

University of Aberdeen

Ionising Radiation Safety Arrangements

APPENDIX 8 Lab Decommissioning record and notes

Version 1

May 2017

Authorised by Radiation Hazards Sub Committee

DECOMMISSIONING RECORD LABORATORIES USING RADIOACTIVE MATERIALS

*To be used when all or part of a laboratory ceases to be used for work with radioactive materials
Record with attachments to be retained by the RPS for the area concerned after approval by the RPA.*

Building:	Room number:
School:	Describe which part of the room was decommissioned <i>(if necessary attach a sketch plan of the room to show the areas which were used for work with radioactive materials)</i>

	Describe the work carried out	Signature <i>(person carrying out work)</i>
All radioactive material and sources removed from area. ¹		
Iso-inventory Record Completed. ²		
Accessible surfaces and floors checked for contamination. ³		
All equipment, storage vessels including fridges and freezers to be checked for contamination. ⁴		
Drains, sink traps and ducts checked for contamination. ⁵		
All 'Radiation' signs and notices removed ⁶		
Checked by Radiation Protection Supervisor ⁷		

Other comments

Decommissioning approved by Radiation Protection Adviser and room/area released for general use⁸

Signature: _____ Date: _____
(Radiation Protection Adviser)

Notes

Please contact the RPA for advice and assistance when planning decommissioning. The radiation protection service is available to will help with the carrying out decommissioning.

1. List sources removed and state where they have been removed to.
2. Ensure that the Iso System has been updated recoding the new location of each source or that it is now waste.
3. All work surfaces and floors must be checked for contamination using the methods described in appendix 5 of the university radiation safety arrangements. A copy of the contamination monitoring records must be attached to this document.
4. All equipment, storage vessels including fridges and freezer that has been used for radioactive work must be checked for contamination. Attach records to this document.
5. It is important to check the drainage system has not been contaminated. This would normally be carried out using wipe tests and liquid scintillation monitoring. Start with plug holes, contamination can sometimes accumulate around the plug whole seal. Next check the traps or U bends under the sink. Finally follow the plumbing and open any inspection hatches that are accessible. Attach records of these checks to this form.
6. Remove all radiation warning signs, labels, stickers and tape from the area. Room signs should be returned to the radiation protection service if they are still in good condition. All other signs and labels etc should be bagged, the bag suitably labelled and put in the radioactive waste store.
7. The RPS should be involved in each step of the decommissioning process. They must ensure that the decontamination records attached to this form clearly record the areas that have been decontaminated and that they are free from contamination. If contamination was found the records must show the levels of contamination and how decontamination was achieved.
8. Once the decommissioning is complete the form and results should be forwarded to the RPA for final approval. The room or area should only be handed over for general following this approval. The records of the decommissioning must be retained by the RPS for at least 10 years following the decommissioning, a record will also be held by the RPA.