

SOP template · Draft

Receipt & wipe-test SOP

Standard operating procedure for receipt of Ac-225 shipments, contamination survey, and identity / activity verification. Adapt to your institutional format.

1. Purpose & scope

Defines the steps for receipt, contamination survey, and verification of Ac-225 shipments delivered to the hot lab. Applies to all radiopharmacy and nuclear medicine staff handling incoming product.

2. Responsibilities

Radiopharmacy receives and surveys shipments. RSO is notified of any survey result exceeding action levels. Authorized User confirms identity and activity prior to release for administration.

3. Equipment

- Alpha-capable survey instrument (ZnS scintillation or equivalent), calibrated and within QC.
- Daughter-gamma survey meter, calibrated.
- Wipe-test media, sample bags, contamination labels.
- Designated receipt bench with absorbent surface covering.

4. Procedure

1. Inspect outer package for damage or contamination. Document.
2. Survey external package using alpha-capable instrument. Record.
3. Open package in designated receipt area with PPE.
4. Perform wipe test of inner container and surrounding surface.
5. Verify identity, lot, and assay activity against manifest.
6. Transfer to assigned hot-lab storage with chain-of-custody log entry.

5. Records

Survey results, wipe-test results, verification log, and chain-of-custody entries retained per institutional retention policy.

6. References

10 CFR 20, 10 CFR 35, institutional radiation protection program, manufacturer product insert.