

## RADIOACTIVE MATERIALS Inventory Usage and Disposal Record

<b>Approved User</b>	<b>GMU Serial Number</b>

Isotope ordered	Chemical Form	Amount Ordered (μCi)	Date Ordered	Date Received	Storage Location (Bldg/Rm)	Usage Location (Bldg/Rm)

**Package Survey:** Record the results of your wipe tests on the reverse side of this page. Clearly identify each sample. Include the date the wipes were taken and the initials of the individual performing the survey.

**Packing Slip:** Keep the original packing slip with the Inventory Usage and Disposal Record for that order. Notify the RSO by phone that the package has arrived.

**Inventory Usage and Disposal:** Record usage and disposal of the material with the serial number listed above. If usage and disposal do not occur on the same day, they may still be recorded on the same line. The date should correspond with the day the isotope was used. Space is provided to record decay corrections for inventory. It is not necessary to record decay corrections for waste. When the last of the material is used, indicate this on the form. Make sure to remove all radioactive tape and radioactive signage from a bottle before disposing of it in radioactive waste bin. Indicate whether or not monitoring was performed. Keep record of monitoring results with the Inventory Usage and Disposal Record. Indicate specific areas and items surveyed/wipe tested. Initial and date all surveys.

Date	User Initials	Amount Used (μCi)	Amount Remaining in storage (μCi)	Waste Disposal						Monitoring		
				Radioactive (Not Mixed)			Mixed Biological (No sink disposal)		Mixed Chemical (No sink disposal)		Survey With Meter?	Wipe Tests Done?
				Solid waste (μCi)	Liquid waste (μCi)	Sink Disposal (μC)	Solid waste (μCi)	Liquid waste (μCi)	Solid waste (μCi)	Liquid waste (μCi)		
	<b>Decay Correction:</b>											
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