

## HP-FORM-RSP-00003 Routine Self-Audit Checklist

### Health Physics

|                       |                            |
|-----------------------|----------------------------|
| <b>Permit Number:</b> | <b>Lab room number(s):</b> |
| <b>Performed By:</b>  | <b>Date:</b>               |

| Proc. #                          | Area of Compliance   |                          |
|----------------------------------|--|--------------------------|
| 6.1.4                            | List of authorized users and required permits are current and up-to-date;  | <input type="checkbox"/> |
| 6.1.4                            | Required permits and appropriate signs are present at entrance of the laboratory and/or within the laboratory space;   | <input type="checkbox"/> |
| 6.1.5                            | No consumption, or evidence of consumption, of foodstuffs;   | <input type="checkbox"/> |
| 6.1.6<br>6.1.7<br>6.1.8<br>6.1.9 | Workspaces and equipment used for radioactive materials properly labeled and identified:   | <input type="checkbox"/> |
| 6.1.10                           | Contamination monitoring is performed at least weekly, and records are maintained;   | <input type="checkbox"/> |
| 6.1.11                           | All radioactive sources and containers of radioactive materials properly labeled (Isotope, Activity and Reference Date), and stored securely in appropriate containers with shielding as required: | <input type="checkbox"/> |
| 6.1.12                           | Inventory of all radioactive materials within the lab is maintained and accurate including a complete and current list of sealed sources.<br>Work is conducted within the posted permit limits;    | <input type="checkbox"/> |
| 6.1.13                           | Personnel handling radioactive materials are designated as NEWs and have completed appropriate training;   | <input type="checkbox"/> |
| 6.1.14<br>6.1.15                 | Personnel handling radioactive materials are wearing appropriate dosimetry and protective equipment;   | <input type="checkbox"/> |
| 6.1.16                           | Survey and contamination monitoring instruments available or immediately accessible;   | <input type="checkbox"/> |
| 6.1.17                           | Spill kits prepared and ready for use;   | <input type="checkbox"/> |
| 6.1.18                           | Radioactive and inactive waste bins present and properly used;   | <input type="checkbox"/> |
| 6.1.19                           | Labels on empty stock vial, pots and containers defaced, removed or relabeled;   | <input type="checkbox"/> |
|                                  | If permit changes are required, authorization is granted by the Health Physics Advisory Committee (HPAC);  | <input type="checkbox"/> |

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_