

J. Radioisotope Inventory

1. Upon receipt of radioactive material, the RSS will perform a contamination check and prepare the appropriate forms for transfer to the authorized recipient.
2. Every effort will be made by the RSS to deliver the material to the requester within four hours of receipt of the material by the facility.
3. Transfer of material from the RSS to the radiation program requires a signature, date, and time of receipt to be entered on the accompanying [Radioactive Material Accounting Record](#). These “yellow sheets” represent the program’s record of active inventory.
4. The Radioactive Material Accounting Record must be properly updated each time a radioisotope is used by recording the following:
 - a. Date
 - b. Amount (volume) removed
 - c. Amount (volume) remaining
 - d. Signature of radiation worker
5. Each radioactive material must have an associated Radioactive Material Accounting Record. These “yellow sheets” should be readily available to ALL radiation workers within the radiation program. Remember, all radioactive material must be secured against unauthorized removal within the program’s authorized radioactive material use area.
6. When an isotope is consumed or no longer wanted, the empty stock vial or remaining isotope is to be properly disposed of as radioactive waste (please see [section IV:M](#) [Disposal of Radioactive Material] of this manual for details regarding disposal). The completed “yellow sheets” are to be returned to Radiation Safety after disposal.
7. It is important to keep accurate records of receipt and use of radioactive materials for review by the RSO or the NRC.
8. RSS will perform biannual inventory checks, or a “six-month inventory.” The six-month inventory is usually performed each January and July. RSS will send out an e-mail prior to the actual inventory start date requesting the return of all yellow sheets associated with properly disposed/consumed radioisotopes. Early

return of these yellow sheets will facilitate the six-month inventory process.

9. During the six-month inventory process, a Radioisotope Inventory Questionnaire along with a Program Review will be sent to all isotope specific radiation programs. The questionnaire and program review are to be properly completed and signed by the PI or RAS within two weeks of receipt. Isotope specific programs may use this time to make any corrections/changes to their programs. The following information is to be provided regarding inventory:
 - a. Compound
 - b. Current volume (in μl)
 - c. Current location of material (building/room)
10. Radiation Safety will perform a physical inventory inspection on randomly selected radiation programs. Programs selected will be contacted by RSS to set up a time for the inspection. Updated inventory information will be compared with actual isotope stock, storage, location, and associated yellow sheets.