A. Purpose

This protocol is adapted by the Radiation Safety Program to properly discontinue the use of radioactive materials in a laboratory, in accordance to Rules of the City of New York Article 175 Radiation Control, New York State Code of Rules and Regulations Part 16 Radiation, and U.S Nuclear Regulatory Commission Regulations 10 CFR. This procedure also covers investigators who wish to inactivate a permit to use radioactive materials.

B. Applicability

This policy applies to any and all laboratories, spaces or facilities under the jurisdiction of the Columbia University Radiation Safety Office ("Radiation Safety").

C. Definitions

- Authorized User – faculty member who has been granted permission by the Radiation Safety Committee or Joint Radiation Safety Committee to purchase, possess and store radioactive materials or radiation-producing equipment

- Inactivation – designation for a radioactive materials permit that has been voluntarily suspended by the Radiation Safety Office upon written request by the Principal Investigator (PI)

- Principal Investigator (PI) – faculty member in charge of facility, space or laboratory

- Radiation – radioactive materials or radiation-generating equipment

D. Procedures

The Radiation Safety Office must be notified when a laboratory, area, or facility no longer intends to use radiation on a permanent basis. This will ensure an orderly and safe decommissioning, removal and proper disposal of waste, and document release for other uses.

1. Permanent deactivation

- The Principal Investigator (PI), manager, or supervisor shall notify Radiation Safety of the intent to discontinue the use of radioactive materials in a laboratory, area, or facility.
  
  o Morningside, Barnard College, Manhattanville, Nevis Laboratories, Lamont-Doherty Earth Observatory: (212) 854-8749 or rso-emhs@columbia.edu
  
  o CUMC, including New York State Psychiatric Institute: (212) 305-0303 or email rsocumc@columbia.edu
• Radiation Safety will coordinate the following functions:
  
  o Collection and proper disposal of all remaining sources of radiation and unused radioactive materials.
  o Collection, processing, and disposal of radioactive waste.
  o Radiological survey of work areas to ensure no contamination remains.
  o Removal of all caution postings and labeling once all radioactive materials and contamination has been removed.
  o Collection of dosimeters for final reading.

Upon completion of the above, Radiation Safety will issue a final clearance report.

2. Inactivation

  o Storage, possession, and use of radioactive materials may be temporarily suspended at the request of the permit holder.
  o Procedures listed under item 1 above will be performed.
  o Radioactive materials cannot be purchased, used, or stored unless and until the Authorized User formally requests reinstatement of the permit.

Upon completion of the above, Radiation Safety will issue a final clearance report.

These same procedures will be followed when equipment requires clearance and/or individual rooms or lab areas are to be decommissioned.

E. Responsibilities

PI, lab manager, and/or department administrator:

  • Notify Radiation Safety when a laboratory, area, or facility no longer intends to use radiation, and when equipment requires clearance and/or when individual rooms or lab areas are to be decommissioned.

Radiation Safety:

  o Collection and proper disposal of all remaining sources of radiation and unused radioactive materials.
  o Collection, processing, and disposal of radioactive waste.
  o Radiological survey of work areas to ensure no contamination remains.
  o Removal of all caution postings and labeling once all radioactive materials and contamination has been removed.
  o Collection of dosimeters for final reading.
  o Issuance of a final clearance report
F. Emergency Contacts

   Radiation Safety CUMC: (212)305-0303
   Radiation Safety Morningside: (212) 854-8749

G. Cross References to Related Policies - N/A

H. Medical Surveillance – N/A

I. Record Keeping

   Radiation Safety shall maintain all records of decommissioning until the appropriate regulatory agency determines final disposition.

J. Appendix – N/A

K. Forms – N/A

L. References – N/A

M. Acknowledgements – N/A