



Standard Operating Procedure Document			
Title:	Radioactive Material Handling and Disposal		
SOP #:	PBSOP006	Rev #:	2

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This is a controlled document, authored and maintained by the Joint Health and Safety Committee (JHSC) at the Leslie Dan Faculty of Pharmacy, University of Toronto.

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08-May-24

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UNIVERSITY OF TORONTO
LESLIE DAN FACULTY OF PHARMACY

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1. Scope

The scope of this SOP is to provide building-specific details regarding the safe use and disposal of radioactive materials in the Leslie Dan Faculty of Pharmacy.

This SOP is not intended to replace, supersede, or contravene any of the policies or training outlined by the Office of Environmental Health and Safety (OEHS), available online via the following website:

<https://ehs.utoronto.ca/resources/>

The SOP is intended to clarify how site-specific aspects of OEHS policies are dealt with in order to ensure they are appropriately implemented. OEHS policies will not be re-iterated in this document, but rather the reader is referred to the link above, to the Policies and Procedures Listing Health and Safety Manual.

2. Objective

The objective of this SOP is to outline the appropriate training, resources, policies, and the building-specific procedures pertaining to the use and disposal of radioactive materials in the Leslie Dan Faculty of Pharmacy.

3. Background

The Leslie Dan Faculty of Pharmacy is an organization committed to protecting and monitoring the health and safety of people in the building. The Joint Health and Safety Committee is the body responsible for overseeing this important task and reporting to the OEHS at the University of Toronto. SOPs are now required by the OEHS. This series of SOPs are compliant with this requirement.

Radiation protection is a specific area with unique hazards, and consequently additional training is required for any person wishing to use radiolabels or radioactive materials in their experiments.

4. Definitions and Abbreviations

Abbreviations used in this document are defined in this section:

SOP	Standard Operating Procedure
JHSC	Joint Health and Safety Committee of the Leslie Dan Faculty of Pharmacy, at the University of Toronto
OEHS	The Office of Environmental Health and Safety, University of Toronto



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TBD	To be determined
N/A	Not Applicable
Rev.	Revision

5. Policies

1. Radiation safety policies and procedures are available on the OEHS website:
<https://ehs.utoronto.ca/our-services/radiation-safety/>
Information on registration for the training can be found at:
<https://ehs.utoronto.ca/training/>
2. The OEHS offers the following accredited radiation safety training courses:
 - *Radiation Protection Training (Theory + Policies and Procedures)*
 - *Radiation Safety Online Refresher*
 - *Radiation Safety for Project Students*
 - *Sealed Sources Safety Online Training*
 - *Sealed Sources Safety Online Training Refresher*
 - *Radiation Safety Awareness Training for anyone interested in General Awareness*
 - *TDG Radioactive Material Receiving Only- for Admin Reception Staff*
 - *Awareness Training on For Uranium Thorium and Plutonium Compounds- for everyone*
3. The OEHS offers the following useful online resources:
 - *A Laboratory Work Specific Training Form*
 - *EH&S Database Tutorials (<https://ehs.utoronto.ca/radiation-safety-materials/>)*
 - *Receiving Radioactive Material*
 - *Entering Data in your Inventory Records*
 - *Contamination survey*
4. Radioactive Waste Management guidelines are available on the OEHS website:
<https://ehs.utoronto.ca/laboratory-hazardous-waste-management-and-disposal-manual/radioactive-waste-disposal/>
5. Students or faculty wishing to use radioactive materials must be authorized to do so, and shall be appropriately trained in the appropriate OEHS training course(s).
6. It is each laboratory's own responsibility to ensure they are in compliance with OEHS policies, which include (not inclusively) safe and appropriate handling, documentation, keeping the appropriate logs, wearing the appropriate radiation tags, and conducting the required swipe tests.
7. Radioactive waste is to be stored in the appropriate covered containers.
8. Radioactive waste is picked up from each lab individually.



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6. Procedures

6.1.1 Radiation Procedures

1. Procedures and guidelines pertaining to the safe use and disposal of radiation radioactive material both open, sealed sources and radiation devices are provided to the students during the OEHS radiation protection training.
2. Refer to hand-outs of this course for the proper radiation procedures.
3. Use of radioactive materials must be in accordance with the training provided.
4. Decommissioning of Equipment and Labs
5. Maintenance and Repair of Fume Hood Exhaust Systems
6. Purchase of Radioactive Material
7. Radiation Emergency Procedures
8. Radioactive Waste Disposal Procedures
9. Submission of SOPs related to Radioisotope Work

7. Revision History

Revision #	Date	SOP Section(s)	Revision Description	Revised By
0	20-Mar-12		SOP PBSOP006 created.	David Dubins (author)
1	05-Dec-17	1, 5.1, 5.4	Web links updated.	David Dubins (reviser)
2	08-May-24	5.2, 5.3, 6.1.1	Updated signatories. Comments and changes provided by Vani Ranganathan, HSO and Designated Radiation Safety Officer.	David Dubins (reviser)