

APPENDIX L

OPERATING PROCEDURES

The following Operating Procedures will be used by all Authorized Users who use or supervise the use of the fixed gauge(s). Any deviations from these Operating Procedures must be approved by the Radiation Safety Officer.

Preparation for Work

- If a personnel monitoring badge is provided:
 - Always wear your assigned thermoluminescent dosimeter (TLD) or film badge when using the gauge.
 - Never wear another person's TLD or film badge.
 - Never store your TLD or film badge near the gauge.

Using the Gauge

- Use the gauge according to the manufacturer's or distributors instructions and recommendations. Perform routine cleaning and maintenance according to the manufacturer's or distributors instructions and recommendations.
- Test each gauge for the proper operation of the on-off mechanism (shutter) and indicator, if any, at intervals not to exceed 6 months or as specified in the SSD certificate.
- Do not touch the unshielded source with your fingers, hands, or any part of your body.
- Do not place hands, fingers, feet, or other body parts in the radiation field from an unshielded source.
- Post a radiation warning sign at each entryway to an area where it is possible to be exposed to the beam.
- Prevent employees from entering the radiation beam during maintenance, repairs, or work in, on, or around the bin, tank, or hopper on which the device is mounted by using the attached **Gauge Lockout Procedures**. These procedures specify who will be responsible for ensuring that the lock-out procedures are followed.
- Prevent unauthorized access, removal, or use of the gauge.
- After making changes affecting the gauge (e.g., changing the location of gauges , removing shielding, adding gauges, changing the occupancy of adjacent areas,), reevaluate compliance with public dose limits and ensure proper security of gauges.

Maintaining the Gauge(s)

1. Personnel monitoring badges, if applicable, will always be worn when cleaning or maintaining the gauge.
2. Routine cleaning and maintenance of the gauge will be performed in accordance with the manufacturer's instructions and recommendations.
3. No maintenance will be performed on the gauge that includes removing the radioactive source from the gauge. Any maintenance that is not included in the manufacturer's instructions and recommendations will be performed by the manufacturer or by another person who is specifically licensed to perform the maintenance.
4. Non-routine maintenance such as installation, initial radiation surveys, relocation, removal from service, dismantling, alignment, replacement, disposal of the sealed source, and non-routine maintenance and repair of components related to the radiological safety of the gauge, is performed using the attached **Non-Routine Maintenance Procedures**.
5. A Quarterly Inventory of all gauges will be performed by the Radiation Safety Officer or their designee. Records of the inventory will be maintained by the Radiation Safety Officer.
5. Leak testing of the radioactive sources will be performed and documented as specified in the Radioactive Material License using the **Gauge Leak Test Procedures**, which are attached. Gauges that do not have a current leak test will not be used.