

Chapter 20: [Lead Safety](#) Lead Transfer Form

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

ENVIRONMENT, SAFETY & HEALTH DIVISION

This form is used to document the transfer of lead to and from Central Lead Storage.

To arrange a transfer, prepare a work package and have it reviewed then contact the Central Lead Storage manager (Building 413 [building manager](#)). The storage manager will arrange to meet the requester and RPFO to facilitate the survey, verification, and transfer of bricks. (See [Lead Safety: Lead Transfer Procedure](#) [SLAC-I-730-0A09S-014].) The Central Lead Storage manager keeps completed form and provides a copy to the requester.

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](#), ext. 2399; [radiological materials and waste](#), ext. 2823; [decommissioning and decontamination](#), ext. 5260), not via this form.

1 Transfer / Material Description *(completed by requester)*

Name:		Phone number:	
Directorate:	Dept/group:	Mail stop:	E-mail:
Transfer is <input type="checkbox"/> to or <input type="checkbox"/> from Central Lead Storage		Location:	
Quantity:		Type (bricks, blankets):	
Description (use):			
Will the lead be used, or has the lead been used, in an accelerator housing, contamination area, radiation area, or high radiation area? (if not No, Section 2 required)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Work package including a job safety analysis or work procedure, training verification, waste generation/disposal strategy and briefing roster submitted to WM and Field Safety for review?		<input type="checkbox"/> Yes	

2 Material Declaration *(completed by RPFO personnel)*

Survey required?	<input type="checkbox"/> Yes (required for all incoming lead and all lead removed from RMMA section of lead storage, complete instrument section) <input type="checkbox"/> No (N/A instrument section)				
Instrument Type	Base Serial #	Detector	Cal. Due Date	Avg. Bkg	Net cpm on Lead
Gamma scintillation (activation), using Ludlum 2241-2, 44-2 det					
Surface contamination, using <input type="checkbox"/> Ludlum 2241-2, 44-9 det <input type="checkbox"/> Ludlum 26 <input type="checkbox"/> TBM 15, P-15 det					
<input type="checkbox"/> IFB (indistinguishable from background), is not radioactive. HOLD <input type="checkbox"/> IFB (indistinguishable from background), is not radioactive. NON-HOLD <input type="checkbox"/> Radioactive, marked as radioactive by trefoil stamp/paint or by other means _____.					
Radiological surveys conducted per Protocols for Defining and Monitoring for Radioactive Material (SLAC-I-760-2A30C-006, FO 018)					
RP technician name:					
Signature:				Date:	

3 Verification *(only for lead bricks used for radiation shielding; completed by requester)*

Verification method of lead composition

- ☐ Documentation from vendor (attach copy or provide link): _____
- ☐ Stamp is already present on bricks
- ☐ Weighing/measuring of bricks (see below or attach documentation)

Verified lead bricks must be stamped. Scale and stamp available at Central Lead Storage.

List of weight of each brick (L (cm) × W (cm) × H (cm) / weight (g) = 11.3 g/cm³

Verify representative subset, stamp all bricks with provided stamp, "SLAC LEAD". Add additional sheet with measurements as needed.

L (cm) × W (cm) × H (cm) L (in) × W (in) × H (in)	Expected weight at 11.3 g/cm ³ (0.41 lb/in ³)	Measured weight	Pass (within 10%)	Stamp added to brick (Y/N)



Figure 1 Sample Stamps (available at Central Lead Storage)

4 Close Out *(completed by Central Lead Storage manager)*

Central Lead Storage has been returned to satisfactory state

Name:

Signature:

Date:

Central Lead Storage manager keeps completed form and provides a copy to the requester.