



UNIVERSITY OF MAINE *at Orono*

Chemical/Radiation/Laboratory Safety Office

Service Bldg

Orono, Maine 04469

207/5811637

16 April 1985

Re: Mail Control No. 03301

John E. Glenn, Ph.D., Chief
Nuclear Materials Safety Section B
Division of Radiation Safety and Safeguards
Nuclear Regulatory Commission, Region I
631 Park Avenue
King of Prussia, PA 19406

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Dear Dr. Glenn:

This is in response to your letter of March 22, 1985, requesting additional information concerning our procedure for receiving and opening packages of radioactive material. We will follow this protocol:

1. The Radiation Safety Officer (RSO) is notified of all requisitions for by-product material, to ensure that the shipment will not exceed our possession limit.
2. All incoming packages of by-product material will be delivered to our Police and Safety Office, which is always open; packages will be stored in a lead-lined box. The responsible investigator will be notified immediately during normal working hours, or as soon as practicable if received after normal working hours. The investigator will pick up the package as soon as possible after notification.
3. All incoming packages will be visually inspected for any sign of damage.
4. All incoming packages will be monitored for exposure rate at 3 feet, with the rate being recorded; if greater than 10 mR/hr, the RSO will be notified.
5. All incoming packages will be monitored for exposure rate at the surface, with the rate being recorded; if greater than 200 mR/hr, the RSO will be notified.
6. All incoming packages will be opened with the following precautions:
 - 1). Gloves will be worn.
 - 2). The packing slip will be removed.
 - 3). The inner container will be removed and the contents described on the label compared to the requisition and the packing slip.
 - 4). The integrity of the final container will be checked.

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7. All packages containing by-product material in excess of quantities listed in Schedule B of 10 CFR 30.71 will be assayed for contamination caused by leaking. The final source container will be wiped with filter paper moistened with alcohol; the amount of removable radioactivity will be determined by liquid scintillation or with an end-window G-M survey meter, whichever is more sensitive. The reading will be recorded.

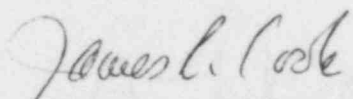
8. All packing material will be monitored with a G-M survey meter. If contaminated, it will be handled as radioactive waste; if not, it will be handled as ordinary trash, with the labels obliterated.

9. Any discrepancies, contamination, or excessive external radiation will be reported to the RSO. The Region I office will also be notified of any leakage, excessive radiation, or other serious discrepancies.

10. A record of the results of these inspections will be maintained for each incoming package.

11. All investigators will be made aware of these requirements.

Sincerely,



James R. Cook, RSO

cc: Dr. Aceto
Dr. Sherblom
Mr. Stuart