

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 70
VERSION: 3**

SUBJECT/TITLE: RECEIPT OF PACKAGES CONTAINING RADIOACTIVE MATERIALS

POLICY: Radioactive materials delivered to Olive View-UCLA Medical Center (OVMC) by vendors will be received in accordance with the guidelines outlined below. There will be no variance from this procedure.

PURPOSE: To define OVMC policy regarding receipt of packages containing radioactive materials.

DEPARTMENTS: All.

DEFINITIONS:

PROCEDURE: For deliveries during normal working hours, 7:30 a.m. to 4:30 p.m., Monday through Friday, when the Nuclear Medicine Department is open, all carriers are to be instructed to deliver radioactive material directly to the Nuclear Medicine Department. Nuclear Medicine personnel will take delivery of this shipment and place the package in the Hot Laboratory, Room 2C167.

For deliveries at all other times, when the nuclear medicine department is closed, carriers are escorted by Security Officer on Duty to the nuclear medicine “Hot Laboratory” Room 2C167 and the package is placed there. The Security Officer on duty is to accept the package and lock the door. If the Security Officer cannot be located, the Nursing Office Supervisor only may substitute by following the same procedure.

If the package is wet or appears to be damaged, IMMEDIATELY contact the Hospital Radiation Safety Officer or his/her alternate. Ask the carrier to remain in the Nuclear Medicine area until it can be determined that neither he nor the delivery vehicle is contaminated. Contain the spread of contamination as instructed by the Radiation Safety Officer.

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References: CMS CoP §§482.26(b)(1), 482.53(b) Joint Commission Environment of Care Standards	
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