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.