

AMS MODEL 181375 SHIPPING PACKAGE
USNRC CERTIFICATE OF COMPLIANCE NO. 5
COBALT HEAD SHIPPING CONTAINER
PACKING/UNPACKING
INSTRUCTIONS



IMPORTANT - READ CAREFULLY

Revised 7/20/91

Revised B - 8/1992

1.0

Preparing a source loaded head container (Model 1014/1014A) for shipment.

Only properly qualified service engineers may remove a loaded teletherapy head from a machine. Once the head is removed and properly secured to the container base, the following procedure applies.

NOTE: QA Procedure 1014 and 1014A must be completed prior to shipment.

- A. Position the tie down head assembly around the machine head. Align the trunnion bolt holes with the tie down bracket slots such that the tie down strap is resting firmly against the machine head. (Use shims underneath the tie down bracket and/or head in order to achieve proper alignment.)
- B. Secure the tie down head assembly by first tightening the bracket-to-pallet base bolts, then tightening the bracket-to-head trunnion bolts. Verify that the strap is tight against the head.
- C. Attach the wooden support pads into place around the machine head.
- D. With a lifting device capable of lifting 1000 lbs., place the overpack in position over the head on the pallet base.
- E. Secure the overpack to the pallet base with the four one inch bolts and eight 1/2 inch bolts.
- F. Attach an appropriate shipping seal to one of the side lugs.
- G. Perform a radiation survey of the package at the surface (maximum reading 200 mR/hr). If the radiation levels exceed these limits, the package shall not be released for shipment. Notify the Radiation Safety Officer for further instructions.
- H. Apply the proper labels to the container. Verify that the package content description and caution markings are visible.
- I. Complete the shipping papers. Copies of QA 1014 and 1014A, shipping papers and other documentation should be returned to Advanced Medical Systems for record-keeping purposes.

- J. All shipments of radioactive material destined for Advanced Medical Systems should be shipped to:

Advanced Medical Systems, Inc.
1020 London Road
Cleveland, OH 44110

2.0

Unpacking a source loaded head container (Model 18175)

- A. The package must be removed from the transport vehicle with material handling equipment of a capacity equal to or greater than the gross package weight of 4000 lbs.
- B. Perform a radiation survey of the container to insure that the external radiation level does not exceed 200 mR/hr at the surface and 10 mR/hr at a distance of 1 meter from the surface. [If the level does exceed these limits, the appropriate NRC Regional Office and the final delivery carrier must be notified.]
- C. Verify that the shipping seal is intact. The shipping seal may be removed only by a person qualified to install the equipment. Until such a person is present, the container should be stored in accordance with 10 CFR 20.
- D. Upon the authorization of removal of the shipping seal, the overpack may be removed. Remove the four one-inch and eight 1-2-inch bolts securing the overpack to the pallet base (save hardware for reuse).
- E. With a lifting device capable of lifting 100 lbs., lift the overpack off the machine head and pallet base.

CAUTION: The machine head may not be removed from the pallet base until it has been moved into the room in which it is to be installed. This is to insure that the skid shield remains in place under the head.

- F. Move the pallet base with head attached into the therapy room.
- G. Remove the twelve bolts securing the tie down head bracket to the machine head and pallet bases (save hardware for reuse).

- H. Remove the wooden support pads and slide the tie down head assembly forward, away from the machine head. The head installation including the removal of the machine head from the pallet base, may only be performed by a qualified service engineer.

3.0

Preparing an empty head container (Model 1813754) for shipment.

NOTE: QA Procedure 1014 and 1014A must be completed prior to shipment.

- A. Bolt the skid shield into place on the pallet base
- B. Bolt the tie down head bracket with attached wooden support pads, to the pallet base.
- C. Place the overpack into position on the pallet base and secure it with the twelve bolts.
- D. Mask out any "Radioactive Material" labels and marks (tape may be used).
- E. Remove the Radioactive Yellow III labels and apply "Empty" labels to the container.
- F. Apply proper shipping labels.

All return shipments destined for Advanced Medical Systems should be shipped to:

Advanced Medical Systems, Inc.
1020 London Road
Cleveland, Ohio 44110

Control No _____
Source S/N _____

Source Shipment Documentation Checklist
for 181375 (head) Container

A. Pre-shipment Documents

1. Container inspection report (QA1014A) _____
2. Head survey sheet _____
3. Shipping tags or stencils _____
4. Work sheet _____

B. Service Engineer Package

1. Presentation folder with:

- a) Calibration certificate _____
- b) Decay Tables (2) _____
- c) Certificate of Wipe _____
- d) Source Warranty _____

2. Return documents

- a) Five year inspection report _____
- b) Head survey sheets (2) _____
- c) Service ticket _____
- d) Return Bill of Lading _____
- e) Container Inspection Report (QA1014) _____
- f) Diamond labels (2) _____
- g) State Notification Letters _____

returned

NA

NA

C. Customer file

The following should be in file before shipment:

1. AMS work order
2. Customer license
3. Calibration data sheets
4. Calibration certificate
5. Wipe data sheets
6. Wipe certificate
7. Source work sheet
8. Source shipment checklist
9. Consignee notification letter

The following should be placed in file once returned shipment is received:

10. Head survey sheet
11. Five year inspection report
12. Bills of Lading

D. Shipping Documents

- 1) Bill of Lading
- 2) Instructions to Driver (ISP-30)
- 3) Placards
- 4) Export only - Container Loading/Unloading Instructions
- 5) Export only - IAEA Certificate of Competent Authority

LOOSE SURFACE CONTAMINATION SURVEY

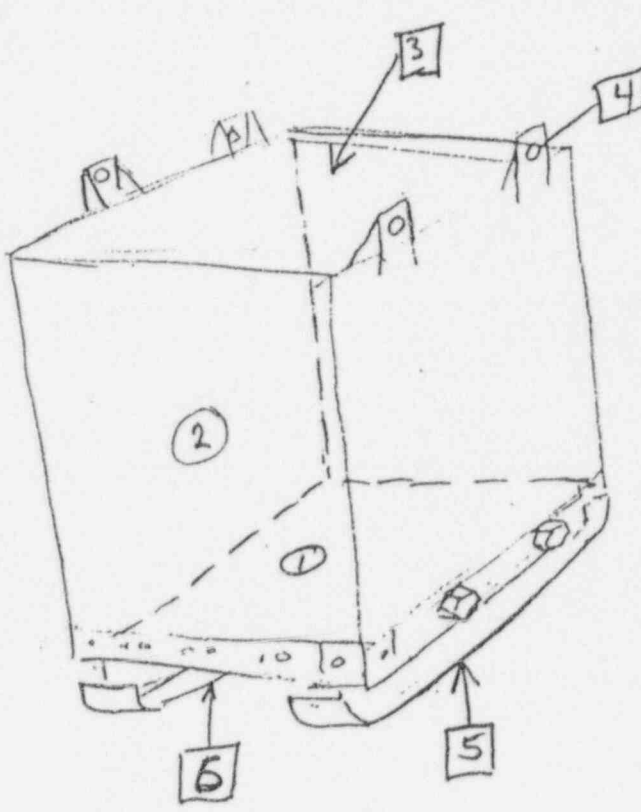
page _____ of _____

TE: _____ INST.: _____ S/N: _____ BKG. _____ CPM

ME: _____ CAL. DATE: _____ Cell _____ %

ME: _____ AREA/ITEM SURVEYED _____

Avg. smear area _____ cm²

| No. | G _{cpm} | C _{cpm} | DPM | DRAWING |
|-----|------------------|------------------|-----|--|
| | | | |  <p>○ INTERNAL SMEAR □ EXTERNAL SMEAR</p> |
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