

Research Laboratory Safety Self-Inspection: Radiation Safety Checklists

Principal Investigator:	Department:
Lab Building:	Inspector Name:
Lab Rooms:	Inspection Date:

Radioactive Materials Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Is current drawing of the laboratory available and represents authorized and actual work areas?				
Does lab have Radioactive Material Authorization (RMA) available?				
Are Isotope Usage records properly maintained?				
Are radioactive material transfer records properly maintained?				
Are radioactive waste disposal logs properly maintained?				
Are the quarterly inventories of radioactive material properly maintained?				
Have weekly wipe surveys of isotope work areas been properly maintained?				
Is the annual in-laboratory training log current?				
Are copies of training certificates available for all personnel working with the material?				
Are the current versions of the Title A card, RHA20, and Emergency Phone numbers posted in the lab?				
Are appropriate warning signs posted?				
Are the isotope work areas properly labeled and restricted?				
Is the "hot" sink(s) properly labeled and restricted for isotope use?				
Are the refrigerator(s) or freezer(s) marked for isotope storage?				

Radioactive Materials Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Are supplies and equipment properly labeled and restricted for isotope use?				
Do all personnel know how to access U.S.C. Radiation Safety Manual from the EHS website?				
Is proper shielding available?				
Are the waste area(s) and procedures adequate?				
Is the Geiger Counter calibrated and in working order?				
Are eating and drinking prohibited in restricted areas?				
Are the laboratory and/or isotopes secured during absence of personnel?				
Are personnel properly wearing dosimetry device(s)?				
Are lab personnel using appropriate PPE?				
Wipes indicate no removable contamination above 3 times background				

X-Ray Equipment- Research Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Is a "Caution: X-ray Equipment" sign or sign of similar intent posted on doors leading into the area?				
Is an OSHA form RHA.-20 "Notice To Employees" posted in the area near the x-ray equipment?				
Do employees know how to access Part 3 and Part 9 of "Title B, South Carolina Rules and Regulations for Radiation control?"				
Is equipment arranged so radiation levels to individuals do not exceed limits set forth in R.H.B.3.4?				
Is radiation area survey performed as required?				
Have all operators completed the Basic X-Ray Safety course and all laboratory personnel signed the in-laboratory training log?				

X-Ray Equipment- Research Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Have all non-X-Ray equipment operators signed the in-laboratory training log?				
Are normal operating and emergency procedures written and available for review by operators?				
If warranted, are personnel properly monitored for radiation exposure?				
Is a "Caution-Radiation -This Equipment Produces Radiation When Energized" label or one of similar intent located near the "X-Ray-On" switch.				
Is "Caution-High Intensity X-Ray Beam" label located on or immediately adjacent to the X-Ray source housing?				
Is an "X-Ray On" light located near the power switch and illuminated only when the X-Ray tube is energized?				
Are warning devices "Fail-Safe?"				
Are safety devices operational or variance granted?				
Are safety devices checked annually and records kept?				

Electron Microscope Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Is the Electron Microscope currently registered with SC DHEC?				
Was Radiation Safety notified of any maintenance or modifications to an EM Scope?				
Is DHEC's registration sticker visible on the control?				

Laser Laboratory Inspection Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Are written operating procedures available and posted near the laser?				
Are written emergency procedures available and posted near the laser?				
Are alignment procedures available and posted near the laser?				
Have all operators of laser(s) been trained in the use of the specific laser and completed in laboratory training?				
Are all laser areas properly posted with appropriate warning signs?				
Is access to the laser area controlled with appropriate engineering or procedural entry way control?				
Are only authorized personnel allowed in laser area and to operate the laser?				
Is appropriate eye protection for the laser available and worn?				

Class III or IV Laser Questions	Yes	No	N/A	Comments or Deficiencies * Indicate room where deficiency is identified
Is a protective housing in place and fitted?				
If no housing, are other controls available?				