

Building: _____ Room Number: _____ Date: _____

Area Supervisor: _____ Area Use: _____ Phone: _____

Department: _____ License/Registration Number: _____

General Radiation Safety

Right-to-Know

- | | | | |
|---|-----|----|-----|
| 1. Is the "Notice to Employees" poster displayed in appropriate numbers and locations? | Yes | No | N/A |
| 2. Are appropriate radiation warning signs posted at entrance(s)? | Yes | No | N/A |
| 3. Are emergency procedures and phone numbers clearly posted? | Yes | No | N/A |
| 4. Are radioactive material and radiation producing devices secured to prevent unauthorized access? | Yes | No | N/A |
| 5. Is the "State Regulations for Protection Against Radiation" policy available? | Yes | No | N/A |
| 6. Is the "Radiation Safety Manual" available? | Yes | No | N/A |
| 7. Do all personnel have documented training of the appropriate type? | Yes | No | N/A |
| 8. Are the appropriate personnel supplied with dosimeters? | Yes | No | N/A |

Radioisotope Safety

- | | | | |
|--|-----|----|-----|
| 9. Is the work area orderly and free of clutter? | Yes | No | N/A |
| 10. Is food, drink, applying cosmetics, etc., prohibited? | Yes | No | N/A |
| 11. Is mouth pipetting prohibited? | Yes | No | N/A |
| 12. Is personal protective equipment available and worn appropriately? | Yes | No | N/A |
| 13. Are hands washed before exiting work area? | Yes | No | N/A |
| 14. Are accurate and up-to-date isotope receiving logs kept and available for inspection? | Yes | No | N/A |
| 15. Are accurate and up-to-date isotope use logs kept and available for inspection? | Yes | No | N/A |
| 16. Are semi-annual inventories performed, documented, and copies sent to RSO? | Yes | No | N/A |
| 17. Is the area surveyed for contamination at least weekly? | Yes | No | N/A |
| 18. Is a wipe test and contamination survey log kept and available for inspection? | Yes | No | N/A |
| 19. Have survey meters been calibrated within the last twelve (12) months? | Yes | No | N/A |
| 20. Are survey meters in good working order? | Yes | No | N/A |
| 21. Are survey meter check sources available and used? | Yes | No | N/A |
| 22. Are bioassays performed, documented, and copies sent to RSO as necessary? | Yes | No | N/A |
| 23. Are refrigerators, hoods, storage cabinets, and waste receptacles clearly and appropriately labeled? | Yes | No | N/A |
| 24. Are isotopes clearly marked with name, activity, and assay date? | Yes | No | N/A |
| 25. Is waste properly labeled and stored prior to disposal? | Yes | No | N/A |
| 26. Are accurate and up-to-date isotope disposal logs kept and available for inspection? | Yes | No | N/A |
| 27. Are radioactive markings obliterated on non-contaminated items prior to disposal via the building's solid waste? | Yes | No | N/A |
| 28. Are semi-annual leak tests performed on sealed sources and records maintained? | Yes | No | N/A |

Electrophoresis/Sequencing Devices

29. Are written operating procedures readily available?	Yes	No	N/A
30. Is the power supply clearly marked "DANGER – HIGH VOLTAGE?"	Yes	No	N/A
31. Is the sequencing unit clearly marked "DANGER – HIGH VOLTAGE?"	Yes	No	N/A
32. Is the power "ON" lamp on the power supply working and clearly visible from the work area?	Yes	No	N/A
33. Is the power "ON" switch readily accessible?	Yes	No	N/A
34. Are all electrical contacts guarded against operator contact?	Yes	No	N/A
35. Are all power leads insulated and undamaged?	Yes	No	N/A
36. Is the AC power cord a grounded type and undamaged?	Yes	No	N/A
37. Is the unit cover safety interlocked?	Yes	No	N/A
38. Are unit and power supply located away from sink?	Yes	No	N/A
39. Are appropriate personnel trained in CPR?	Yes	No	N/A

Radiation Producing Devices

40. Is a copy of Registration posted?	Yes	No	N/A
41. Are operating and emergency procedures posted?	Yes	No	N/A
42. Are quarterly safety device tests performed and documented in a log?	Yes	No	N/A
43. Are annual inspections performed and documented?	Yes	No	N/A
44. Is the control panel marked with appropriate warnings?	Yes	No	N/A

Comments

Describe any corrective action to be taken by laboratory/department and time table for implementations