

Lab Move Guidelines (*Radioactive Materials*)

1. Submit License Amendment Request to EHRS:

<https://www.ehrs.upenn.edu/policies-resources/ram-license-amendment-webform-pdf>

- i. For a **Lab Move** – Check “yes” to “adding/deleting room” and indicate building & room numbers to be deleted. Also indicate building & room numbers to be added

2. Prepare/package RAM for Transfer

- i. Consolidate RAM that is to be moved to the new location
- ii. Place material into a container that will contain a spill, shielded if necessary and labeled with "CAUTION RADIOACTIVE MATERIAL".
- iii. Transfer RAM by hand or on a cart, dolly, etc. during normal working hours, do not transport RAM or labeled equipment by vehicle.
- iv. Only a trained radiation worker may transfer RAM. **The movers must NOT transfer RAM or labeled equipment.**
- v. Inventory RAM that was transferred immediately upon arrival at new lab.
- vi. Liquid scintillation and gamma counters contain a radiation source/lead and require special attention prior to moving. Contact the EHRS for specifics.

3. Remove Radioactive Material (RAM) from Vacated Labs

- i. Dispose as waste all RAM that will not be transferred.
- ii. Request waste pick-up if necessary:
<https://ehrs.upenn.edu/radiation-safety/topics/research/radioactive-waste>

4. 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.)
 - Cover all RAM labels on the equipment
- ii. Monitor all licensed areas you are leaving and document results in your RAM records.
- iii. Perform minor decontamination, if necessary.

5. 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.