

**RadSafe 6a**

**UNIVERSITY OF MISSOURI KANSAS CITY  
RADIOACTIVE WASTE PICK UP FORM INSTRUCTIONS**

**GENERAL GUIDELINES:**

1. Obtain approved radioactive waste containers. Drums for solid dry waste and scintillation vials are available from EHS, Division of Radiation Safety (DRS). Liquid waste containers should be non-reactive plastic, and no larger than 1 gallon plastic bottles. No milk jugs or other thin-walled plastic containers shall be used. Doubly contain all liquid waste storage vessels.
2. Determine if your radioactive waste also contains hazardous chemicals according to UMKC's Chemical Management Plan.
3. Label your waste containers with the radioactive caution label and indicate the radionuclide(s) present in the waste containers. Contents of containers should be segregated according to radioisotope. Check with Radiation Safety before putting more than one radionuclide in a container. You must also place the accumulation start date on the container. List the chemical names of any hazardous chemicals present in the waste. Please estimate percentages by weight or volume.

**TO HAVE WASTE REMOVED FROM LAB:**

1. Complete a Radioactive Waste Pick Up Form and submit it to DRS, or call the office to arrange a pick up. Multiple sheets per pick up may be accepted. Check with DRS.
2. If hazardous chemicals are present in your radioactive waste, please list them and estimate the % of each hazardous chemical present in the waste.
3. A staff member will make an appointment to verify the contents of the pick up form and to remove the waste from your laboratory.

**AT TIME OF PICK UP:**

1. A DRS staff member will review your Radioactive Waste Pick-Up Form at the time of pick up. Please have a knowledgeable radiation worker present for the pick up.

**INSTRUCTIONS FOR COMPLETING RADIOACTIVE WASTE PICK UP FORM**

**TOP SECTION:**

1. Date. Indicate the date you completed form.
2. Department. Indicate the department/school that the AU is a member of, e.g., Chemistry, Pharmacy, etc.
3. AU Name and Permit Number. The individual approved by the UMKC Radiation Safety Committee to use radioactive materials, Authorized User (AU). (This is usually the faculty member supervising the laboratory.) Radioactive Materials Permit Number. Each AU is assigned a permit number. It can be found on the RadSafe 20 Form, Authorization for Possession and Use of Radiation Sources.
4. Print the name of the person authorizing the charges and pickup.
5. The person authorizing the charges and pickup needs to sign the form before pick up will be scheduled.
6. Indicate which account name and number will be used to pay for the waste pickup.

7. Location: State the building and room number in which the radioactive waste is located.

8 If special conditions exist such that you need our immediate assistance with the waste, please call our attention to it.

**TABLE:**

1. Complete the **top** portion of the table, describing the radioactive waste. **Use one column per waste container collected.** Please use the container abbreviations indicated below.

Container description abbreviations:

LgV:	scintillation vials in 28-gallon fiberboard drum
gal.:	gallon liquid container--plastic bottle
LgT:	solid, dry trash in 28 gallon fiberboard drum
Misc.:	describe container in comments section or on back of form
SmV:	scintillation vials in 14-gallon fiberboard drum
SmT:	solid, dry trash in 14 gallon fiberboard drum

Isotope: Standard abbreviations for radioisotopes are accepted: e.g.  $^3\text{H}$ ,  $^{14}\text{C}$ ,  $^{57}\text{Co}$

$\mu\text{Ci}$ : Note total activity in the container in micro curies. List all isotopes in the container. Example:  
 $^3\text{H}/^{14}\text{C}$   $\mu\text{Ci}$ : 15/30 .

The second section of the form is for DRS use only.

Finally, record the chemical name(s) of the wastes present, and their % by weight (kg) or volume (L) on the lines provided below the table designated "Hazardous Chemicals Present." Use the reverse side of the pick up form if necessary to record a complete description of the waste. Include a brief description of the purpose of the chemical's use or what process produced it. For example: solvent, tissue solubilizer, preservative, washing of tissue slides

RadSafe 6

Pick Up No. \_\_\_\_\_

**UNIVERSITY OF MISSOURI-KANSAS CITY**  
**RADIOACTIVE WASTE PICK UP FORM**  
Send completed forms to Radiation Safety, 4747 Troost Bldg. Rm. 003

Date: \_\_\_\_\_ Department/School Name \_\_\_\_\_

Authorized User's Name & Permit #: \_\_\_\_\_ Telephone \_\_\_\_\_

Print name of person authorizing charges and pick up: \_\_\_\_\_

Signature of person authorizing charges and pick up: \_\_\_\_\_

Account Name to be charged \_\_\_\_\_ Account Number \_\_\_\_\_

Location of waste for pick up: Bldg. \_\_\_\_\_ Room: \_\_\_\_\_ Other: \_\_\_\_\_

If waste requires immediate attention, please explain: \_\_\_\_\_

\_\_\_\_\_

Container Type						
Isotope						
$\mu\text{Ci}$						
Dose Rate @ Surface						
Disposal Date						
Disposal Mode						

Hazardous Chemicals Present (include chemical names and % by weight (kg) or volume (L): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Picked up by \_\_\_\_\_ Date \_\_\_\_\_