

UNIVERSITY OF HOUSTON

Radiation Safety Manual

Radiation Safety Guidelines for Radiation Facilities Changes and Services

Move

All unwanted radioisotopes, samples, and radioactive waste should be disposed prior to a move. All obsolete x-ray machines, lasers, and radiation labeled equipment should also be disposed. Old labs must be decontaminated and a final survey and wipe test taken to show compliance. The Principal Investigator must submit an amendment form to delete an old lab from their sublicense or subregistration.

Faculty may move their own radioactive material, but sturdy containers must be used. These containers must be able to contain any liquid from breakage and shielding must be considered. Care must be taken to assure that contamination is minimized. The Labor Crew will not move and Property Management will not accept or dispose of any radiation or radioactive labeled equipment without the prior authorization of Radiation Safety.

Radiation Safety will verify that the labs are completely cleared of radioactive material, radioactive waste, and radiation labeled equipment prior to close out. Radiation Safety will perform a final survey and wipe test and then remove all signage. **New faculty may not take over and move into the old labs until they are released by Radiation Safety.**

Principal Investigators leaving the University must read and follow the Checkout Procedures found in the Safety Manual located via the Internet at <http://www.uh.edu/plantops/ehrm>. There is a checklist to assist the Principal Investigator and a formal written notice to be completed and sent in to Radiation Safety 30 days prior to departing at EHRM-1005. There is a process and correct way to leaving research facilities.

Equipment

X-ray machines and lasers cannot be moved, transferred, disposed or scrapped for parts without prior notification and approval of Radiation Safety. The Principal Investigator must submit an amendment form to delete listed equipment from their subregistration. Principal Investigators may not transfer x-ray machines and lasers to another researcher unless that individual is authorized. X-ray machines and

lasers must be rendered nonfunctional prior to disposal. X-ray tubes must be removed and power cords cut. Verification by Radiation Safety may be required.

X-ray machines and lasers must be inspected and approved by Radiation Safety prior to startup after the move. Appropriate safety devices must be in place and functional as required.

Radioactive material labeled equipment may include refrigerators, freezers, centrifuges, incubators, fume hoods, etc. Radioactive material labeled equipment must not be moved into laboratories not authorized for radioactive material use. Surveys and wipe tests must be performed and documented. Contaminated equipment must be decontaminated to approved levels. Radiation Safety may double check the equipment for contamination. The labels must be removed if the equipment is disposed.

Radiation Safety is not responsible for transferring or disposing of equipment. Radiation Safety is responsible for assisting with procedures and associated paperwork and assuring that good health physics practices are followed.

Service

It is the responsibility of the Principal Investigator to assure that the area in the lab to be modified or receive maintenance is free of radioactive contamination and presents a minimal radiation exposure hazard. All work with radioactive materials x-ray machines, and lasers should cease while the modification or maintenance is being completed. Direct support and supervision by lab personnel should be provided as needed for Physical Plant personnel or contractors. Personnel performing housekeeping or routine maintenance must also be protected and given specific instructions on how and when work can be performed.