

Sealed Source Inspection Criteria

Category	Criterion
Documentation	Chemical/biological/radiological material inventories are current and on file at EH&S.
	Access to the facility is controlled.
	ALL radioactive materials (including sources, samples, waste and equipment) are secured from unauthorized removal or use.
	Room corridor doors are closed unless held open by alarm-deactivating magnets.
	Appropriate signage is present on the entry door and within the lab (i.e. emergency contacts, appropriate biosafety level, radiation safety rules, IDPH, equipment markings).
	Emergency action plan is posted.
	Emergency procedures for sealed sources are available.
	Current safety training records are available.
	Current safety manuals are available in lab or online, as appropriate.
	Standard Operating Procedures (SOPs) have been developed for use of hazardous (chemical/biological/radiological) materials and/or equipment.
	Safety Data Sheets (SDSs) for chemical/biological hazardous materials are available.
	The annual radioactive material inventory has been completed. (Inventory system is in place. Workers can locate the items in inventory.)
	Safety Surveys are being conducted and documented.
	Sealed source leak tests are completed.
	Sealed source audits are completed.
	Hazard Inventory Form is complete and on file for each employee.
	Personnel can demonstrate that dosimetry is worn correctly and stored away from radiation sources.
	An up to date radiation use authorization is available in the lab.
	The radioactive material or radiation producing device usage log is available and up to date.
General Safety	Work practices are being performed safely.
	Good housekeeping is in evidence. (Exits and aisles are unobstructed. Areas are clean, uncluttered and trash is properly disposed.)
	Food, beverages, tobacco products, and cosmetics are absent from work areas.
	Sink, soap, and towels are available for hand washing.
	Electric items are used correctly (i.e. cords in good condition, breakered UL power strips, high wattage equipment plugged in directly, no extension cords and no tandem power strips).
	Suitable personal protective equipment is available, worn, in good shape, left in the lab and stored properly.
	Adequate shielding is available for the radioactive material present in the laboratory.
Equipment	Fire extinguishers are charged and unobstructed.
	Appropriate spill control kit is available.
	Appropriate first aid kit is available.
	Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by occupants.
	Fume hoods are certified annually and used properly.
	Refrigeration equipment is properly labeled.
	Vacuum equipment is protected with a trapped or filtered properly.
Sealed Source	Lab staff are proficient in the use of their sealed source.
	Two barrier storage is in use for sealed sources.
	Device manufacturer and/or EH&S training is current.

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	A remote job site security plan has been developed for sealed sources and is available.
	Sealed source transportation procedures are available.
	Sealed source shipping papers and reciprocity licensing are available.
Chemicals & Storage	
	Containers (including waste) are appropriately labeled, with names spelled out and closed when not in use.
	Secondary containment is being used with liquid hazardous materials and mercury containing equipment.
	Incompatible chemicals are being stored separately and all chemicals are stored by hazard category.
	Flammable liquids are being stored correctly. (>1gal in approved containers, >10gal (accumulative) in flammable cabinet)
	Peroxide formers are properly labeled (yellow sticker), dated and disposed of by expiration date or tested as directed by policy.
	Gas cylinders are secured, away from heat sources, and capped when not in use.
	Radioactive material is stored securely and to prevent accidental spillage/breakage.
Waste	
	Waste materials are being stored in a satellite accumulation area (SAA) at or near the point of generation, identified and complying with EH&S signage and picked up within 90 days.
Supplemental Information	
	No deficiencies noted at this time.
	Additional Comments.