RS-10 / Radioactive Material Package Receipt & Monitoring Record

Instructions: Complete all sections as appropriate and submit electronically to the Radiation Safety Officers at **RSO@nmt.edu**

Radioactive-material packages shall be received, inspected, monitored, and opened in accordance with the NMT Radiation Safety Manual and applicable package-receipt procedures. Required receipt monitoring shall be completed as soon as practicable and within applicable regulatory time limits. If a package is damaged, wet, crushed, leaking, or otherwise shows evidence of compromised integrity, do not open the package; secure the area and immediately notify the Radiation Safety Officer.

SECTION 1 – Package Receipt Information

Date received: _____ Time received: _____

Received by: _____ Department: _____

Delivered to building / room: _____

Shipper / carrier: _____

Tracking / shipment no.: _____

DOT / UN no.: _____

a. Package label

☐ None / Excepted Package ☐ Radioactive Yellow-III

☐ Radioactive White-I ☐ Other: _____

☐ Radioactive Yellow-II

Transport Index (TI), if applicable: _____

b. Package Inspection

☐ Package intact and dry / No visible damage, leakage, or deterioration

☐ Shipping documents reviewed

If damaged, wet, crushed, or leaking: DO NOT OPEN. Secure the package and notify the RSO.

SECTION 2 – Required Receipt Monitoring

Survey meter model: _____ Serial #: _____ Calibration date: _____

a. Package Radiation Survey

Maximum surface dose rate: _____ mrem/hr

Dose rate at 1 meter: _____ mrem/hr

☐ Within applicable limits

☐ RSO notified

b. External Package Contamination Wipe

Wipe area: approximately 300 cm²

Background: _____ mR/hr **Net reading:** _____ mR/hr

Wipe reading: _____ mR/hr

☐ No detectable contamination above background

☐ Elevated reading detected — RSO evaluation required

SECTION 3 – Additional Monitoring / Package Opening, if applicable

Inner container/source wipe performed: ☐ Yes ☐ No ☐ N/A

Result: _____

Additional radiation measurements:

Location / item: _____

Surface: _____ mrem/hr

Distance: _____

Dose rate: _____ mrem/hr

Contents verified against shipping documentation: ☐ Yes

Discrepancy identified: ☐ No ☐ Yes – RSO notified

Packing material monitored: ☐ Yes ☐ N/A

☐ No contamination detected

☐ Contamination detected – managed as radioactive waste

SECTION 4 – Receipt Monitoring Record

☐ Package acceptable for opening/use

☐ Package/source transferred to authorized location/user

☐ Radioactive-material inventory updated, if applicable

☐ Discrepancy / abnormal condition referred to RSO

Survey performed by: _____

Signature: _____

Date/time monitoring completed: _____

RSO review required: ☐ Yes ☐ No

Comments: _____

_____

RSO signature: _____ Date: _____

Printed Name: _____