

ANNEX D

Submission of Swipes Samples to be Analyzed for 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. Annotation that H-3 is the type of evaluation to be performed.
 - 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 wetted with approximately 1 milliliter (ml) of distilled water (*approximately 3-4 small drops*) prior to performance of swipe/leak test.
3. Immediately after performance of swipe/leak test the swipe will be placed and sealed in a small plastic zip lock bag or 18 ml scintillation vial (NSN 6640-01-141-3871). The preferred method for submitting a H-3 swipe would be in a vial.
4. The vial(s) or plastic zip lock bag(s) will be placed in a small envelope or plastic bag with “**RADIOACTIVE**” and “**MAILROOM – DO NOT OPEN**” marked on the outside.
5. The envelope or plastic zip lock bag will then be 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.**
6. Submit swipe(s) directly to the Nucleonics ACL or through MPS / Post utilizing the appropriate address detailed in paragraph 6.i. of the main SOP.