



Radioisotope Inventory Sheet

Isotope	Date Received
Activity and Volume	Name of Receiver
Vial Identifier	Name of Permit Holder
Vial Stored in Room	Wipe Test Results of: Outside & Inside of Shipping Container and Vial (CPM)

NOTE: The Online Purchasing System must be updated upon receipt of your material.

Usage Information				Disposal – indicate the unit		
Usage Date	User Name	Activity or Volume Used	Activity or Volume Remaining	Decay (liquid or solid)	Liquid (drains or red cans)	Solid (consumables, animals, etc)

Date Stock Vial(s) Finished	Waste Held for: Decay <input type="checkbox"/> or Immediate Disposal <input type="checkbox"/>
Decay Waste Container(s) #	Stock Vial Defaced prior to disposal <input type="checkbox"/>
Decay Waste Container Location(s)	

Date of Decayed Waste Disposal	Low Activity Waste Form in records <input type="checkbox"/>
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Fill out the top section when receiving the shipment of radioactive material. Update the web-based purchasing system to indicate that you have received your order at <http://www.hse2.ubc.ca/rad/Purchasing/login.asp>

Fill out the middle section when using the radioactive material. If the main stock vial is separated into secondary stock vials, i.e. to be used under different permits or different researchers, record this information on the original sheet and create a separate inventory sheet for each of the secondary stock vials.

Fill out the bottom section when the waste container(s) is to be disposed and when the stock vial is no longer of use. Ensure that that the location of the waste container is identified. When a container is held for decay, place a Low Activity Waste Form on the container indicating, permit holder, user, container number, isotope, activity, radiation field on the container surface, initial date and disposal date. These forms are available through the Radiation Safety website: <http://www.riskmanagement.ubc.ca/health-safety/radiation-safety/resources>

When the decay date is reached and the material is being disposed, sign the LAW form and save it with your records. Transfer the disposal date onto the Radioisotope Inventory Sheet. The waste can then be disposed of directly into the facility dumpster.