

LABORATORY RULES - UNSEALED SOURCES

1. **EATING, DRINKING, SMOKING, APPLYING COSMETICS** etc. are **FORBIDDEN**.
2. **NO MOUTH OPERATIONS**, pipetting etc.
3. **WEAR LABORATORY COATS** and other protective clothing if necessary.
4. **WEAR GLOVES** when there is a possibility of the hands becoming contaminated. Then **USE TISSUES** when handling taps and switches etc.
5. **WEAR YOUR BODY BADGE** and **FINGER DOSIMETERS** if these have been issued to you.
6. **KEEP PERSONAL BELONGINGS AWAY FROM RADIOACTIVE AREAS**.
7. **TO CONTAIN CONTAMINATION** use **BENCHKOTE**, **TRAYS** and **SCREENS**. Keep **CONTAMINATION AS LOW AS REASONABLY ACHIEVABLE** and **BELOW PRESCRIBED LIMITS**.
8. **TO CONTAIN RADIOACTIVE GAS, DUST or FUMES** use an **APPROVED FUME CUPBOARD** or **GLOVE BOX** as appropriate.
9. **TO CONTAIN PENETRATING RADIATIONS** use appropriate **SHIELDING** to keep **DOSE RATES BELOW $2.5\mu\text{Sv h}^{-1}$** whenever reasonably practicable.
10. **MONITOR YOURSELF** and the immediate **WORK AREA** at the end of each work session, whenever radioactive substances have been used.
11. **ALWAYS WASH YOUR HANDS** after working with radioactive substances.
12. **DO A FULL MONITORING SURVEY** of the **LABORATORY** when directed by your **D.R.P.S.** or as specified in your **WORK CERTIFICATE**. The results of these surveys should be recorded for future reference.
13. **THE MINIMUM OF EQUIPMENT** should be kept in the **RADIOISOTOPE AREA**. Wherever possible, equipment should be clearly marked and set aside solely for use with radioisotopes.
14. **SEGREGATE CONTAMINATED ITEMS** and **CLEAN THOROUGHLY**. **DO NOT REMOVE ANY ITEM** from the radioisotope area until it has been **MONITORED** and found to be **FREE OF CONTAMINATION**.
15. **KEEP RADIOACTIVE MATERIALS IN PROPERLY LABELLED CONTAINERS IN AN APPROVED STORE** - see D.R.P.S.
16. **KEEP ACCURATE RECORDS OF ALL RECEIPTS, CURRENT STOCK AND WASTE**. It is an offence under the Radioactive Substances Act 1993 not to have these **UP-TO-DATE AT ALL TIMES**.
17. In the event of any **ACCIDENT** or **INCIDENT** involving radioactive materials **INFORM** your **D.R.P.S.** or **SAFETY SERVICES IMMEDIATELY**.

Further information on monitoring, dealing with spills and the disposal of waste etc. can be found in the Local Rules (www.shef.ac.uk/uni/services/safe/ir) and help and guidance is always available from Safety Services - telephone numbers below.

Safety Services: 2222000, Ext 26203, or 26190, or 26198

Your Departmental Radiation Protection Supervisor (D.R.P.S.) is:

Tel. Internal:

Home: