

DECOMMISSIONING OF RADIATION LABORATORIES CHECKLIST

Identification of Laboratory: _____	
Date of Decommissioning: _____	
Name of Person completing checklist: _____	Signature: _____
Department: _____	Date: _____

All radioactive material and waste removed?	<input type="checkbox"/>
Usage and Disposal Records completed to show that all radioactive material and waste has been removed, when and by what disposal route?	<input type="checkbox"/>
All empty containers removed or markings removed or made illegible?	<input type="checkbox"/>
Contamination monitoring carried out and result recorded?	<input type="checkbox"/>
All loose surface contamination removed? - If any fixed contamination refer to the Radiation Protection Unit	<input type="checkbox"/>
Sinks traps checked? - If contamination fixed on pipes refer to the Radiation Protection Unit	<input type="checkbox"/>
Extract from fume cupboards checked? - If contamination present refer to the Radiation Protection Unit	<input type="checkbox"/>
ALL radiation warning notices removed from doors, cupboards, fridges, sinks etc.?	<input type="checkbox"/>
Radiation Protection Unit contacted for final survey?	<input type="checkbox"/>
Decommissioning Survey Certificate received?	<input type="checkbox"/>
All records up-to-date, available and filed? <ul style="list-style-type: none"> • Usage & Disposal records <input type="checkbox"/> • Summary disposal records <input type="checkbox"/> • Routine monitoring records <input type="checkbox"/> • Determination(s) of the relative fractions of activity disposed to each route <input type="checkbox"/> • Decommissioning monitoring records <input type="checkbox"/> • This check list; <input type="checkbox"/> and • Decommissioning Survey Certificate <input type="checkbox"/> 	<input type="checkbox"/>

For advice on any of the above topics please contact Mr Colin Farmery, the University Radiation Protection Adviser Colin.Farmery@ed.ac.uk.

Reference No. HS/RP/ChecklistA	Author: C. S. Farmery	Date: September 2013
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