

Submission of Swipes Samples to be Analyzed for Isotopes *other than* Tritium (H-3)

1. All swipes **MUST** be accompanied by a request for evaluation memorandum containing at least the following information:
 - a. Name and Address of requesting organization and/or unit.
 - b. Type of evaluation to be performed (i.e. Am-241, Ni-63, DU, etc.). “Gross Alpha/Beta” is the term applicable to evaluations for any or all isotopes.
 - c. Point of contact (POC) to include name, phone, fax, and if possible, email address. POC will have direct knowledge of circumstances applicable to the swipe(s) submitted.
 - d. Each swipe **MUST** have some form of control indicator (i.e. #1, #2, A, B, Room #1-A)
2. Swipe(s) will be placed and sealed in a small envelope or plastic zip lock bag with “**RADIOACTIVE**” and “**MAILROOM – DO NOT OPEN**” marked on the outside.
3. The small envelope or plastic zip lock bag will then be sealed and placed in a larger envelope or box with memorandum detailed in paragraph 1. above. **ENVELOPE(S) WILL BE SEALED WITH TAPE. DO NOT LICK TO SEAL.**
4. Submit swipe(s) directly to the HPL or through MPS / Post utilizing the appropriate address detailed in paragraph 6.i. of the main SOP.