

DOCUMENT REVISION STATUS

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APPROVALS

APPROVED: PROCESS ENGINEERING: *Peter E. McLaughlin* DATE: 4/26/07

APPROVED: ENGINEERING MANAGER: *Mark W. ...* DATE: 4/30/07

APPROVED: MANUFACTURING MANAGER: *Ralph ...* DATE: 4-30-07

APPROVED: QUALITY ASSURANCE MANAGER: *B. Shear* DATE: 5/4/07

1.0 PURPOSE:

1.1 To provide general guidelines for the ordering and receiving of radioactive materials.

2.0 GUIDELINES:

2.1 The Radiation Safety Officer (RSO) must approve and generate all orders for radioactive material and must insure that the requested material and quantities are authorized by the license and that possession limits are not exceeded.

2.2 During normal working hours, carriers must be instructed to deliver radioactive packages directly to the Radiation Safety Department.

2.3 Herley New England does not allow off-hour deliveries of radioactive materials.