

# Radiation Safety Program

## Material Security and Loss/Theft Procedures

The safety of radioactive (RAD) materials from loss and or theft is crucial to prevent misuse, accidents, and potential harm to public health and the environment. Implementing robust security measures ensures that these materials are protected, reduces the risk of theft, and helps maintain trust in the safe handling of hazardous substances. Strong safeguards are essential for preventing radiation exposure and securing national and global safety.

### General Security Rules

- All locations containing Radioactive Materials must be securely locked when not in use. This includes the locking of laboratory doors, storage containers, etc.
- Constant surveillance and control must be maintained while Radioactive Material is in use. The Authorized User or designee must be in the laboratory or surrounding area, at all times, where access can be monitored.
- This requirement applies to Radioactive Materials either in use or storage.
- Radioactive Material must be stored / used within designated areas of laboratories in accordance with the Authorized User's license.
- All machines that use Radioactive Material sources (such as some Gas Chromatographs and Liquid Scintillation Counters) must be kept secure at all times. Additionally, if these machines are to be surplus, sold, transferred or otherwise removed from campus, the Radiation Safety Officer must be notified. Sources may not be removed from the units without notification of the Radiation Safety Officer.

**Emergency Contacts**  
**Dial 911 (campus phone)**  
**704-687-2200 (external phone)**

### Suspicion of loss or theft

- Immediate notification to the Police and Public Safety Department at (704) 687-2200 and the Environmental Health and Safety Office (EHS) at (704) 687-1111.
- Have the following information readily available:
  - **Radioisotope**
  - **Chemical and physical form**
  - **Quantity (activity)**
  - **Location from which the Radioactive Material is missing**
  - **Principal Investigator's name**
  - **Date and time the Radioactive Material was discovered to be missing**
- EHS and the 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 EHS 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.
- EHS will report the loss or theft of Radioactive Materials to NCDHHS Radiation Protection Section in accordance with 10 NCAC 15 rule .1645
- 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