

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Joan Knechel Cancer Center**  
**RADIOACTIVE MATERIALS USE, STORAGE & DISPOSAL**

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**Policy No: ROC PET 60**

**Origin: Radiation Oncology**

**Authority: Executive Director**

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**SCOPE**

Authorized Cancer Center and Nuclear Medicine Diagnostic Imaging staff with access to the Hot Lab in the Radiation Oncology Center

**PURPOSE**

To account for the use and storage of radioactive materials utilized within the Radiation Oncology/Oncology setting.

**DEFINITIONS**

**Hot Lab** – Locked nuclear laboratory room utilized for the storage and safe keeping of radioactive isotopes.

**RSO** – Radiation Safety Officer

**POLICY**

All radioactive isotopes utilized by patients for PET procedures/studies and for radiation treatment of cancer patients must be stored in the Hot Lab of the Joan Knechel Cancer Center, and only be utilized by staff authorized and certified to handle the radioactive isotopes. Other administrative/maintenance staff may have access to maintain the integrity of the space, i.e., painting, plumbing repairs, cabinet repairs, etc., under security supervision.

**PROCEDURE**

- The door to the Hot Lab, with the appropriate Radiation Warning Sign, shall be kept locked at all times.
- Only authorized nuclear medicine techs and security shall have a key to the Hot Lab.
- When radioactive isotopes are delivered to the Center, the vendor checks in with Vendormate. After normal hours of operation for the Center, the vendor notifies security upon arrival. Security unlocks the door to the Radiation Oncology Center and to the Hot Lab to allow the vendor to deliver the isotopes.
- Security is also available to unlock the door for any necessary maintenance of the Host Lab.
- All radioactive isotopes shall be inventoried and usage is documented by date and time. All unused isotopes shall be stored and properly disposed as regulated by the State of New Jersey.
- The nuclear physicist reviews quarterly, all records kept in the Hot Lab and calibrates all of the equipment used in the Hot Lab.