

Radioactive Sources Sign Out Procedure During the Covid 19 Pandemic

1) All procedures and training before Pandemic are still in effect. They include but are not limited to

Sign out the Keys and Sources , Only trained Person can sign out keys or sources (For Training Please contact Alex Wright) , Return Keys immediately after you get your source (others may want them) ,

Changes because of Covid 19 Pandemic

1) The Key For the lockup on the fifth floor has been added to the Vault Keys .

2) Chuck Hearnsc (hearnsc@queensu.ca) and Steve Gillen steve.gillen@queensu.ca must be notified by E-mail at the time when a source is signed out and when it is returned . Please do not keep sources from the fifth floor in your labs when you are done with them return them .

3) The Key has been moved FROM (Pat Givens) RM. 146 to The SNO Computer RM. 148 just inside the door . The sign out sheet for the key will be with it Please make sure you sign out the key when you take it and mark when you return it . Please disinfect the keys when you return them

4) In case you are asked to leave the Building Rapidly you must have a SAFE storage area in your lab . Please do not leave the Source in your experiment if possible . Remember to mark where sources are with a portable Radioactive Sign .