

# Radiation Safety Committee



## Radioactive Materials Checkout Procedures

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The Radiation Safety Committee has initiated a radioactive material/source control program to ensure personnel safety as well as compliance with all applicable federal and State regulations. Please follow the procedures outlined below. If you have any questions or concerns regarding these procedures, or would like to become an Authorized User, please contact a member of the Radiation Safety Committee (RSC) or the Radiation Safety Officer (RSO), Marvin Pratt, at ext. 5126.

### **To Obtain A Radioactive Source:**

All sealed sources currently stored in Physical Science 121 can be checked out by contacting the physics stockroom technician in PHSC 103 at ext. 6398 or through email from August 1 through June 30th. Please give the stockroom at least 24 hours notice prior to the time you require the source. If you cannot reach the stockroom technician please contact Marvin Pratt at ext. 5126.

Sources may only be checked out and checked back in by Authorized Users. At no time can a student checkout any source without written approval from the Radiation Safety Committee or the RSO.

Sources may be kept for as long as needed provided no other Authorized Users have a need to use them. You will be required to return the source to the storage area at the end of the Spring and Fall semesters for inventory purposes. If a source cannot be returned within the semester, please make arrangements with the stockroom technician, or Marvin to confirm possession of the source.

### **Use of Radioactive Sources:**

It shall be the responsibility of the Authorized User to ensure that the ALARA principle is followed at all times. ALARA is the federally mandated program for keeping all occupational exposure As Low As Reasonably Achievable. Every effort shall be taken to reduce exposure to all individuals regardless of estimated whole body dose. As a basis for the compliance of the ALARA principal the main safety points are to decrease time spent with the source, increase distance from the source, and increase shielding of the source.

At no time shall sources be left unattended. The authorized user shall be in control of all sources at all times unless the source has been secured (see security requirements below).

Students who use radioactive sources must do so under the general supervision of an Authorized User. Students shall be trained in using the source properly. A copy of the Record of Training and the outline of the topics covered during training shall be forwarded to the RSC, via the RSO at zip 019, for record keeping.

### **Security of Radioactive Sources:**

No source shall be left unattended at any time including class changes and breaks. Sources must be secure in a locked drawer, cabinet, or other similar area, which shall be marked with a radiation label. This applies to all sources regardless of physical size or activity. The storage location of the source must be described on the source checkout form.