

# **TRANSFER/DISPOSAL PROCEDURE**

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Portable gauging devices will be transferred only to companies or individuals specifically licensed to possess them, in accordance with the below procedure.

## **Verification**

If a portable gauging device containing radioactive material is bought, sold or transferred for disposal, verification of the transferor's and transferee's authorization to possess the radioactive material will be documented. A copy of each other's radioactive materials license will be exchanged, and the transferor's license will be retained on file as evidence of an authorized transfer.

## **Documentation**

As a minimum, documentation of the transfer will include the following:

- ◆ The material being transferred (gauge manufacturer name, model and serial number, type and activity of radioactive material, and source manufacturer name and model number);
- ◆ The date of the transfer;
- ◆ The name, address, and license number of the transferor and transferee; and
- ◆ The signatures of the individuals shipping and/or receiving the device.

All transfer and disposal records will be retained on file for inspection purposes until license termination.