

VERSION 2.0

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UNC CHARLOTTE

Environmental Health and Safety

**MATERIAL SECURITY AND
LOSS / THEFT PROCEDURE**

UNC CHARLOTTE
9201 UNIVERSITY CITY BLVD., CHARLOTTE, NC
28223

Material Security and Loss / Theft Procedure

1. The usage of radioactive material must be controlled at all times to prevent unauthorized use or theft.
 - All radioactive materials must be securely locked when not in use. This includes the locking of laboratory doors or storage containers, etc.
 - Constant surveillance and control must be maintained while radioactive materials are in use. The authorized user or designee must be in the laboratory or surrounding area at all times, where he or she is in position to monitor for unauthorized access.
 - This requirement applies to radioactive material in waste and experiments in progress, as well as stock solutions. There is no exempt quantity of radioactive material, which eliminates this level of security.
 - Radioactive material must be stored or used within designated areas of laboratories in accordance with the authorized user's approval.
 - All machines that contain radioactive sealed sources, such as gas chromatographs (if equipped with an electron capture detector - ECD), and liquid scintillation counters must be kept secure at all times. Change of use and/or storage location must not be initiated without first notifying and receipt of approval from the EHS Office. Additionally, if these machines are to be transferred or otherwise removed from campus, the RSO must be notified immediately so the proper tracking and recordkeeping can be completed. The sealed radioactive sources may not be removed or tampered with.
2. Loss or theft of radioactive material requires the immediate notification to the Police and Public Safety Department at (704) 687-2200 and the EHS Office at (704) 687-1111. The information needed is:
 - Radioisotope
 - Chemical and physical form
 - Isotope ID# (assigned by the EHS Office)
 - Quantity (activity)
 - Location from which the radioactive material is missing
 - Authorized user's name
 - Person reporting the loss/theft
 - Date and time the radioactive material was discovered to be missing
3. The EHS Office and RSO will determine the extent of hazard presented by the possible loss/theft of radioactive material. Dependent upon the loss/theft risk level to the public health, the EH&S Office will coordinate appropriate action with Police and Public Safety, Vice Chancellor for Business Affairs, Associate Vice Chancellor for Safety and Security and the Radiation Safety Committee.
4. The EHS Office will report the loss or theft of Radioactive Materials to N.C. Radiation Protection Section in accordance with 10A NCAC 15.
5. Any loss or suspected theft must be thoroughly investigated and documented. The incident report and supporting documentation will be placed in the radiation safety file for recordkeeping purposes.

EMERGENCY CONTACTS:

Radiation Safety Officer:

Office: 704-687- 1111

Campus Police:

Campus phone dial 911; Non-campus phone dial (704-687-2200)