

Standard Operating Procedure

Searle Research and Development
Division of G.D. Searle & Co.

SEARLE

R&D Division NORTH AMERICAN PRECLINICAL R&D UNIT		Procedure Number 5NPC-705	Page Number 1 of 3
Supersedes Procedure Number 5NPC-705	Date 11/15/82	Effective Date 6/29/84	

Procedure

ORDERING AND RECEIVING OF RADIOACTIVE MATERIALS FROM COMMERCIAL SOURCES

APPROVED BY:

Paul D. Klimstra
Paul D. Klimstra

6/29/84

APPROVED BY:

Donald D. Howard
Donald D. Howard

6/29/84

OBJECTIVE:

To describe the proper procedures for the ordering and receiving of radioactive materials from commercial sources.

SCOPE:

This procedure applies to anyone in the North American Preclinical R&D Unit ordering radioactive materials for projects approved according to the procedure Approval of Projects Using Radioactive Materials.

APPLICABLE TO:

North American Preclinical R&D Unit - Skokie

PROCEDURE:

RESPONSIBILITY

ACTION

Requisitioner

1. Completes standard Purchase/Service Requisition and includes the NRC license number.
2. Forwards the completed Purchase/Service Requisition to purchasing.

Purchasing

3. Prepares Purchase Order including NRC license number.
4. Orders materials from indicated source.

Receiving

5. Receives shipment of material with "Radioactive" labels, inspects for damage and compares to Bill of Lading before signing for goods.

8501240508 841206
NMS LIC30
12-00701-02 PDR

Standard Operating Procedure

Searle Research and Development
Division of G.D. Searle & Co.

SEARLE

R&D Division		Procedure Number	Page Number
NORTH AMERICAN PRECLINICAL R&D UNIT		5NPC-705	2 of 3
Supersedes Procedure Number	Date	Effective Date	
5NPC-705	11/15/82	SEE PAGE ONE	

Procedure

ORDERING AND RECEIVING OF RADIOACTIVE MATERIALS FROM COMMERCIAL SOURCES

RESPONSIBILITY

ACTION

Security

- a. If received outside of normal business hours, places in K-1 refrigerator and notifies Receiving at the start of the next business day.

Receiving

6. Takes the unopened package with the Packing Slip and Purchase Order (P.O.), to the Radiation Protection Officer or Designate for inspection and testing.

Radiation
Protection
Officer/Designate

7. If the material is for an unapproved project contacts the Requisitioner and proceeds per procedure for Approval of Projects Using Radioactive Materials.
8. If the material is for an approved project and if package is safe and undamaged, confirms receipt on the P.O. with initials and date.
9. If package contains radioactivity in excess of the following, monitors by wipe test or survey meter for any radioactivity on the external surface within 3 hours of receipt:
 - 10 millicuries of tritium, carbon-14 or iodine-125
 - more than 1 millicurie of any other isotope.
10. If removable contamination exceeds 0.01 microcuries per 100 square centimeters, informs the Nuclear Regulatory Commission (NRC) immediately.
11. If wipe test is performed, delivers the package to the Requisitioner. Notifies Receiving to deliver package otherwise.

Standard Operating Procedure

Searle Research and Development
Division of G.D. Searle & Co.

SEARLE

R&D Division NORTH AMERICAN PRECLINICAL R&D UNIT		Procedure Number 5NPC-705	Page Number 3 of 3
Supersedes Procedure Number 5NPC-705	Date 11/15/82	Effective Date SEE PAGE ONE	

Procedure

ORDERING AND RECEIVING OF RADIOACTIVE MATERIALS FROM COMMERCIAL SOURCES

RESPONSIBILITY

ACTION

Receiving

12. Handles as if perishable goods and delivers to the Requisitioner immediately and obtains signature on delivery log sheet. Attaches all remaining paperwork to the P.O. and files it.

Requisitioner

13. Opens package per special instructions of supplier if provided, taking necessary steps to avoid the spread of contamination.
 - a. Wears gloves and opens in a fume hood.
 - b. Performs wipe test on the final source container.
14. Records additional inventory of radioactive materials and wipe test results in the lab records.
15. Stores the material appropriately:
 - secured from unauthorized removal from place of storage
 - placarded "Caution-Radioactive Materials"
 - shielded for radiation as appropriate and protected against spillage.

RELATED PROCEDURES:

5NPC-704
5NPC-707

Approval of Projects Using Radioactive Materials
Area Surveys for Radioactive Contamination