

## RADIOACTIVE MATERIALS DECOMMISSIONING AND LICENSE TERMINATIONS

### Scope of Decommissioning Policy

There are many tasks that must be given due consideration when decommissioning or “closing out” a laboratory where radioactive materials (RM) are used and/or stored. These requirements may result from an upcoming move away from UAB, the termination or inactivation of a RM license, or discontinuing the use of RM in one of the authorized laboratories.

RM Licensees must notify their department heads and the Radiation Safety Program of “Intentions to Vacate” laboratories authorized for radioactive material use, handling or storage. Proper steps must then be taken to plan and schedule the proper clearance of all laboratories authorized for the use, handling and storage of RM.

The licensee is responsible for ensuring that the Radiation Safety Program is notified well in advance of the vacation of laboratories authorized for the use, handling and storage of RM and ensuring that all RMs are properly transferred and disposed.

The department chairs are ultimately responsible for the possession of any radioactive materials within any of their facilities. This responsibility is inclusive of the overall safety and health of all laboratories under the license.

When unsafe conditions are brought to the attention of licensees or department chairs, corrective measures must be taken. In the absence of radioactive materials licensees and their alternates, **the departmental chairperson has the final responsibility for ensuring that appropriate measures are taken.** It is required that measures are taken to prevent this situation from recurring. The department will be held responsible for the costs incurred for materials and labor required to correct deficiencies.

Complete the checklist on the next two pages and submit it to the Radiation Safety Program. Do not forget to schedule a final close out inspection with the Radiation Safety Program.

### TERMINATING OR INACTIVATING YOUR UAB RADIOACTIVE MATERIALS LICENSE

This will be the same as what is covered on the checklist, **BUT** the licensee must notify their respective departments, all laboratory workers and authorized users, under that license, that they must cease all work with RM and must not attempt to use, handle, transfer or perform any action that involves the use of radioactive materials under that license.

Task	Enter Date
Determine the last day of the final use, handling and disposal of all radioactive materials (RM) well in advance of vacating or closing out your lab spaces.	
Notify the Radiation Safety Program (RSP), at least twenty (20) business days, <b>prior</b> to leaving UAB, or vacating or terminating RM use in any of your licensed laboratories.	
Call the RSP to for assistance in handling, transfer or disposal of stock radio-chemicals, including radio-iodine.  Empty vials with residual activity must be treated as radioactive wastes!	
Ensure that <b>NO</b> radioactive material remain in the laboratories to be closed out. This can be achieved by authorized RM disposal, authorized transfer to another authorized license, or relocation of RM to an authorized laboratory, on your license, which is not to be closed out. <b>If transferring RM notify the Radiation Safety Program (934-2487), prior to any and all transfers of RM to and/or from your RM license.</b>	
Complete the online Radioactive Waste Manifest.	
Make sure that the waste is picked up. <b>Expedited pick-ups can be coordinated through the Hazardous Waste personnel (934-3797).</b>	
Ensure that <b>NO</b> radioactive material contamination exists on any surface or equipment within the laboratories to be closed out. This can be achieved by performing a thorough and inclusive wipe test on all bench surfaces and door handles. The wipe test should include fume hoods, bio-safety cabinets and other equipment with which RM was used and/or stored.	
Fax a copy of test result (liquid scintillation printout) to <b>934-7487</b> to the attention of Robert Heath, Jr. All equipment to be left behind must be emptied, cleaned and assured free of radioactive contamination and assigned a Radiation Safety Release Tag.  <b>Radiation Safety Release Tags must be placed on equipment prior to any transfer, maintenance, or surplus.</b>	
If contamination is found, you must clean the contaminated area, take another wipe test on the area and review the results. Repeat this process until all RM contamination has been cleaned or removed.	
Retain copies for your records and fax a final copy to Robert Heath, Jr. at 934-7487.	
Do not allow further use, storage or handling of radioactive materials within the laboratories beyond this point. If, at all possible, secure laboratories throughout this process.	
Remove and completely deface or destroy all radiation related verbiage and symbolism <b>IF no RM remains in the laboratory and if no RM contamination exist within the laboratory spaces.</b>  Keep in mind that <b>you are prohibited from throwing radiation caution signs and postings in the non-radioactive waste stream.</b>	
Call the RSP to schedule the laboratory close out inspection <b>IF no RM remains in the laboratory and if no RM contamination exists within the laboratory spaces.</b>	

<p><b>MOVING?</b></p> <p>If you, the licensee, are planning to move to other locations, you must amend your radioactive materials license to authorize the new laboratories. The old laboratories will be removed from the license <b>only after</b> they are properly closed out.</p>	
<p><b>SURPLUS OR DISPOSAL OF GENERALLY LICENSE EQUIPMENT?</b></p> <p>For the surplus or disposal of generally license equipment, such as Liquid Scintillation Counters and <sup>63</sup>Ni Electron Capture Units, contact the RSP to coordinate the removal of the internal radioactive source.</p>	

***Remember***

Mishandling of RM can result in citations, fines and/or loss of right to use RM in the future. Adverse publicity is also an undesired result.

One of the most problematic situations is in shared storage areas such as in refrigerators, freezers, cold rooms, stock rooms, waste collection areas, etc., particularly if no one has been assigned to manage the unit. Departing researchers must carefully survey any shared facility in order to locate and appropriately dispose of their **own** radioactive materials.