

Form 10.3

Radioactive Material Receipt Report Form

Office of the Radiation Safety Officer

Union College, Schenectady, NY

1. PO# _____ Survey Date _____ Time: _____

2. Radionuclide _____ Vendor/Supplier _____
Recipient of package _____ Building/Room _____

3. Package Conditions: Intact _____ Damaged: _____
Explanation: _____

4. Radiation Label: Radioactive 1 _____ Radioactive 2 _____
Radioactive 3 _____ No label _____

5. Measured Radiation Levels (unopened)
Package surface maximum _____ mR/hr
1 meter from package minimum _____ mR/hr

6. Contamination checks (less than 100 pCi/swipe)
Unopened surface—maximum _____ pCi per swipe
Opened packing material—maximum _____ pCi per swipe
Opened source container--maximum _____ pCi per swipe

7. Packing slip and Radioactive Material Content Agreement

Radionuclides	Yes _____	No _____	Difference _____
Quantity	Yes _____	No _____	Difference _____
Form	Yes _____	No _____	Difference _____

8. Disposition of Package Following Survey

Released _____ Recipient _____ Bldg./Rm _____

Not released _____ NYSDOL notification by RSO _____

Carrier notification by RSO _____ Vendor notification by RSO _____

9. Radiation Surveyor

Radiation survey done by _____ Date _____