FORM 22

University of California, Davis Health System
Health Physics Office
GUIDELINES FOR RECEIVING Ir-192 SEEDS AT UCDHS

A. The vendor makes the arrangements for shipping (usually through FedEx). FedEx will deliver the package to the UCDHS Health Physics Office.

B. When the order is received, the UCDHS Health Physics Office will receipt survey the package and move the order to G-123.

C. The UCDHS Health Physics Office will review the documents accompanying the shipment, noting that the number of seeds/ribbons shipped is the same as the number ordered; if not, Radiation Oncology/Physics Staff will be informed of the discrepancy. The UCDHS Health Physics Office will also log all pertinent information in the log book kept in Room G-123.

D. The seeds will remain in the lead shipping container, locked in room G-123, until the day they are to be used on the patient.

E. When the sources are removed from the patient, they are to be returned shielded to G-123. The source custodian will log in sources. The UCDHS Health Physics Office will monitor the package, repackage for shipment, and place the proper Department of Transportation shipping labels on it or take the sources for decay to the waste yard.

F. If the sources are to be shipped, the UCDHS Health Physics Office will schedule a pick-up as soon as possible. The UCDHS Health Physics Office will log out sources.