

## **Appendix D** **Procedures/Guidelines for Safely Opening Packages**

### **Procedure for Safely Opening Packages Containing Licensed Materials**

For packages received under the specific license, authorized individuals shall implement procedures for opening each package, as follows:

- Wear gloves to prevent hand contamination.
- Visually inspect the package for any sign of damage (e.g. crushed, punctured). If damage is noted, stop and notify the RSO.
- Check DOT White I, Yellow II, or Yellow III label or packing slip for activity of contents, so shipment does not exceed license possession limits.
- Monitor the external surfaces of the labeled package.
- Open the outer package (following supplier's directions if provided) and remove packing slip. Open inner package to verify contents (compare requisition, packing slip and label on the bottle or other container). Check integrity of the final source container (e.g., inspecting for breakage of seals or vials, loss of liquid, discoloration of packing material, high count rate on smear). Again check that the shipment does not exceed license possession limits. If you find anything other than expected, stop and notify the RSO.
- Survey the packing material and packages for contamination before discarding. If contamination is found, treat as radioactive waste. If no contamination is found, obliterate the radiation labels prior to discarding in the regular trash.
- Maintain records of receipt, package survey, and wipe test results.
- The RSO will notify the final carrier and the Administrator of the NRC Regional Office when removable radioactive surface contamination exceeds the limits of 10 CFR 71.87(I) "Operating Controls and Procedures, Routine Determinations", or external radiation levels exceed the limits of 10 CFR 71.47 "External Radiation Standards for All Packages".