



INSTRUCTIONS FOR USING RADIOLOGICAL SURVEY FORM

These instructions describe how to document a survey on the Radiological Survey Form. For specific information regarding the performance of a radiological survey see Chapter 6 of the UGA Radiation Safety Manual or contact the Radiation Safety staff. The Purpose section provide sufficient information



- x Enter a description of the wipe location in the column marked Wipe Location. Clarify the information provided on the diagram. Location descriptions may be listed briefly such as "floor", "bench top", "door handle", "centrifuge", etc.
- x Enter the gross cpm of the wipe result in the space provided on the spreadsheet.
- x The built in formula in the dpm/100cm² column will automatically subtract the background from the gross cpm value and convert the result to dpm using a correction factor of 3. Your counting instrument, typically a LSC, should have a minimum efficiency of 30% for the isotopes being analyzed. If you are not using a LSC or do not know if your efficiency is adequate, contact Radiation Safety for assistance. Wipe results that are <200 dpm/100cm² will automatically display as "<200 dpm/100cm²" on the RSF. Wipe results that exceed 200 will display as the actual value. Results that exceed 1000 dpm/100cm² will be displayed in red text indicating that the restricted area action level has been exceeded.
- x If you are recording wipe results that have been counted with a portable instrument (P only) and no contamination is detected, you should record "ND" in the gross cpm column. The automatic function will indicate "<1000" in the dpm/100cm² column.
- x The action levels for wipe tests are 200 dpm/100cm² for unrestricted areas and 1000 dpm/100cm² for restricted (radioactive materials) areas.
- x If contamination above action levels is indicated, take appropriate actions as described in the manual, then conduct additional wipe testing and record.



- 11) The Sewer Disposal section is provided to record the status of any liquid radioactive waste disposals by designated laboratory drains (excluding releases of liquids below ALARA action levels). Specific authorization is required for sewer disposal. This authorization will be documented in your Radioactive Materials Permit, in the initial document that authorizes radioactive materials use, or in the form of a permit amendment. Select one of the three choices by marking an "X" in the appropriate box.
- 12) Record any additional information in the Comments section.
- 13) The RSO or designee will complete the Reviewed By and Date section.
- 14) All sections of the RSO may be computer-generated with the exception of the space for signature which must be completed by hand, or by electronic signature for submitting electronically.
- 15) Never use correction fluid (whiteout) on a radiation safety record. Make corrections by drawing a single line through the error, then initial and date.