

HEALTH PHYSICS
WALTER REED ARMY MEDICAL CENTER
Washington, D.C. 20307-5001

CONDITION NO. 5

FOR

RADIOACTIVE MATERIAL AUTHORIZATIONS

PROCEDURES FOR
ORDERING, RECEIVING AND SAFELY OPENING PACKAGES
CONTAINING RADIOACTIVE MATERIAL

1. GENERAL. Radioactive material for Walter Reed Army Medical Center (WRAMC) and tenant activities will be ordered, received and secured in accordance with US Army Regulations, Title 10, Code of Federal Regulations, and the provisions of WRAMC's Nuclear Regulatory Commission License.

2. PRINCIPAL USER'S RESPONSIBILITIES.

a. WRAMC Principal Users are responsible for ordering and receiving radioactive material in accordance with the instructions outlined below.

b. A Principal User may procure only those radioisotopes currently authorized for their use by the WRAMC Radiation Control Committee, subject to the limitations of their authorization.

c. Unless specified prior arrangements have been made with the Health Physics Officer, the maximum quantity which may be ordered at any one time is limited by the maximum activity of that radioisotope which the User is authorized to possess less the amount of activity the User will have on hand at the time the new order is received.

d. Specific prior approval of the Health Physics Office shall be required before receiving and/or transferring gifts containing radioactive material. This procedure applies to those instances where normal supply channels are not utilized. All gifts will be delivered to the Health Physics Office unless alternate arrangements are specifically approved by the Health Physics Office.

3. ORDERING PROCEDURES.

a. The Principal User shall submit a completed Purchase Request through normal supply channels for procurement of all radioactive materials.

REVISION 3, effective 6 April 1992

formation in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 2
DA-2006-0238

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b. In addition to the information required by WRAMC Procurement Regulations, each purchase request shall contain the following:

(1) Radionuclide, chemical form, and total activity (Activity is given as microcuries (Uci), millicuries (Mci), or curies (Ci); for natural radioactive materials microgram (ug), milligram (mg), gram (g), or kilogram (kg) may be used.

(2) This notice will be typed after the item description:

RADIOACTIVE MATERIAL
NOTIFY HEALTH PHYSICS OFFICE
PRIOR TO PLACING ORDER
(TELEPHONE NO. (301) 427-5104)

(3) The WRAMC Radioactive Material Authorization Number will be indicated in the "Attention Line" of the "Ship To" address.

(4) Date required or delivery date.

(5) The proper shipping address for any radioactive material not specifically exempted by the Health Physics Office (HPO) is:

Health Physics Office
Bldg 188, 2681 Linden Lane
Forest Glen Section
Walter Reed Army Medical Center
ATTN: Authorization No. _____
Silver Spring, MD 20910

(6) Two specific approved exemptions are:

(a) Army Medical Laboratory, Ft. Meade, MD:

Radiation Protection Officer
Army Medical Laboratory
Bldg 2490
Fort Meade, Maryland 20755

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(b) Radiopharmaceuticals for WRAMC Nuclear
Medicine Clinic:

Walter Reed Army Medical Center
Nuclear Pharmacy
Bldg 2, Room I-1 FY 2
Washington, D.C. 20307-5001

4. RECEIVING PROCEDURES.

a. All incoming shipments of radioactive material to the Health Physics Office will be received by the Health Physics Office during duty hours, or by the Military Police, WRAMC Forest Glen Section during non-duty hours. Shipments to Fort Meade, or the WRAMC Nuclear Medicine Clinic will be delivered to the address shown in paragraph 3. The Health Physics Office must be notified immediately of any shipment delivered to an unapproved address.

b. All incoming packages of radioactive material will be examined for damage immediately upon receipt. Any packages that appear to be wet, punctured, crushed, or otherwise damaged will be considered to be contaminated, until it can be determined that they are not.

c. Incoming radioactive material shipments must be continuously secured against unauthorized removal and the radiation levels adjacent to the secured storage area may not exceed 0.5 mR/hr.

5. SHIPMENT MONITORING & DELIVERY TO AUTHORIZED RECIPIENTS.

a. All shipments of radioactive material must be inspected to insure that the shipment does not exceed the possession limits of the Authorization under which it is ordered. Unauthorized shipments will be returned to the vendor when possible, disposed of as radioactive waste, or held by the Health Physics Office until the Principal User obtains an amended Radioactive Material Authorization allowing receipt of the material. Unauthorized shipments will not be held by Health Physics for more than ninety (90) days.

b. Shipments will be Delivered to Principal Users by the Health Physics Office after monitoring procedures have been accomplished.

EX 2

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6. FINAL SOURCE CONTAINER CHECK. The Principal User is responsible for making a final check of the radioactive materials source container after it is delivered by the Health Physics Office. This check will follow the steps outlined below:

- a. Put on gloves.
- b. Open outer package (following manufacturer's directions, if supplied) and remove packing slip. Open inner package and verify that the contents are as listed on the packing slip.
- c. Check integrity of source container, inspecting for breakage of seals or vials, loss of liquid, discoloration of packaging material, etc.
- d. Before disposing of clean outer packaging ensure that any "radioactive" labels or statements have been defaced or removed.

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