

License Inactivation Guidelines (*Radioactive Materials*)

1. Submit License Amendment Request to EHRS:

<https://ehrs.upenn.edu/ram-license-amendmentinactivation-request-form>

- i. For a **License Inactivation** – Check “yes” to “Inactivating License” and give reasoning for deactivation.

2. Dispose of all RAM Waste

- i. Request waste pick-up: <https://ehrs.upenn.edu/radiation-safety/topics/research/radioactive-waste>
 - (Include a comment that pick-up is in conjunction with lab inactivation)
- ii. Check waste buckets for contamination -- **if contaminated**, you can dispose of them as RAM waste. If they are **not contaminated**, you can deface all labels and dispose of them as regular waste.
- iii. Make sure all records indicate that there is no remaining RAM on-hand

3. Monitor for Contamination & Presence of RAM

- i. Monitor and, if necessary, decontaminate all equipment that was used for RAM work (shields, refrigerators, centrifuges, incubators, etc.)
 - Deface all RAM labels on the equipment
 - Liquid scintillation and gamma counters contain a radiation source/lead and require special attention prior to moving or disposal. Contact EHRS for specifics.
- ii. Monitor all licensed areas and document results in your RAM records.
- iii. Perform minor decontamination, if necessary.
- iv. Remove or deface all RAM labels in these areas.

4. Final Survey by EHRS

- i. Notify the Health Physics technician assigned to the request of expected date that the lab will be vacated and available for final survey.