Working with Radioactive Materials in Clinical Areas – Documentation

A. Purpose
This SOP summarizes records that must be maintained as required by the Rules of the City of New York, Article 175, Radiation Control1 and New York City Department of Health Radioactive Material License 75-2878-01.

B. Scope
This policy applies to all clinical labs at CUMC which use RAM.

C. Responsibility
Authorized User, approved technologist or lab manager – maintain records of receipt, use, spill and disposal of RAM. Make sure radiation monitoring devices are calibrated annually and kept in good working condition. Post personnel dosimetry reports of staff.

Radiation Safety – maintain records of radiation safety training of radiation workers

D. Definitions
- Authorized User - Clinical Authorized User is a physician who is an expert in the clinical use of radiation or radioactive materials, has the requisite training and qualifications for such use and has been approved as such by the Joint Radiation Safety Committee (JRSC).
- Approved technologist – individual approved by JRSC to administer radiopharmaceuticals to humans
- RAM – Radioactive materials.

E. Procedures
1. Maintain records of receipt, use, spill and disposal of all RAM used by the lab
2. Maintain records of radiation safety training of personnel
3. Maintain results of periodic area and wipe survey including the location of the wipes shown on a map of the lab
4. Radiation monitoring devices must be calibrated annually and kept in good working condition. Contact Radiation Safety for calibration and repair services.
5. Personnel dosimetry reports must be posted

F. Emergency contacts
Radiation Safety Office: (212) 305-0303
10/22/2014
G. Cross References

- SOP 7.55 Safe Use of Radioactive Materials
- SOP 7.541 Radiation Survey in Clinical Areas
- SOP 7.513 Radiation Monitoring Equipment
- SOP 7.516 Procurement of Radioactive Materials for Clinical Use
- Dosimetry http://ehs.columbia.edu/BadgeMC.html

H. Medical surveillance – N/A

I. Recordkeeping

These documents must be kept for 3 years.

J. Appendices – N/A

K. Forms

The following forms can be used as a template for maintaining records.

1. Package receipt

   EXHIBIT 11

   PACKAGE RECEIPT AND MONITOR LOG
2. Unit dose receipt and use log

EXHIBIT 12

UNIT DOSAGE RECEIPT AND USE LOG FOR _______ AS _______

<table>
<thead>
<tr>
<th>date received</th>
<th>supplier</th>
<th>lot</th>
<th>dosage mCi</th>
<th>label</th>
<th>date dispensed</th>
<th>time</th>
<th>measured mCi</th>
<th>patient</th>
<th>ID number</th>
<th>initials</th>
</tr>
</thead>
</table>

3. Multidose vial preparation and use log

EXHIBIT 13

MULTIDOSE VIAL PREPARATION AND USE LOG FOR _______ AS _______

<table>
<thead>
<tr>
<th>date received</th>
<th>time</th>
<th>generator received</th>
<th>kit source</th>
<th>kit lot</th>
<th>mCi/cc</th>
<th>cc</th>
<th>measured mCi</th>
<th>patient</th>
<th>ID number</th>
<th>initials</th>
</tr>
</thead>
</table>

10/22/2014
4. Periodic radiation survey form

**EXHIBIT 15**

SAMPLE

Radiation Survey for the month of __________, 19__

5. Spill report to the Radiation Safety Office

   [Link](http://ehs.columbia.edu/IncidentReport.pdf)

**L. References**

1. Rules of the City of New York - (RCNY), Article 175 - Radiation Control, 175.03(c)(8), *Dose to an embryo/fetus.*
2. NYCDOH License Application Guide 10.8

**M. Acknowledgements** – N/A

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