

Inventory Instructions

Semiannual inventories are required to account for the sealed sources contained in portable gauging devices possessed under a radioactive materials license. To ensure accountability of radioactive material, the procedure described below will be followed.

A. Physical Inspection

At least every 6 months, evaluate the general condition of each gauge to determine if any damage to the source housing or shielding has occurred. In addition, verify that all of the identification and warning labels remain attached and are legible.

If the inspection reveals missing labels or apparent damage, immediately return the device to its transportation case and remove it from service until the problem can be corrected. Immediately report all problems to the Radiation Safety Officer (RSO). If warranted, coordinate with the RSO to have the gauge's radiation levels measured. If excessive radiation levels are discovered, notify the regulatory agency.

B. Inventory Records

Retain semiannual inventory records for 3 years from the date of the inventory. The attached inventory form (or equivalent) must be used. Relevant inventory information includes:

- Device manufacturer, model number and serial number
- Source manufacturer, model number and serial number
- Source identity and estimated activity
- Location
- Condition
- Date of inventory
- Signature of the RSO (or the RSO's designee)