

GUIDELINES AND REQUIREMENTS FOR MOVING EQUIPMENT FROM A RADIOACTIVE MATERIALS LABORATORY

1. The Principal Investigator must designate one authorized user to be in charge of radiation safety issues for his/her lab during the moving process.
2. Once you know your move date, contact the Radiation Safety Office one week prior to the actual physical move.
3. **Equipment must be surveyed, free of contamination and labeled as “Approved for Move” by radiation safety before moving.** The Radiation Safety Office will arrange a time and date in which the equipment will be surveyed. Suspend use of radioactive materials at the time that the radiation safety staff initiates the survey. Radiation Safety Office personnel will check for removable contamination. After the equipment has been labeled, **either laboratory or non-laboratory** personnel (professional movers, service technicians, in-house movers, etc.) may move the item to its desired location.

Note: Areas in which radioactive materials will be used or stored may require radioactive material posting, fume hood checks, and baseline surveys prior to the initiation of radioactive materials work.