

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are available by contacting the **ESSHQ Procedures Coordinator, Bldg. 911A***

C-A OPERATIONS PROCEDURES MANUAL

9.5.14 Process Knowledge Form

Text Pages 2 through 3

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

J. Scott

9.5.14 Process Knowledge Form

1. Purpose

This document provides C-A personnel with the latest revision of the BNL Process Knowledge Form, for the release of potentially contaminated or activated material.

2. Responsibilities

2.1 The generator or owner of the equipment or material to be released shall complete the Process Knowledge Form.

3. Prerequisites

None

4. Precautions

None

5. Procedure

5.1 Complete Process Knowledge Form as required (see reference form).

6. Documentation

6.1 The C-A Department will keep no records of these forms.

7. References

None

8. Attachments

8.1 Process Knowledge Form.

**Attachment 8.1 - PROCESS KNOWLEDGE FORM
for the Release of Potentially Contaminated or Activated Material**

Note: this form should not be confused with/substituted for the BNL Hazardous Waste PKCF.

Description of the Item and Quantity:

1. YES NO Has radioactivity been added to this material? If YES, dispose of as radioactive material, if NO continue.
- a. YES NO Was this item exposed to a beam or other source of particles (i.e.; neutrons, protons, etc.) capable of causing activation?
- b. YES NO Was this item in an area where the potential existed for contamination due to the presence of unencapsulated or unconfined radioactive material?
- c. YES NO *Does the material/equipment contain hazardous material or regulated substances (PCB's, mercury, asbestos, petroleum products, Freon, toxic materials, etc.). Products such as Freon shall only be reclaimed by an EPA certified technician and will be documented. Copies of the Freon recovery will accompany this form.
 N/A

If the answers to **a & b** are NO and the answer to **c** is NO or N/A Sign Certification below.

*If "Yes" properly remove and dispose of the hazardous material through WMD. (This requirement only applies to material/equipment that is delivered to PPM for disposal as scrap select N/A for all other.)

For items that have been exposed to either an activating beam or unencapsulated radioactive material a formally documented survey is required. All material in this category may be released for unrestricted use provided they are not released into the metals recycling process in the future. All material designated as scrap metal that has been exposed to either an activating beam or unencapsulated radioactive material but surveyed as clean shall be sent directly to the Suspect Scrap Metal Yard due to the DOE moratorium on scrap metal release.

CERTIFICATION

Clean Material: Based upon my knowledge of the origin, storage, use and potential exposure of the material/equipment, I certify that no radioactivity has been added and it contains no hazardous materials.

Print name of Requestor

Signature of Requestor

Life #

Date

NOTE: if any unacceptable products are found within the receiving materials for the scrap metal yards, they will be removed and properly disposed of through Waste Management and all associated costs will be billed back to the generators' Department. If any spills occur, due to oils or chemicals not being properly removed, then the associated cleanup and disposal costs will be billed back to the generators' Department.