

APPENDIX H **INVENTORY REPORTING INSTRUCTIONS**

A CONDITION of our radioactive material license requires Principal Investigators submit quarterly inventory reports of radioactive materials to the Radiation Control Officer (RCO). To insure compliance with this license condition, the Radiation Control Committee has agreed that Principal Investigators who are delinquent or neglect submitting their inventory reports are subject to enforcement actions.

"Quarterly Radioactive Materials Inventory" forms are provided for use when reporting. These inventory forms are for reporting the amount of activity "On Hand" at the end of the reporting quarter. Maintenance of the laboratory's utilization forms will facilitate the completion of the quarterly inventory form.

See "QUARTERLY RADIOACTIVE MATERIAL INVENTORY" form. The following is an explanation of each column.

<u>Radionuclide</u>	Radionuclide listed (self-explanatory). List radionuclides not already listed.
<u>Present Inventory (mCi)</u>	List in this column, beside the listed radionuclides, the amount of activity in stock solutions or vials that are on hand at the end of the reporting quarter.
<u>Location</u>	Use this column to record the room location of the listed activity.
<u>Remarks</u>	Any additional pertinent information we need to know (i.e. waste material)

UTILIZATION FORM INSTRUCTIONS

Accountability of radioactive material is of great importance in maintaining compliance with license requirements. See Radionuclide Utilization Form.

1. A Utilization Form must be initiated and maintained for each separate shipment of radioactive material received.
2. An entry must be made on this form each time there is radionuclide usage by the receiving Principal Investigator in his lab.
3. An entry must be made on this form each time radioactive materials are transferred to another Principal Investigator.
4. Each Principal Investigator who receives radioactive material via on-campus transfers must keep and maintain a Radionuclide Utilization Form. All Transfers must be approved by the Radiation Control Department prior to the Transfer.
5. An entry must be made on this form when radioactive materials are received via transfer or shipment and each time those radioactive materials are used.
6. Accurate and regular use of the Utilization Forms facilitate the completion of the Quarterly Radioactive Material Inventory Form.

University of Florida
Radiation Control and Radiological Services Department
Quarterly Radioactive Material Inventory
date

PRINCIPAL INVESTIGATOR:			
DEPARTMENT:			
Building		Room	

Isotope	Present Inventory (mCi)	Location	Remarks
³ H			
¹⁴ C			
¹²⁵ I			
¹³¹ I			
³² P			
³³ P			
³⁵ S			
⁵¹ Cr			
⁶⁴⁵ Ca			
⁵⁷ Co			
⁶⁵ Zn			
²² Na			
³⁶ Cl			
⁴⁶ Sc			
⁸⁴ Sr			
⁶³ Ni			
⁵⁹ Fe			
¹⁰⁹ Cd			
²³² Th			
²³⁸ U			

Equipment Containing Radioactive Material	Manufacturer	Location
Liquid Scintillation Counter		
Gamma Counter		
Portable Survey Meter		
Gas Chromatograph w/ECD		
Nuclear Gauge		

	NO RADIOACTIVE MATERIAL IN MY POSSESSION
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Inventory completed and submitted by:		Date	
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RETURN FORM VIA CAMUPS MAIL, FAX OR E-MAIL:
Radiation Control, 212 Nuclear Sciences Center, Box 118340
Fax : 846-0489
e-mail: phyllis@ehs.ufl.edu

RADIONUCLIDE UTILIZATION FORM

PRINCIPAL INVESTIGATOR: _____ ROOM NO.: _____

RADIONUCLIDE: _____ CHEMICAL/PHYSICAL FORM: _____

INITIAL ACTIVITY RECEIVED (μCi or mCi): _____ DATE RECEIVED: ____/____/____

Transferred from PI: _____ Transfer Approval Date: ____/____/____

(USE A SEPARATE FORM FOR EACH SHIPMENT OF EACH RADIONUCLIDE RECEIVED)

Date	Activity Removed μCi - mCi	Activity Remaining μCi - mCi	Use	Final Disposal	Users Initials

NOTE: When this particular shipment of radioactive material has been completely utilized, decayed or disposed, maintain this form in laboratory files for review by State and University Radiation Control inspectors.