IT IS THE CERTIFIED SHIPPER’S RESPONSIBILITY TO CONFORM WITH ALL REQUIRED D.O.T. REGULATIONS AND TO ASSURE THAT THE SOURCES RETURNED TO EZIP ARE PROPERLY PACKAGED AND LABELED. THE MATERIALS EZIP PROVIDES IN NO WAY ALTER, SATISFY, OR INFLUENCE ANY FEDERAL OR STATE REQUIREMENTS. EZIP PROVIDES THESE MATERIALS AS A SERVICE TO PROVIDE GUIDELINES AND ASSIST PROPERLY TRAINED SHIPPERS. EZIP SHALL NOT BE HELD RESPONSIBLE FOR ANY LOSS, INJURY, AND/OR DAMAGE CAUSED BY ERRORS, OMISSIONS, MISPRINTS, OR MISINTERPRETATIONS OF THE CONTENTS OF THIS DOCUMENT FOR ANY UNAUTHORIZED OR INAPPROPRIATE USE.

Proper training is required under federal regulations to handle dangerous goods and/or hazardous materials. All persons and entities must comply with all federal regulations, including but not limited to the specific training requirements of 49 CFR 172.700 – 172.704. The user of these materials assumes responsibility for complying with all applicable laws and regulations regarding the shipment of Dangerous or Hazardous Materials. Refer to page 3 containing reference list of DOT regulations.

Important: DO NOT destroy the cardboard shipping box or any of the inner packing material that came with the EZIP source. Do not use damaged or inadequate box and packing materials. Please ensure that you have the appropriate box and packaging materials to return your sources. EZIP can provide boxes, inner packaging materials and Type A certificates identifying maximum capacity and weight requirements.

Return Kit includes:
- Instructions for Packaging of Radioactive Sources Sheet 1 (this sheet)
- IPL Form329 (online form)
- Return Kit Instructions / Return Packing List Sheet B
- IPL Form063
- Emergency Response Information Sheet 3
- IPL Form331 (online form)
- Shipper’s Declaration for Dangerous Goods
- (On-line form)
- FedEx Airbill w/Pocket Pouch
- EZIP Return Label
- IPL Form8048-3 (online label)
- Radioactive Yellow II Labels (2)

Dose Calibrator Vial Source Preparation:
1. Place the source inside the lead storage container.
2. Seal the lead container with tape. Wrap the container in the cotton wadding from the new source packaging material. Place the old wrapped container in the can and tape the lid onto the can. If the source was shipped by itself, place the can inside the corrugated cardboard inserts and slide the inserts into EZIP’s shipping box.
3. If shipping a dose calibrator with a flood source, place the can into the flood source case or in the cardboard box with the flood source case.

Spot Marker and Other Check Sources Preparation:
1. Wrap the source(s) in the cotton wadding from the new source packaging material and place this wadding into the tin can. Tape the lid onto the can. Place the can inside the cardboard inserts and slide the inserts into EZIP’s shipping box. Some rod sources will not fit into the can. If possible, they should be placed into a plastic bag or other container before being placed in the cardboard shipping box.
2. If returning with a flood source, place the can into the flood source case or cardboard flood box. Rod sources that do not fit in the can should be taped to the face of the flood source.

Flood Source Preparation:
1. If returning the storage case as well as the flood source, place the source inside the lead-lined case and place the case into EZIP’s shipping box.
2. If only returning the flood source, place the source directly into EZIP’s shipping box.

Line and Point Source Preparation:
1. Place the source inside its lead storage container.
2. Seal the lead container with tape.
3. Place the lead container in the center of the box using the material from EZIP’s shipment to secure the source in the middle of the cardboard box. Contact EZIP if you need a box or additional packaging materials.
Instructions for Packaging of Radioactive Sources

**Important:** EZIP will only accept authorized returns. Any additional returns will require prior approval; contact the EZIP’s Sales Department.

EZIP will only accept source returns on a ONE-TO-ONE EXCHANGE for medical products if previously arranged. Any additional returns will require prior approval; contact EZIP’s Medical Sales Department.

**Source Preparation** – See other side for specifics of source packaging. If your source is not listed on the reverse guideline, contact EZIP for additional instructions and Type A certificate.

1. If a leak test has not been performed on the source within the last six months, wipe the source and verify that the removable activity is not higher than 0.005 µCi. If greater than 0.005 µCi, notify your Radiation Safety Officer. Indicate the wipe test results on Sheet B.

2. Place the source and its appropriate packaging components inside EZIP’s original cardboard shipping box. Contact EZIP if you need boxes, inner packaging materials, or Type A certificates identifying maximum capacity and weight requirements. Include a copy of Sheet B inside the box.

3. Seal the shipping box with heavy duty packing tape. Re-seal all seams on the box. If you do not have pre-printed tape, write “security seal” on the entire length of the tape to show the box has not been tampered with.

4. Perform a dry wipe test on the outside surface of the box. Removable activity cannot exceed 22 dpm/cm² of beta and gamma emitters and 2.2 dpm/cm² of alpha emitting nuclides in accordance with 49 CFR 173.443.

5. The EZIP return authorization number MUST be written on the Return Packing List (Sheet B) and written on the outside of the cardboard box, otherwise the package may be refused upon delivery to EZIP.

6. Fill out the Return Packing List (Sheet B). Ensure that your contact information is included. List all the sources to be returned. If the source is in any way compromised, please provide the details in the capsule description section. **NOTE:** Keep a copy of Sheet B for your records. It may be requested by your regulatory agency.

7. Write the shipper’s 24 hour emergency response number on the Emergency Response Information page (Sheet 3) and on Sheet B.

8. Fill out the Federal Express Airbill completely. Under Special Handling, do not mark the delivery signature options. Since the shipment contains dangerous goods, mark ‘Yes’ for ‘As per the attached Shipper’s Declaration’.


10. Place the Return Packing List (Sheet B), Emergency Response Information (Sheet 3), Shipper’s Declaration for Dangerous Goods, and the Federal Express Airbill inside the clear pocket pouch provided and adhere to the outside of the box.

11. The material will be returned to EZIP as Radioactive Material, Type A Package, non-special form, non-fissile excepted, UN2915. The Type A box should be printed with “UN2915 RADIOACTIVE MATERIAL, TYPE A PACKAGE, NON-SPECIAL FORM, NON FISSION OR FISSION EXCEPTED, USA D.O.T.-7A-TYPE A”. Adhere two Yellow II Radioactive Labels; one each on opposite sides of the outside of the box.

12. Freight charges are the responsibility of the shipper (do not ship collect). All overseas shipments should be shipped DDP-Delivery Duty Paid.

13. All returns must be sent to: Eckert & Ziegler Isotope Products, 1800 N. Keystone St., Burbank, CA 91504.

**License Statement:** This is to certify that Eckert & Ziegler Isotope Products possesses California Radioactive Materials License No. 1509-19. For licensing questions or concerns, please contact the EZIP Radiation Safety Officer at (661) 309-1010.
Instructions for Packaging of Radioactive Sources

49 CFR Parts 100 to 185 Department of Transportation

Access to Code of Federal Regulations:
http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1
Scroll to Title 49 Transportation for the available on-line regulations.

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