

How to get the Leak Test Kit Analyzed and Receive a Completed Certificate

1. Follow all Radiation Safety and License Conditions at your facility.
2. Follow the Leak Test Kit directions on the other side of this page or the Manufacturer's Specific Instructions.
3. Use only 1 Leak Test Kit per sealed source or device containing a sealed source.
4. Include or have in place a Purchase Order from your company, credit card information or send a check for the full amount. Please include applicable information on attached Method of Payment Form.
5. Attach correct postage to self-addressed envelope to return kit for analysis. (New World Environmental Inc. will not be held responsible for test kits that do not arrive at our Laboratory.)

Note: If sending multiple kits for analysis, grouping them together in one shipment is recommended. Sending kits individually can result in incomplete or partial shipments. (Packages can be sent U.S. Postal Service, FedEx, or UPS).

Provide all device/source information described on the Leak Test Datasheet provided to avoid processing delays. **Also include information to whom and where the completed Leak Test Certificate(s) should be sent.**

6. Terms and Conditions of Sale:
 - 6.1. OPERATING INSTRUCTIONS – The Leak Test Kit is furnished to you with directions for use. NWE believes that these directions are clear and easy to understand. If you do not understand the directions, STOP! Do not perform the leak test until you understand how to properly use the Leak Test Kit for your device / source.
 - 6.2. WARRANTY – Laboratory analytical services will be performed using manufacturer's published or recommended standards, procedures and operations and maintenance manuals. Laboratory Standard Operating Procedures and Quality Assurance / Quality Control Information are available upon written request to the Laboratory.
 - 6.3. LIMITATIONS of LIABILITY – New World Environmental shall not be liable for deficiencies, errors, delays, or inaccurate testing methods which results from Purchaser supplying insufficient or incorrect information which is, or must be, relied upon by New World Environmental in completion of the service.

Each Leak Test Kit contains the following in a pre-addressed standard size envelope:

Paperwork

Page 1 – How to get the Leak Test Kit Analyzed and Receive a Completed Certificate

Page 2 – Radioactive Device/Source Leak Test Kit Directions for Use

Page 3 – Leak Test Datasheet

Page 4 – Method of Payment Form

Two (2) six (6) inch cotton swabs

Two (2) re-sealable plastic bags with pre-affixed label.

One (1) moistened towelette



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www.nwenvironmentalinc.com

Phone: 888.889.0292

Radioactive Source/Device Leak Test Kit Directions for Use

This Leak Test Kit is designed for use with alpha emitting sources or beta emitting sources that can be safely handled behind a plastic shield and low activity gamma emitting sources where the total radiation exposure to the whole body during the leak test procedure is calculated not to exceed 1 millirem.

Always read and follow the device or source manufacturer's instruction manual for specific leak test procedures. If there are any questions, contact the manufacturer or New World Environmental before the test procedures is started.

Leak Test Kit Procedures

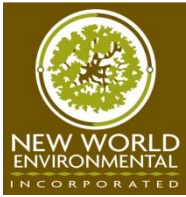
Record the device or source type, device model, device serial number, radionuclide, activity, the source serial number, date collected and collectors name on the Leak Test Sample Data Sheet. Please sign and date the form where indicated to avoid delays in processing.

Record the device or source type, device model, device serial number, radionuclide, activity, and the source serial number on the re-sealable plastic bags.

Moisten the cotton swab with the towelette (as applicable). Do not use the towelette to wipe the source.

Wipe test collection procedures:

1. Alpha emitting sources must be handled with extreme care. Do not touch the surface of the source when performing the leak test. This may damage the source since alpha sources are not protected by a cover. **Wipe only the source holder and support, DO NOT WIPE THE SURFACE OF THE SOURCE.**
2. Beta emitting sources in excess of 1 mCi should be handled with 12 inch tweezers or forceps and the leak test performed behind a plastic shield with a minimum thickness of 1 cm. Rubber gloves should be worn to help minimize the dose to the hands and to prevent contamination if the source is leaking. Take care to prevent puncturing thin covers that may be protecting the source. Wipe surfaces of the source such as support rings, holders, and storage cases. Always keep the source at a maximum distance from you and never expose yourself to the direct radiation of the source. In cases where the source is permanently fixed into a device, the closest and most easily accessible surface such as conical port source housing etc. may be taken as the smear area. Do not remove sources from their source holders. Electron capture detectors (ECDs) should be leak tested by wiping the outside of the source housing and the carrier gas inlet and outlet port.
3. Gamma emitting sources can be leak tested using this kit if the whole body exposure will not exceed 1 milliRoentgen (mR). This test can be used for unshielded 60C sources up to 40 mCi and unshielded 137Cs or 192Ir sources up to 150 mCi. The time required to collect the sample should be determined by going through a "dry run" and should take less than 30 seconds. Always use tongs, tweezers, forceps or handles with a minimum length of 12 inches. Always work with your arms fully extended to reduce the radiation dose to the whole body. Return sources immediately to their shielded storage containers. Gamma emitting sources of higher activity must be leak tested by wiping the closest accessible surface of the source without being exposed to the direct radiation from the source. For high activity sources always use calibrated survey meter during the leak test.
4. Allow the swab to dry, monitor the swab with a survey meter with a thin window G-M detector (if available); place it in the bag and seal. If removable activity was detected contact your Radiation Safety Officer immediately.



Leak Test Data sheet

Contact Information

Name _____

Company _____

Address _____

City, State Zip _____

Phone _____

Email _____

Instructions:

1. Contact your Radiation Safety Officer if there are any questions.
2. Collect the leak test according to the instructions provided. Follow the manufacturer's instructions when applicable.
3. Record the information requested below. **Use 1 Leak Test Kit per device or source.**
4. Return completed paperwork and the samples in the return envelope.
5. Mail the kit to NWE at the address provided in the instructions above. There must be a Purchase Order on file with NWE or payment mechanism available to avoid processing delays.

Source Information:

Device Type or Source Type Make and Model (Description)	Device Serial #	Radio-nuclide	Activity (mCi)	Source Serial #	Date Sample Collected	Sample Collected By
Samples Relinquished By:				Date/Time:		
Samples Received By:				Date/Time:		
Analysis #:						

Shaded area for use by NWE Only



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Phone: 888.889.0292

Method of Payment

Customer Mailing Address for Invoices and Purchase Orders

Company:		Attn:
Address:		Telephone:
Address:		Fax:
City:		Email:
State:	Zip:	Purchase Order Number:

Credit Card Payment Information

VISA MasterCard American Express

Card No:																			Expiration				
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CVV2 or Security #: (Visa: last 3 digits on back of card, AmEx: 4 digits in black on front of card)

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Name on Card:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
I _____ (print name as it appears on credit card) authorize NWE to bill my credit card for services rendered by NWE's Radio-Analytical & Calibration Laboratory.		
Signature	Date:	
Do you authorize New World Environmental Inc. to bill your credit card for future orders? Yes? <input type="checkbox"/> No? <input type="checkbox"/>		

Please return this form to New World Environmental Inc. with samples for analysis and/or meters for calibration.

Mail to:
 New World Environmental Inc.
 Analytical laboratory
 448 Commerce Way
 Livermore CA 94551

email: judy@nwenvironmentalinc.com