

INSTRUCTIONS FOR CLOSING OUT RADIATION AREAS

Prior to the RSO staff closing out your restricted area you must do the following:

Check each required box as completed.

- Have all radioactive stock material and radioactive waste removed from the area.
- Complete a full documented survey of the area to be closed out using your standard survey map(s) and include the LSC or gamma counter printout. Ensure all items surveyed can be accounted for on the print out, e.g. the number of the swipe matches the item swiped or surveyed by meter.
- Completely deface or remove labeling from equipment such as beta shields, pipettes, beakers, etc. that have been verified free of contamination as indicated on swipe survey printout
- Identify any contaminated areas or equipment and attempt to clean. If they can not be fully decontaminated to less than the levels of Table 2 of the 3rd edition of the RSM then the areas or equipment with fixed contamination must be clearly noted on the survey map(s) as contaminated with isotope (if known) and the Radiation Safety Office notified to provide assistance in either decontamination or removal.
- When the above has been completed fill out the request form below for area close out and return it to the Radiation Safety Office to indicate that your laboratory space is ready for a close out survey.

REQUEST FOR RADIATION AREA CLOSE OUT

Date of request: ____/____/____

Authorized User's Name: _____ AU Number: _____
Please Print

Building Name: _____

Laboratory (ies) room number(s) to be closed out:

1	2	3
4	5	6
7	8	9

A final survey (attach copies) has been conducted according to the written instructions and the laboratory (ies) listed above is/are clean of contaminated surfaces or equipment except those noted, if any, on the survey map(s).

At this time I request that the Radiation Safety Office staff perform their close out survey for releasing the laboratory (ies) for unrestricted use.

Date: ____/____/____

AU Name: _____

AU Signature: _____

Fax to: 882-7940

Mail to: EHS
Radiation Safety Office
8 Research Park Development Building