pickup using the following waste request profile?

Waste Profile

Contact WESLEY, DAVID (dwesley)	Contact Phone (213)740-1172	Contact Email DWESLEY@USC.EDU
PI WESLEY, DAVID(0139939)	Department Career and Protective Services: Lab Safe (S00348)	
Request Date 10/5/2017	Comments	

☒ Yes
☐ Cancel

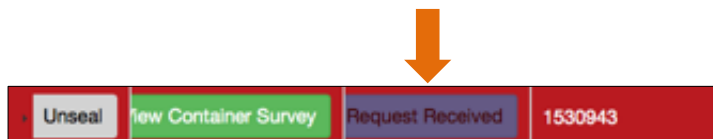
9. A pop-up, confirmation window will then appear. Click the “OK” button. This will change the “Request Pickup” button of the highlighted container to a greyed-out “Request Received” banner (see arrow).

Pickup request for Container #: 1530943 was successfully entered. ✕

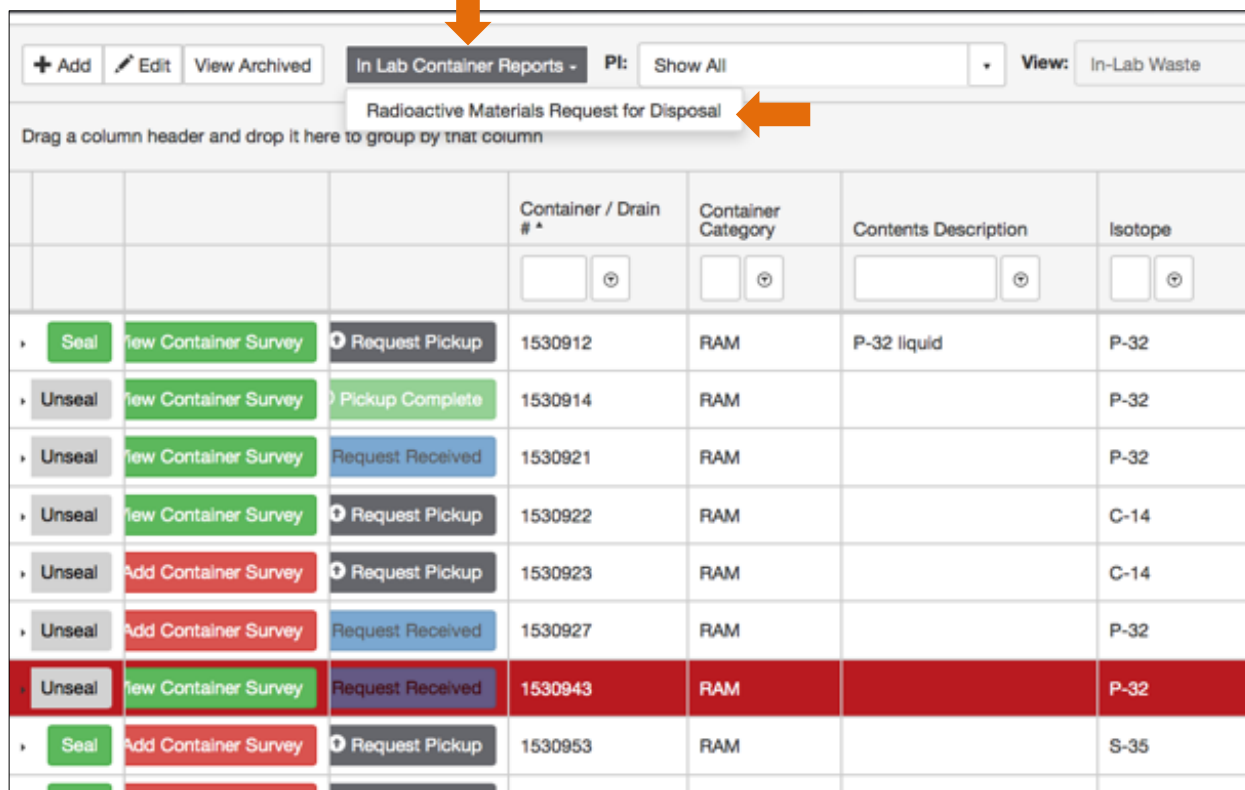
Waste Request #: P171005001

Radioactive Waste Request Notification Email was sent successfully.

OK



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).



			Container / Drain # *	Container Category	Contents Description	Isotope
<input type="button" value="Seal"/>	<input type="button" value="New Container Survey"/>	<input type="button" value="Request Pickup"/>	1530912	RAM	P-32 liquid	P-32
<input type="button" value="Unseal"/>	<input type="button" value="New Container Survey"/>	<input type="button" value="Pickup Complete"/>	1530914	RAM		P-32
<input type="button" value="Unseal"/>	<input type="button" value="New Container Survey"/>	<input type="button" value="Request Received"/>	1530921	RAM		P-32
<input type="button" value="Unseal"/>	<input type="button" value="New Container Survey"/>	<input type="button" value="Request Pickup"/>	1530922	RAM		C-14
<input type="button" value="Unseal"/>	<input type="button" value="Add Container Survey"/>	<input type="button" value="Request Pickup"/>	1530923	RAM		C-14
<input type="button" value="Unseal"/>	<input type="button" value="Add Container Survey"/>	<input type="button" value="Request Received"/>	1530927	RAM		P-32
<input type="button" value="Unseal"/>	<input type="button" value="New Container Survey"/>	<input type="button" value="Request Received"/>	1530943	RAM		P-32
<input type="button" value="Seal"/>	<input type="button" value="Add Container Survey"/>	<input type="button" value="Request Pickup"/>	1530953	RAM		S-35

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.

University of Southern California

RADIOACTIVE MATERIALS REQUEST FOR DISPOSAL

Container Number : 1531700 **Comments:** h-3 Sealed source SHS

Date : 09/28/17
Principal User : GOULD, CHRISTOPHER
Person Certifying Disposal : DHARNE, VIVEK
Location of Waste : JOHN STAUFFER HALL OF SCIENCE : 263
Type of Container : GB
Litres :
Kg :
Replacement Container Requested : ☐

Contents Solid 1

Isotope	Decayed Activity	Unit	Entry Date	Inventory #
H-3	107.87082	mCi	09/28/2017	1959-6923
H-3	110.60678	mCi	09/28/2017	1959-7952
Isotope Total:		218.47760	mCi	
Container Total:		218.47760	mCi	

Description of Waste :
Highest Exposure Rate at Surface (mR/hr)
Highest Wipe Activity (net DPM)² 100
Are Sharps Secured Within Container :
Method of Biohazard Disinfection :
Mixed Waste? :

3.0 SOP REVIEW/REVISION

Date prepared: 10/2017 By: Vivek Dharne

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