

Date: February 7, 1972
To: Physical Research Personnel
From: A. I. Snow
Subject: Operations Involving Radioactive Materials

The following procedures are to be applied without deviation to all activities involving radioactive materials. These procedures are a reaffirmation of past requirements.

1. Incoming Radioactive Shipments

A notebook record is to be made of (a) external radiation and (b) amount of removable contamination on shipping container surfaces for all incoming shipments without exception, either received at Harvey or in the field.

2. Safety Devices

Gloves, long handle tongs, etc., should be used to minimize exposure and contamination.

3. Movements of Radioactive Materials

On moving radioactive materials, all possibly breakable equipment, such as glassware, should be contained inside a non-breakable container so that if the glass, etc., is broken, radioactive material is not spread.

4. Personal Monitoring

Clothing, hands, etc., of those working with radioactive materials should be frequently monitored with appropriate survey meters.

5. Area Surveys

At conclusion of work, all pertinent areas should be monitored for external radiation and removable contamination determined by use of wipes and appropriate survey meter. A notebook record should be made of all determinations whether positive or negative.

6. Film Badges should always be used.

7. Areas should be wiped off to prevent exposure to non-participating bystanders. Contaminated areas containing short lived radioactive material can be isolated by roping off with appropriate warning signs until radioactive decay makes the area safe.

8. Reporting - After each field trip a xerox copy of the notebook records containing the information described above should be sent to me.

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