

Disposing of Radioactive Materials and Requesting an EHS Pickup

Overview

This document covers the criteria and methods for disposing of radioactive waste in Radiation including step-by-step instructions.

Criteria Needed for Disposal

Roles	<p>You must have one of the following roles in Radiation to carry out waste EHS pickups:</p> <ul style="list-style-type: none"> • Admin • Principal Investigator • Radiation Contact
Material Location	<p>Radioactive materials MUST be entered into your inventory before taking any action.</p>
Virtual Waste Containers	<p>If you are disposing radioactive material into a virtual container, at least one virtual container must be present. (Virtual containers are NOT created by default for new inventories.)</p>

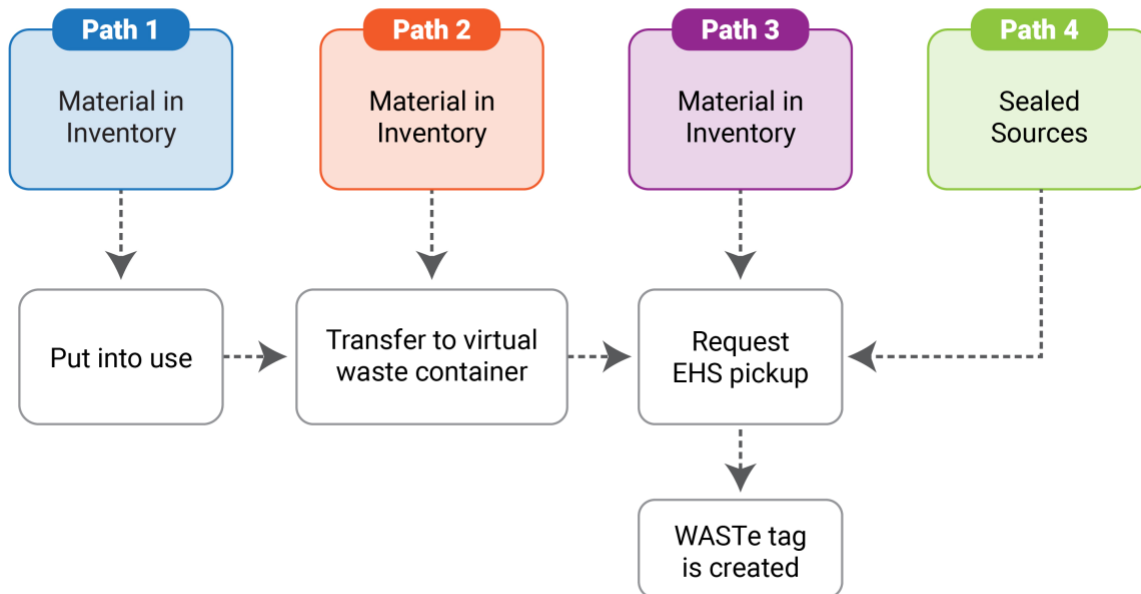
A NOTE about the Relationship between Radiation & WASTE

While UC Radiation and WASTE are integrated, you can perform radioactive material disposal exclusively within Radiation. Requesting an EHS pickup in Radiation automatically creates a tag in WASTE. You do not need to switch to WASTE for any further steps. However, you can view and edit Radiation tags in WASTE if necessary.

4 Paths of Material Use and Disposal

In the next section, "Instructions", the possible uses for these various paths are covered.

Material Paths Leading to an EHS Pickup



Instructions

If you meet the [Criteria Needed for Disposal](#), proceed to one of the appropriate paths below. Otherwise use the instructions at the end of this document to first [Create a Virtual Waste Container](#) or [Add Material to Your Inventory](#):

Path 1 – Putting Material into Use, then Storing as Waste, and EHS Pickup

This method is used for managing a ‘Use Log’ and disposal of animal waste.

1. From the Radiation homepage, select **Use/Dispose Radioactive Materials**
2. From your list of materials, select the pencil-pad icon, then **Use in Process**
3. Fill out the form and select **Save** (The quantity of material will move to the “In Process” tab)

When you are ready to dispose of the material, proceed to step 4.

4. Select the In **Process** tab
5. Select the pencil-pad icon for the process/material you want to dispose, then select **Dispose in Local Waste Container**. (If you do not see this menu item, you need to first create a Waste Container. See page 4.)
6. Fill out the form and select **Save**

When you are ready for the container to be picked up, proceed to step 7.

7. Select the **Waste Containers** tab
8. Select the pencil-pad icon for the container that contains material (the Radionuclide column will have an entry if material is present), then **Request EH&S pickup** (If the pencil-pad icon is missing, but there is material in the Radionuclide column, you do not have the **Radiation Contact** role)
9. Fill out the form and select **Request EH&S Pickup**
10. Print out your label(s), attach it to the materials, and place the materials in the pickup location in your lab

Path 2 – Storing as Waste from Inventory, then EHS Pickup

This method is used for accumulating source vials, liquid scintillation vials/flats or expired materials before requesting pickup.

1. From the Radiation homepage, select **Use/Dispose Radioactive Materials**
2. From your list of materials, select the pencil-pad icon, then **Dispose in Local Waste Container** (If you do not see this menu item, you need to first create a Waste Container. See page 4.)
3. Fill out the form including the amount to dispose and what container you want use. Select **Save**

When you are ready for the container to be picked up, proceed to step 4.

4. Select the **Waste Container** tab
5. Select the pencil-pad icon for the container that contains material (the Radionuclide column will have an entry if material is present), then **Request EH&S pickup** (If the pencil-pad icon is missing, but there is material in the Radionuclide column, you do not have the **Radiation Contact** role)
6. Fill out the form and select **Request EH&S Pickup**
7. Print out your label(s), attach it to the materials, and place the materials in the pickup location in your lab.

Path 3 – Requesting EHS Pickup directly from Inventory

This method is used for a single direct pickup request of a source vial, liquid scintillation vial/flat or expired material.

1. From the Radiation homepage, select **Use/Dispose Radioactive Materials**
2. From your list of materials, select the pencil-pad icon, then **Request EH&S Pickup**
3. Fill out the form and select Request EH&S Pickup
4. Print out your label(s), attach it to the materials, and place the materials in the pickup location in your lab

Path 4 – Requesting EHS Pickup for sealed sources

This method is used for direct disposal of sealed sources.

1. From the Radiation homepage, select **Use/Dispose Radioactive Materials**
2. Select the **Sealed Sources** tab
3. From your list of materials, select the pencil-pad icon, then **Request EH&S Pickup**
4. Fill out the form and select Request EH&S Pickup
5. Print out your label(s), attach it to the materials, and place the materials in the pickup location in your lab

Creating a Virtual Waste Container

1. From the Radiation homepage, select **Use/Dispose Radioactive Materials**
2. Select the **Waste Containers** tab, then **Add Container**
3. Fill out the form and select **Save**

Adding Material to Your Inventory

1. From the Radiation homepage, select **Request Order Authorization**
2. Fill out the form and be sure to check the “Backfill Material” box. Select **Save**