Cs-137 Quarterly Inventory Procedure

**Purpose:** This procedure details the steps taken to inventory the Cs-137 sources in the hot lab.

1. Print the [Cs-137 Source Inventory](file:///T:\Physics\Brachy\Cs-137\Source%20Inventory\Cs-137%20Source%20Inventory.xlsx) spreadsheet (black and white is fine).
2. Obtain the keys and the survey meter from the cabinet to the right of Kaley’s work area and enter the hot lab.
3. Look through the glass on the Cs safe in the hot lab to open the safe.
4. Open each drawer in the safe. Make sure that the number of sources in the drawer is according to the printed document and that all sources in the drawer are the same color (or, equivalently, have the same number of rings). Measure each source with the survey meter and record the reading on your printout.
5. Save a copy of the source inventory spreadsheet as Cs-137 Source Inventory YYYY-MM.xlsx in the [Past Data](file:///T:\Physics\Brachy\Cs-137\Source%20Inventory\Past%20Data) folder. Enter all pertinent data, including the data on your printout.