



Université Libre de Bruxelles

CONTROLE PHYSIQUE
(Protection des Radiations Ionisantes)

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Receiving parcels containing
radioactive substances

- Check parcel integrity

In case of damp or damage, refuse the parcel and notify the Health Physics Department (and the end user if necessary).

- Check correspondence between order, delivery and delivery note.
- Keep an up-to-date register of the radioactive substances received including the following information : isotope, activity, delivery date, supplier and end user (see appendix).
- If the parcel arrives directly in the end user's Department, store it in a hot room.
- If the parcel arrives at the Good Delivery Department, deposit the parcel(s) in a safe place (location duly indicated and approved by the Health Physics Department) until collection by the end user. Record acceptance by the end user (signature in the acceptance register).



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Date	Supplier/Deliveryman	Isotope	Parcel condition	Parcel receive by (Name + signature)	End user (Name + signature)