

Inspection Checklist for Dormancy

Permit Holder:	Permit No.	Building:
Department:	Room(s)	Auditor:
Date:	Signature:	
Laboratory Type:	Basic Level Laboratories Other _____	Intermediate Level Laboratory
Purpose for Declaring Dormant Status:		
Overall Grade Prior to Declaration*: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/>		
Radiation Safety Management		
1.1 Signs & Postings: Radiation warning signs have been removed in the designated room, including CNSC spill procedures and guidelines for handling radioactive packages.		
Yes	No	Comments:
1.2 Utensils & Containers: There is no evidence of any utensils/containers with radiation warning signs and all containers/utensils that were used for experimentation have been stored appropriately.		
Yes	No	Comments:
1.3 Permit & Active Users: Valid permit posted in the lab with a yellow sheet that says 'Dormant Status'. It is also indicated in the 'radiation folder/binder'. All training certificates are in the Binder.		
Yes	No	Comments:
1.4 Dosimetry: EHS has been notified of re-arranging TLD cycle. All personnel handling high energy beta particles & gamma emitters that were wearing their assigned TLD badges need to notify EHS, in order for the cycle to be stopped.		
Yes	No	Comments:
1.5 Thyroid Screening: Any user that used radioiodine such as I-125/I-131 is aware of the records of their thyroid screening.		
Yes	No	Comments:
1.6 Fume Hood: There is a calibrated fume hood (within one year) during declaration.		
Yes	No	Comments:
1.7 Radiation Instrument: Survey meters (portable) are in good condition and stored properly in the lab/office of the PI.		
Yes	No	Comments:
1.8 Area Posting: a) Items that are around active work stations, containers, storage areas, pipets, storage areas, fridges etc. are all secured and stored appropriately. b) There is no 'Frivolous Posting' of radiation warning signs on items, boxes, vials or areas where there is no nuclear substance or radiation device.		
Yes	No	Comments:

1.9 Contamination:		
a) Contamination monitoring records are up to date in the ‘Radiation Folder’ using the correct U of G monthly monitoring form. Records are easily accessible, as the lab is subject to audit by EHS & the CNSC.		
b) Contamination monitoring is recorded in Bq/cm ² and has been performed within seven (7) days after working with unsealed nuclear substances. If no work was performed it is clearly labelled in the form.		
c) All records need to be kept in the ‘Radiation Binder’		
Yes	No	Comments:
1.9.1 Contamination Monitoring & Wipe Tests Records:		
a) Are Liquid Scintillation Counters (LSC) used: Yes No		
If Yes: Room Location for Counter: _____ Condition of Counter: _____		
c) Locations for contamination monitoring & wipe tests are clearly labelled on the map and the records are kept in the “Radiation Binder”.		
d) There are no contaminated areas after cleanup.		
Inventory		
2.0 Inventory: All nuclear substances in storage have clear inventory records. Inventory is properly secured.		
Yes	No	Comments:
2.1 Fridges: There is an up to date inventory sheet for items in that are stored in the fridge. If the fridge has a locking mechanism, it is kept locked. Items no longer in use in the fridge are disposed.		
Yes	No	Comments:
Training		
3.0 EHS Radiation Training: All workers including the PI and designated radiation users in the lab have completed the U of G EHS radiation safety training in the last three (3) years & their certificates are in the “Radiation Binder”.		
Yes	No	Comments:
3.1 Radiation Safety Awareness: All workers in the lab are aware where radioactive sources are being stored during dormancy.		
Yes	No	Comments:
Purchasing		
4.0 Purchase Records:		
a) All previous radioactive/nuclear substance purchasing records are kept in the binder		
b) PI has all purchase records available. Proper U of G purchasing methods were followed while ordering/cancelling purchase orders.		
c) PI is aware that further purchases are not allowed during “ Dormancy ”		
Yes	No	Comments:
Operations		
4.1 ALARA: Radiation users have tried their best to transfer or dispose of all radioactive material is in lieu with RSO. It is ideal that radioactive sources in storage are significantly reduced during “ Dormancy ”		
Yes	No	Comments:
Packaging		
5.0 Package:		
a) Users are aware that the labs are not allowed to procure or receive any packages during dormancy		
b) Any shipping or transports of nuclear substances, radioactive materials, including devices such as LSC or ECD are not permitted during dormancy.		
Yes	No	Comments:
Disposal & Decommissioning		

6.0 Disposal: PI and workers have disposed all radioactive substances that aren't in storage. Disposal forms have been used.		
Yes	No	Comments:
6.1 Decommissioning: Rooms that are no longer in use for future radioactive work have been decommissioned or are in the process of decommissioning.		
Yes	No	Comments:
Security		
7.0 Security: Rooms are locked when not attended. Radiation storage areas are secure and locked.		
Yes	No	Comments:
Emergency Preparedness		
8.0 Emergency Info:		
Radiation users are aware and have adequate information on contamination, spill response and reporting procedures. Users are aware that the RSO will have to be notified prior to reinstating the lab with an active permit.		
Radiation users are aware of U of G's Dormancy process and have the emergency contact information in case of any incidents such theft, lost/damage to radiation devices and or sources that are in storage.		
Yes	No	Comments:

Dormant Status Approved: Yes No **Further Investigation Required**

Remarks from RSO:

Signature of Permit Holder:

Date:

Please note Dormant Status can only be issued for a maximum of 'One' Calendar year