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.