

# UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: AFTER HOURS RECEIPT OF PACKAGES CONTAINING RADIOACTIVE MATERIAL IN RESEARCH Procedure No: HM-08-007

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## PROCEDURE STATEMENT

Packages containing radioactive materials delivered after normal receiving hours (weekdays between 4:00 p.m. and 7:00 a.m., weekends, or Holidays) shall be received by the University of Toledo Health Science Campus Security Personnel.

## PURPOSE

Packages of radioactive material received after hours (weekdays between 4:00 p.m. and 7:00 a.m., weekends, or Holidays) will be properly stored and logged into inventory.

## PROCEDURE

A notice will be posted at the Dowling Hall loading dock door to notify the carrier of packages containing radioactive material as to the proper procedure to follow.

Packages delivered after hours shall be received by Campus Security.

Delivery personnel will contact Campus Security using the loading dock emergency phone when attempting to deliver a radioactive package after-hours. The delivery person will be requested to remain until Campus Security arrives.

Campus Security will sign for and inspect the package. If no damage is noted the carrier may leave the package. If the package is wet or appears to be damaged, the Radiation Safety Office must be contacted immediately. The Radiation Safety Officer; Joe Agosti, is on call after hours and can be reached at 419-345-8035, and/or by pager number 419-218-4488. The carrier should stay until the Radiation Safety Officer can determine that neither the driver nor the vehicle is contaminated. If no contamination is found, the carrier may leave.

Campus Security must immediately take the package to the receiving department. If the package does not require refrigeration it should be placed on the floor beside the refrigerator in the receiving warehouse. If the package does require refrigeration or is packed on dry ice the package is to be placed in the refrigerator in the receiving warehouse.

A note including the date, time and name of the security officer is to be placed on the desk in the receiving office informing the receiving personnel that a package was delivered. The area is then to be secured.

On the next working day the receiving personnel will process the package normally.

Effective Date: 4/17/94

Source: Radiation Safety Office

Review/Revision Date: 3/21/95  
5/21/96  
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