



Sealed Source Receipt and Return Checklist

NuTech provides this document as a service to its customers to be used as a guideline to assist properly trained shippers of dangerous goods. Customers who have not had the required training should contact NuTech immediately.

The information provided within this document is subject to change or update due to changing government regulations. The user(s) of this document assumes responsibility for complying with all applicable laws and regulations regarding the shipment of Dangerous Goods.

Receipt of Sealed Source From NuTech

- Check-in package according to Policy and Procedure Manual. Copy and retain in file with source documents.
 - Retain all documents from NuTech accompanying source (e.g., Shipper's Report) in file with source documents.
 - Keep box for future return of sealed source.
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Transfer of Spent Sealed Source to NuTech

- Load the spent source into its lead shield.
- Load the spent source and shield into the shipping box (generally the box the replacement source was delivered in).
- Place a copy of the most recent leak test (must be less than 6 months old) for the source in the box.
- Remove any old labeling on the shipping box. Do not remove the words "Radioactive Material Type A Package UN2915" at this time.
- Seal the box with appropriate packaging tape.
- Affix address label to front of box.
- Survey the package to determine appropriate label class (Limited Quantity, Radioactive White-I or Radioactive Yellow-II).

NOTE: TO TRANSPORT AS A LIMITED QUANTITY, THE SOURCE ACTIVITY MUST BE LESS THAN THE ESTABLISHED THRESHOLD LIMIT. THE THRESHOLD FOR Co-57 IS 270 mCi. ADDITIONALLY, THE READING AT THE SURFACE OF THE PACKAGE MUST NOT EXCEED 0.5mR/hr AND THE REMOVABLE CONTAMINATION ON THE OUTSIDE OF THE PACKAGE MUST NOT EXCEED 220 dpm/cm² OVER 300cm².

If package label class is Limited Quantity:

- Remove or conceal the words "Radioactive Material Type A Package UN2910" on the box.
- Affix a label bearing the words "RADIOACTIVE" and "UN2910" to the front of the box.
- Complete "Documentation of Transport of Source as a Limited Quantity" and make a copy to be retained in file with source information.
- Place box and paperwork in designated area of hot lab and notify NuTech that the source is ready to be picked up.

If package label class is Radioactive White-I or Radioactive Yellow-II:

- Obtain the appropriate labels (2) and fill in the Contents (isotope), Activity (in GBq), and Transport Index blanks.
- Affix the labels to the front and rear of the box.
- Complete the "Shipper's Report" and make a copy to be retained in file with source information.
- Place box and paperwork in designated area of hot lab and notify NuTech that the source is ready to be picked up.