

Chapter 20: [Lead Safety](#)

# Lead Transfer Procedure

Product ID: [768](#) | Revision ID: 2627 | Date published: 15 August 2023 | Date effective: 15 August 2023

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/leadProcedTransfer.pdf>

## 1 Purpose

The purpose of this procedure is to ensure the safe transfer of used lead. This procedure covers the transfer of used lead to and from Central Lead Storage. It applies to workers (as *lead users* and requesters), the Central Lead Storage manager, the lead safety program manager, and Radiation Protection Field Operations, Field Safety, and Waste Management.

Used lead bricks and blankets must be transferred to central storage. (For exceptions contact the lead safety program manager.) Disposition of lead scraps and lead generated through decommissioning and decontamination activities is to be coordinated with the appropriate program manager ([hazardous waste; radiological materials and waste; decommissioning and decontamination](#)), not via this procedure.

**Important** Given the weight of lead bricks (26 pounds each) and their use in radiation shielding, transferring more than a few is a significant effort requiring the requester to submit work planning and control documents, ensure radiological survey if appropriate, and verify the composition. Trained *lead workers* and forklifts or other industrial equipment may be required.

## 2 Procedure

Step	Person	Action
1.	Requester	Completes Section 1 of the <a href="#">Lead Safety: Lead Transfer Form</a> , indicating the type (bricks or blankets), amount, use, and location of the lead, and whether the lead will or has been used in an accelerator housing, contamination area, radiation area, or high radiation area
2.	Requester	Completes a work planning and control package, including a job safety analysis or work procedure, training verification, waste generation/disposal strategy, and pre-job briefing roster Submits work package to Waste Management (WM) and Field Safety for review
3.	WM and Field Safety	Reviews work package and notifies requester if adequate or changes necessary
4.	Requester	With work package complete, contacts the Central Lead Storage manager (Building 413 <a href="#">building manager</a> )
5.	Central Lead Storage manager	Arranges to meet the requester, and if a survey is necessary Radiation Protection Field Operations ( <a href="#">RPFO</a> , ext. 4299), at Central Lead Storage to facilitate the transfer

Step	Person	Action
6.	Requester	Brings lead transfer form and completed work package to Central Lead Storage
7.	RPFO	If required, surveys lead and completes Section 2 of the lead transfer form
8.	Requester	If lead bricks are being transferred, completes Section 3 of the lead transfer form, verifying composition and weight and stamping (if not already stamped; stamps and scales are available at Central Lead Storage)
9.	Requester	Completes transfer, ensures Central Lead Storage is left in satisfactory state Submits completed lead transfer form to Central Lead Storage manager
10.	Central Lead Storage manager	Completes Section 4 of the lead transfer form, verifying Central Lead Storage has been returned to satisfactory state Keeps completed lead transfer form and provides a copy to the requester

### 3 Forms

The following forms and systems are required by this procedure:

- [Lead Safety: Lead Transfer Form](#) (SLAC-I-730-0A09J-007). Form for documenting the transfer of lead to and from Central Lead Storage

### 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The Central Lead Storage manager keeps the completed lead transfer forms.

### 5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 20, “Lead Safety”](#)
  - [Lead Safety: Lead Management Requirements](#) (SLAC-I-730-0A09S-036)

Other SLAC Documents

- [SLAC Building Information](#)
- [Hazardous Waste Management](#)
- [Radiation Protection Department - Field Operations](#)
- [Programs and Program Managers List](#)