

Instructions for Completion of Radioactive Waste Manifest

Use as many pages of the form as is necessary to manifest the radioactive waste you wish to have transported from your laboratory at the time of the scheduled pickup. Be sure to enter, in the top right corner of the form, the number of each page and the total number of pages of the manifest.

- Item 1. **Licensee**. Print the first and last name of the licensee who possesses the waste which needs to be picked up. This can be one licensee only and in the name to which the license is issued. If the license is under joint licensure, then the last names of those named in the licensing document should be given. If the license has been issued to a laboratory, give the name of the laboratory as it appears in the license. Radioactive wastes from different licenses cannot be merged together into any one container or package. **It must be kept separately!**
- Item 2. **Laboratory**. Give the room number and name of the building where the radioactive waste is awaiting pickup.
- Item 3. **Date Completed**. Give the date this document was **completed for certification**.
- Item 4. **Name and Telephone**. To allow notification of scheduled waste pickups.
- Item 5. **Control Number**. This is the radioactive waste control number. This space is left blank on the original document. This number, when issued later by the hazardous materials facility personnel, is placed on the two copies of the document that are still in the possession of the licensee. One of these copies is for the licensee's records and the other is to be placed on the waste package. **Only one control number can be used for each package.**
- Item 6. **Physical Form**. Enter either solid (S), liquid (L), or animal tissue (AT) as it applies to the contents of the waste package.
- Item 7. **Package (Type, #)**. In the left column of this block, give the drum designator code (DDC) for the type of package. For example, enter either DM for "metal drum" or CF for "fiberboard box". In the column to the right, identify each container of each physical form numerically by entering a serial number (beginning with Arabic 1) that is marked on the collection container.
- Item 8. **Radioisotope**. Enter the name of the radioactive material. You may use the scientific abbreviation, for example, such as S-35 or P-32.
- Item 9. **Activity (millicuries)**. Enter the amount in millicuries only of each radioactive material named in Column 9. (To convert microcurie units to millicuries units, multiply by 0.001).
- Item 10. **Chemical Content (Name, %)**. In the column to the left of this block, enter the name of the chemicals or chemical compounds that are significant constituents to the contents of each container placed within the package, in addition to the radiolabeled isotopic compound. If a chemical is present in quantities greater than 0.5% (by weight), it is considered significant enough to require documentation. In the small column to the right of this block enter the fractional amount (in percent by weight) of the chemical constituent in the contents. For a container with a large number of chemical constituents you may identify each chemical by using a "chemical constituent identification sheet" by entering its identification number (as marked on that sheet) in the left column of this block and attaching it to the radioactive waste manifest.
- Item 11. **Dose Rate (mRem/hour @ 1m)**. Enter the maximum radiation dose rate you have measured with your survey meter at a distance of 1 meter from all planes of the package.
- Item 12. The licensee **is strongly advised** to inspect the package contents and be sure that the package has been properly manifested and its contents properly classified, described, packaged, marked, and labeled before entering their Blazer ID. Pickup of radioactive waste will only occur with a properly completed waste manifest.

