

Laboratory Audit Procedure

Purpose: To outline the annual radiation safety laboratory audit process.

General: Audits of laboratories using radiation and radioactive materials are conducted annually. The audit process provides a mechanism for more detailed inspections than are allowed for in the routine survey and inspection process. The annual audit may be combined with the monthly lab inspection to satisfy both requirements.

Materials: Audit form, pen, clipboard
AU information – lab listing, personnel listing, etc...

Frequency: Annual for all active Authorized Users.

Procedure:

1. Preparation

- a) Review previous survey and audit results.
- b) Review current isotope inventory of Authorized User.
- c) Review current room listing, isotopes, lab personnel and instrument information for the AU.

2. Inspection

- a) Verify that all radioactive materials are secured from unauthorized access or removal. (materials are secured or attended by trained personnel).
- b) Verify the storage locations for radioactive materials.
- c) Verify that appropriate signage and postings are present.
- d) Verify that use areas (labs) match those authorized.
- e) Verify that appropriate shielding is present and used.
- f) Verify that appropriate radiation detection instruments are available, operational and in calibration if any inventory is present.
- g) Verify that appropriate hoods are present and used (if volatile radioactive materials are used).
- h) Verify that waste, equipment, and contaminated items are properly labeled.
- i) Verify that the waste stream(s) are in compliance with program requirements (contents, labeling, records)
- j) Verify that mixed waste is not produced, or if it is that appropriate procedures are in place to manage the waste stream.
- k) Verify that lab personnel are trained.

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- l) Verify that personnel working with radioactive materials are wearing appropriate PPE and dosimetry (when required).
- m) Verify that inventory logs (yellow cards) are maintained.
- n) Verify that a spill kit, or spill supplies are available.
- o) Verify that staff know how to respond to a spill (radioactive).
- p) Verify that staff know how to contact radiation safety.

3.

Reporting

- a) Record all information on the audit form, including corrective actions.
- b) File original inspection form.

Radiation Laboratory Audit Form

Authorized
 User:
 Lab Contact:
 Auditor:

Audit Date:
 Lab Numbers:

Inventory Control

RAM Secured?	Yes	No	N/A
Yellow Cards Present?	Yes	No	N/A
Does physical inventory match records?	Yes	No	N/A
If waste disposals are indicated, is there waste?	Yes	No	N/A
Are yellow card entries maintained?	Yes	No	N/A
Are old stocks disposed of in a timely fashion?	Yes	No	N/A

Posting and Labeling

Are authorized labs labeled?	Yes	No	N/A
Is equipment labeled appropriately?	Yes	No	N/A
Are radioactive materials labeled?	Yes	No	N/A
Is radioactive waste labeled correctly?	Yes	No	N/A

Safety Equipment

Is an appropriate survey meter available?	Yes	No	N/A
Is the meter operational and in calibration?	Yes	No	N/A
Is an LSC or Gamma Counter available for wipe tests?	Yes	No	N/A
Is appropriate shielding present?	Yes	No	N/A
Is an appropriate fume hood present and used?	Yes	No	N/A
Are workers wearing appropriate PPE when using RAM?	Yes	No	N/A
Are radiation badges used if required?	Yes	No	N/A
Is a spill kit available?	Yes	No	N/A

Waste Management

Are waste disposal records maintained?	Yes	No	N/A
Is waste properly contained?	Yes	No	N/A
Is mixed waste generated?	Yes	No	N/A
Is waste transferred to Radiation Safety in a timely manner?	Yes	No	N/A

Radioactive Materials Authorization

Is Authorization Active?	Yes	No	N/A
Are possession limits adequate?	Yes	No	N/A
Is lab listing accurate?	Yes	No	N/A

Training

Are lab personnel trained?	Yes	No	N/A
Do lab personnel know how to respond to a RAM spill?	Yes	No	N/A
Do lab personnel know how to contact Radiation Safety?	Yes	No	N/A