**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alpha  Beta-Gamma Page \_\_\_\_\_\_\_\_\_**

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| **Wipe No.** | **Source ID** | **Location** | **Loan** | **R.P.** | **Inv.** | **Labeling & Posting OK?** | **Storage Location & Box OK?** | **Printed Initials of Logger** |
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**Printed Name of Person Conducting Leak Tests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Person Logging Inventory Data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*R.P. Form # 67*

*Revised August 2020*

**Sealed Source Leak Testing and Inventory Verification Procedure**

1. Prepare two sets of wipes. One set is for alpha sources and one set is for beta-gamma sources.
2. Number the wipes in each set in sequential order. Alpha wipes should be designated with an “A” such as 1A, 2A, 3A, etc.
3. Obtain an up-to-date source inventory printout sorted by location from the source physicist, several blank Sealed Source Inventory Log sheets (R.P. Form # 67) and a master override key for source box locks.
4. Both a dosimetry badge and a TLD finger ring must be worn when leak testing sealed sources.
5. Upon arriving at a source location, put on gloves.
6. Segregate the sources into two groups - alpha sources and beta-gamma sources so they can be leak tested with the appropriate wipe.
7. Visually inspect each source for damage. If a source appears damaged, collect it immediately and document this on the Source Access Log (R.P. form # 37).
8. Use a new wipe at each source storage location. Change wipes after leak testing several beta-gamma sources.
9. Use a separate alpha wipe for each alpha source at a given location. Do not wipe the foil surface. Wipe the source holder.
10. Indicate whether the wipes being taken are for beta-gamma or alpha on the source inventory log. Record alpha source wipes on a separate source inventory log sheet.
11. Record the wipe number, source ID, and source location on the source inventory log. As applicable, draw an arrow under each location to indicate all other sources that are being leak tested and inventoried at that same location.
12. Check the box on the sealed source inventory log to indicate if a source is on loan, in Radiation Physics storage, on an instrument, or inventoried and not wiped because it is installed in detector apparatus or otherwise inaccessible.
13. Verify that area postings where sealed sources are used and stored are correct. Note this on the source inventory log.
14. Verify that sealed source storage locations, source boxes, and sealed source storage devices are adequate. Note this on the source inventory log.
15. The logger should his/her initials in the last column of the source inventory log.
16. Upon completion of leak testing at each location, conduct a hand frisk and a field survey of wipes using a portable GM instrument with a thin window such as a Frisker or a Minimeter.
17. Remove and discard gloves.
18. The individuals who perform the majority of the leak testing and logging activities should print and sign their names at the bottom of the source inventory log.