



## SOP-1 LOCATION CLASSIFICATION

Classification of locations for the safe use and handling of radioactive material or radiation generating devices will be accomplished in a three step process.

1. The Principal Investigator (PI) will complete **Section A** of Form DHS-030 *APPLICATION FOR RADIOISOTOPE USE IN A LOCATION*. The PI will submit Form DHS-030, along with the proposed experimental procedure, describing the use or handling of radioactive material, to the Radiation Protection Specialist (RPS), for review.
2. The RPS will complete **Section B** of Form DHS-030, and conduct a Site Safety Audit based upon the proposed protocol and the proposed use location.

The Audit will cover the following items:

1. The radioisotope as well as the proposed amounts to be handled and stored in the area, and,
2. The necessary controls to reasonably protect personnel and equipment, including:
  - a) Personnel Protective Equipment requirements,
  - b) Personnel and/or area monitoring requirements,
  - c) Laboratory Survey requirements, and,
  - d) Compliance with State Laws and University Policies and Regulations.
3. The RPS can approve the protocol as submitted, approve with modifications, or disapprove the protocol(s).
  1. If the application is disapproved by the RPS, the PI may submit the application to the Radiation Safety Committee (RSC) for further review at its next scheduled meeting.
  2. The RSC can approve the protocol as submitted, approve with modifications, or disapprove the protocol(s). The decision of the RSC is FINAL.
  3. Approved locations will be summarized on Form DHS-035 *Laboratory Classification and Survey Summary*.