

GUIDELINES AND REQUIREMENTS FOR MOVING 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 at 268-3221 one month prior to the actual physical move.
3. Suspend use of radioactive materials at the time of notification. RSO personnel must survey your lab(s). All equipment within the RADIOACTIVE MATERIALS area (centrifuges, refrigerators, etc) will be checked for removable contamination.
4. Lab personnel are responsible for arranging pick-up of all radioactive waste by the Radiation Safety Office.
5. The Principal Investigator is responsible for the cleanup of any contamination in the vacated laboratory.

MOVES WITHIN CARNEGIE MELLON UNIVERSITY

All items and equipment must be surveyed, free of contamination and labeled as “Approved for Move” by radiation safety before moving. After equipment has been labeled, **large items** requiring non-lab personnel (professional movers, service technicians, in-house movers, etc.) may be moved to the desired location. **Small items** with radioactive materials labels may be placed in secondary containment (i.e. sealed plastic bag) and moved by lab personnel. Care should be taken to assure that contamination is not spread during the move.

Scintillation and Gamma counters need to be prepared for shipment by service technicians.

Radioactive material (isotopes, experiment solutions, etc.) must be “hand carried” to the new laboratory. Material should be properly overpacked or contained to prevent a spill if dropped. Transportation by vehicle requires Department of Transportation (DOT) packaging and labeling and the radiation safety office will provide this service if necessary.

New labs require radioactive material posting, fume hood checks, and baseline surveys prior to the initiation of radioactive materials work.

MOVES LEAVING CARNEGIE MELLON UNIVERSITY

All items and equipment must be surveyed and free of contamination. Once the survey determines that the item is free of contamination, the radiation labels will be removed and the Radiation Safety Office will place an “**Approved for Move**” label on the item. The items may then be packed for shipment.

Refrigerators **and** freezers must be emptied before moving.

The Radiation Safety Office must transfer the radioactive material to the new location. NRC regulations require verification of a license to possess materials, and DOT regulations specify how material may be

packaged. Material will be shipped overnight express. Costs associated with the transfer are the responsibility of the principal investigator.