



*Don't go blindly into any move
involving RAM...we're here to help*

Transferring or Changing Relocations or Closing a Laboratory

If your lab is moving from one location to the other, or you are closing out a license for good, certain measures must be taken. Please advise the Radiation Safety Office at least two weeks in advance of your move. All experiments using RAM should be completed before performing any of the following steps. If your lab is moving to IHP, you must turn in all RAM to our office. Indicate what you still intend to use and what you want to be considered as radwaste. When all requirements for the transfer are met, we will deliver your material to IHP.

If your lab is moving to any other area in the hospital complex (including WH or WHA) you will be allowed to transport your RAM to your new laboratory, after first notifying the RSO and receiving permission. You must turn in all of your radwaste prior to your move and closing.

The outside surfaces of all equipment used to store and/or process RAM must be wipe tested in order to ensure that contamination is not present prior to moving the item. These include but are not limited to refrigerators, centrifuges, laminar flow hoods, waste cans, and bench shields. If the piece of equipment is to be left behind, all inside and outside surfaces must be wiped to ensure that no contamination is present.

In the same vein, fume hoods used for work with radioactive materials must have all items removed and all inside and outside surfaces of the fume hood wipe tested.

In addition all floor surfaces located around and in front of equipment, fume hoods, and workbenches used to store or work with radioactive material must also be wipe tested.

All workbench counter surfaces as well as floor areas under refrigerators and freezers must be wiped tested after all equipment, protective pads or trays, and lab materials have been removed even though RAM may not have been used on them. Using a single wipe for large areas is acceptable to minimize the number of wipes used.

All wipe tests must be completed at least one (1) week prior to the move/closure date to allow for any decontamination to be completed. Use your monthly wipe test diagram sheets and add additional information as necessary to specifically identify tested equipment and locations. Using the back of the form or additional sheets is encouraged if necessary. Use separate wipes for floor locations and inside and outside fume hood surfaces. Write in

large letters across the top of the form "Closeout" or "Relocation". We will contact you as soon as possible with the results. Any contamination should be dealt with as you would for contamination found during normal monthly surveys. When all swipes have been found to be clean, you shall remove all radiation stickers and signs from within the room and from the outside of the entrance door.

Once everything is finished you need to schedule an appointment with us to walk through your area to identify any remaining issues that must be addressed prior to clearance being granted.

Prior to the final walk through, you should advise the RSO in writing where your new

laboratory is located. You must also provide a diagram of your new use areas so that we can develop a new survey sheet. Both of these actions may be accomplished by email if that is more convenient.

As always if you have any questions about this topic or any other topic relating to radiation safety, please contact anyone at the office at 464-6510 and we will answer your questions.