

Radioactive Waste Surveys in Research Laboratories

Procedure: 7.611
Version: 1.0

Created: 4/15/16
Revised:

A. Purpose

This policy will serve to outline the proper procedure to conduct radioactive waste inspections for Columbia University laboratories.

B. Applicability/scope

All EH&S personnel performing laboratory radioactive waste inspections should follow this policy.

C. Definitions

- LION – CU EH&S’s Laboratory Information Online Network

D. Procedures

1. Initiate the survey form on LION:
 - a. Log into LION system
 - b. Start “New Inspection”
 - c. Select location of lab
 - d. For Inspection Type, select “Radioactive Waste Lab Survey.” Select an appropriate EH&S person to receive email of survey results.
 - e. Click on “Start Inspection”
2. Upon arriving at the lab, announce yourself to laboratory personnel. Make sure that it is clear to the lab that this survey will not result in violations and is a visit to help the lab to pass the next audit/inspection.
3. Go through the survey questions, and examine all waste containers and laboratory signage and conditions.
4. Ask a lab member to correct any violations found at the time of the survey. Review the survey findings with lab members so that it is understood that the violation will not be repeated.
5. Complete the survey.
6. Sync the LION app with the database.
7. In preparation for bi-weekly RSS-RS Tech meetings, analyze the data on LION to present to the team to better target inspections and training.

E. Responsibilities: All EH&S personnel performing radioactive waste surveys are required to follow this procedure.

F. Emergency contact

CUMC:

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Radiation Safety Program or Hazardous Materials Program 212-305-0303

Facilities 212-305-4357

Public Safety 212-305-7979

Morningside:

Radiation Safety Program or Hazardous Materials Program 212-854-8749

Facilities 212-854-2222

Public Safety 212-854-5555

G. Medical Surveillance - N/A

H. Recordkeeping

All records should be retained for three years.

I. Appendices – N/A

J. Forms

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Columbia University Radioactive Waste Survey for Labs				
Room Being Inspected:		PI Name:		
Inspector Name:		Inspection Date:		
Please check under YES, NO or N/A for each of the questions below:				
Waste Containers	Yes	No	N/A	Notes
Are all waste containers closed?				
Are all waste containers in good condition (i.e. no signs of rust, bulging or other damage)?				
Are containers stored in a secure area? (RAM closet, lab etc.)				
Do waste containers only have compatible isotopes in them?				
Is waste segregated based on waste type (e.g. dry solid, liquid aqueous, LSV)?				
Are liquid wastes stored in secondary containment (e.g. trays, spill pallets)?				
Is appropriate shielding used where necessary?				
Are containers properly labeled with isotope, activity, radioactive symbol?				
Is the container's contents (e.g. chemical constituents, pads, gloves) written legibly on all waste labels?				
Are wastes stored in appropriate containers? (Liquid in closed head drums, etc.)				
Is the RAM waste disposal guide posted in the lab?				
Are RAD sharps stored in appropriate rigid sided containers?				
Are containers free of visible leaks and contamination?				
Mixed Waste Only:				
Are all incompatible wastes adequately segregated as to avoid a chemical reaction?				
Are all chemical constituents in a container chemically compatible with the container and each other?				
Is a hazardous waste label attached to all mixed waste containers?				
Has the emergency eyewash been tested and is it readily accessible?				
Is the fire extinguisher fully charged and readily accessible?				
If the answer is No to any of the questions above, please complete the following:				
Nature of the issue	Corrective actions taken	Date of completion	Correction completed?	

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K. References - N/A

L. Acknowledgements - N/A