

# EH&S Fast Facts

## HOW TO MAINTAIN A RADIOACTIVE MATERIALS INVENTORY



Principal Investigators are in charge of maintaining records of receipt, transfer, current inventory and disposal of all radioactive materials. Maintaining an accurate inventory of radioactive materials will help plan experiments, estimate the residual activity in radiological waste and properly fill out required monthly inventories.

### Steps to Follow When Receiving a Radioactive Shipment

- Maintain radioactive material inventory sheet in a notebook near storage location
- Every time material is used, update the log sheet accounting for all radioactivity used or disposed
- Each primary vial should have an assigned inventory log sheet
- Decay corrections for short-lived radionuclides (less than 24 hours) must be performed
- Monthly inventory reports will be sent to the Principal Investigators for verification and update

Visit [www.ehs.ucr.edu](http://www.ehs.ucr.edu) for additional information or call EH&S at 827-5528 if you have any questions.