



Dalhousie University

Radioisotope Laboratory Self-Audit Checklist

Principal Investigator: _____

Permit #: _____

Location(s): _____

Audited by: _____

Date: _____

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Posting:

	Yes	No	N/A
Caution-Radioactive Materials sign clearly posted			
Dalhousie " <i>Hazard Identification</i> " sign clearly posted at laboratory entrance			
AECB "Lab Rules" posted			
Storage area signed, including 24 hour contact information			
Disposal sink signed			
Radioisotope User Permit with <i>all</i> attachments posted, including list of authorized workers			
"No Eating, Drinking,...." sign posted			
Radiation Safety Manual available			
Radiation Safety Policies manual available			

	Yes	No	N/A
Radiation Safety Training Manual available and distributed for reading to all new personnel			

Facility:

	Yes	No	N/A
General housekeeping satisfactory			
Isotope work areas well marked			
All equipment used for isotope work clearly marked			
Pipettors (rad) segregated and labeled			
<i>No food or drink consumption in laboratory</i>			
Work area covered with absorbent liner			
Survey instrument available and operational			
Fume hood operable with flow rate > 150 lfm			
Laboratory approved for use on permit			
Radiation levels kept below 2.5 μ Sv/hr			
Contamination levels below ALARA criteria			

Personnel:

	Yes	No	N/A
Lab coats worn			
Personal dosimeters worn			
Extremity dosimeters worn (mandatory for P-32 users)			
Participation in bioassay program			
Personnel registered with Radiation Safety Office			
Staff have completed Dalhousie Radiation Safety Training Course (or equivalent)			

	Yes	No	N/A
Workers awaiting next training session have read and signed the " <i>Radiation Safety Training Manual</i> "			
Female workers aware of " <i>Fetal Exposure Policy</i> "			

Storage/Waste Disposal

	Yes	No	N/A
All RAM <i>secure</i> when not in use			
Waste properly stored, labeled and shielded			
Lab locked when not occupied			
Liquid waste is double contained and shielded			
Rad warning label removed on surplus "pigs"			

Record Keeping:

	Yes	No	N/A
Personnel using radioisotopes approved by RSO			
Appendix "A" of user permit lists all radioisotope workers and is up to date			
Daily contamination surveys performed and results documented			
Weekly wipe tests performed and results documented			
<i>"Non use" weeks recorded</i>			
Packages received as per proper procedures			
Laboratory has at least one person Class 7 Receiving TDG certified			
Receipt of shipment is recorded			
Usage of isotopes is documented			
Disposal of isotopes is documented			
Transfer of isotopes is documented			

	Yes	No	N/A
Staff are familiar with " <i>Record Keeping Requirements</i> " policy			
Procedure deviations approved by RSO			
Record book up to date			

Radioisotopes Used In The Laboratory:

C-14 _____ H-3 _____ P-32 _____ P-33 _____ S-35 _____ Cr-51 _____

I-125 _____ Others (specify) _____

Principal Investigator signature: _____

Auditors signature: _____

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RSO use only:

Date received by RSO _____

RSO signature: _____

Follow up visit required: _____

Remedial action required:
