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**C-A OPERATIONS PROCEDURES MANUAL**

9.5.10 C-A Site Specific Sealed Source Inventory Procedure

Attachments

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Hand Processed Changes

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

P. Cernigliaro

## 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-AD 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-AD Source User shall be responsible to follow the rules for sealed source procurement, safe use and storage.
- 2.4 C-AD Source Custodian shall be responsible for ensuring source user's receive appropriate training.

### 3. Prerequisites

- 3.1 C-AD Source Custodian shall be appointed by Department Management to maintain radioactive sealed source controls. The C-AD Source Custodian shall maintain a list of C-A Source Users.
- 3.2 C-AD Source User shall complete C-AD Users Training, Radiation Worker I training, and C-AD 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-AD complex through the FS (Health Physics Office). A FS representative shall complete the "Sealed Radioactive Source Data Form" and the "Sealed Radioactive Source Inventory-Leak Test Form" found in the SBMS Subject Area, ["Sealed Radioactive Source Control"](#). A copy of the completed forms shall be forwarded to the C-AD Source Custodian. A copy of the forms shall remain with the source.

- 5.2 A lock will be issued to the C-AD Source User by the FS representative to secure a Source Storage Box.
- 5.3 The C-AD Source Custodian will notify the C-AD Health Physics Office when leak checks are required of User's sources. The C-AD Source Custodian will maintain records of such leak checks.
- 5.4 The Health Physics Office shall contact C-AD Source Users to retrieve the sources for leak checks.
- 5.5 The C-AD Source User shall notify the Health Physics Office when sealed sources are to be removed or transferred from the C-AD complex.

**6. Documentation**

None

**7. References**

7.1 [BNL SBMS "Sealed Radioactive Source Control"](#).

**8. Attachments**

None