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C-A OPERATIONS PROCEDURES MANUAL

9.5.10 C-A Site Specific Sealed Source Inventory Procedure

Attachments

Text Pages 2 through 3

Hand Processed Changes

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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

P. Cirmigliaro

9.5.10 Site Specific Sealed Source Inventory Procedure

1. **Purpose**

This procedure describes Collider-Accelerator Departmental policy of inventory control of sealed sources, and to provide a means of a verifiable audit system.

2. **Responsibilities**

- 2.1 C-A Source Custodian shall maintain accountability for the records all sealed sources employed at the C-A complex, other than those owned and controlled by Health Physics (Facility Services, FS).
- 2.2 FS (Health Physics Office) shall be responsible to perform leak checks of all sealed sources. Procurement of radioactive sealed sources shall be coordinated with FS Organization.
- 2.3 C-A Source User shall be responsible to follow the rules for sealed source procurement, safe use and storage.
- 2.4 C-A Source Custodian shall be responsible for ensuring source user's receive appropriate training.

3. **Prerequisites**

- 3.1 C-A Source Custodian shall be appointed by Department Management to maintain radioactive sealed source controls. The C-A Source Custodian shall maintain a list of C-A Source Users.
- 3.2 C-A Source User shall complete C-A Users Training, Radiation Worker I training, and C-A Site Specific Source User Training. The user shall be familiar with site specific procedures.

4. **Precautions**

None

5. **Procedures**

- 5.1 Sealed sources shall be received into the C-A complex through FS (Health Physics Office). A FS representative shall complete form [C-A-OPM-ATT 9.5.10.a](#), "C-A Site Specific Sealed Source Inventory Procedure". A copy of the completed form shall be forwarded to the C-A Source Custodian for maintenance. A copy shall remain with the sealed source.

- 5.2 A lock will be issued to the C-A Source User by the FS representative to secure a Source Storage Box.
- 5.3 The C-A Source Custodian will notify the C-A Health Physic Office when leak checks are required of User's sources. The C-A Source Custodian will maintain records of such leak checks.
- 5.4 The Health Physics Office shall contact C-A Source Users to retrieve the sources for leak checks.
- 5.5 The C-A Source User shall notify the Health Physics Office when sealed sources are to be removed or transferred from the C-A complex.
 - 5.5.1 Transfer of sealed sources shall be controlled by the FS Representative according to BNL requirements.
 - 5.5.2 Upon transfer the FS representative shall complete [C-A-OPM-ATT 9.5.10.a](#) and forward it to the C-A Source Custodian for maintenance of C-A Files.

6. Documentation

None

7. References

- 7.1 [BNL Radiological Controls Manual, ESH 3.1.4 Radioactive Materials, Rev.0, Part 3. Radioactive Source Controls.](#)

8. Attachments

- 8.1 [C-A-OPM-ATT 9.5.10.a "C-A Site Specific Sealed Source Inventory Form."](#)
- 8.2 [C-A-OPM-ATT 9.5.10.b "C-A Site Specific Training Materials"](#)