

APPENDIX R

ADMINISTRATIVE PROCEDURES

Radioactive Material Licensees are responsible for documenting, recording, and maintaining records of radiation safety activities, as well as informing/notifying employees of matters pertaining to radiation safety. The Licensee is also responsible for notifying the Department of emergency or abnormal events involving radioactive material.

Recordkeeping

Licensees must maintain records as required in RH-1500; RH-600 through RH-602; and RH-8700 through RH-8728

The licensee must maintain certain records to comply with Department regulations, the conditions of the license, and commitments made in the license application. Operating Procedures must identify the individuals in the Licensee's organization who are responsible for maintaining which records.

A table of recordkeeping requirements appears in Table R-1.

Reporting

Radioactive Material Licensees are required to report to Department via telephone, written report, or both in the event that the safety or security of radioactive material may be compromised. The specific events that require reporting are explained in RH-8800 through RH-8804, Section 3, Part F; and in Section 2, Part F, and RH-1502. The timing and type of report are specified within these parts.

The Department requires licensees to report incidents that might compromise the health and safety of patients, health care providers, or the public. Therefore, Sections 2, 3, and 9 of the Rules and Regulations include provisions that describe reporting requirements associated with the medical use of radioactive material.

A table of reporting requirements appears in Table R-2.

Communication with Workers

Radioactive Material Licensee are required to provide training and instructions to workers, provide information about the Radioactive Material License, the Rules and Regulations, and provide various other reports relating to the work activities and the workplace covered by the license and the regulations, and the Department inspections. These requirements are established in following parts of the regulations:

- Section 3, Part D, RH-1305
- Section 3, Part F, RH-1500 through 1506
- Section 3, Part N, RH-2801 through RH-2808

Table R-1 Typical Records and Retention Times			
Record	Requirement	Recordkeeping Requirement	Retention Period
Results of surveys and calibrations	RH-1300 RH-1307	RH-1500.c.1	3 years
Results of surveys to determine dose from external sources		RH-1500.c.2	duration of license
Results of measurements and calculations used to determine individual intakes		RH-1500.c.2	duration of license
Results of air samplings, surveys, and bioassays	RH-1303.f.5	RH-1500.c.2	duration of license
Results of measurements and calculations used to evaluate the release of radioactive effluents to the environment		RH-1500.c.2	duration of license
Determination of prior occupational dose		RH-1500.d	duration of license
Planned special exposure	RH-1205	RH-1500.e	duration of license
Individual monitoring results	RH-1302	RH-1500.f	duration of license
Dose to individual members of the public	RH-1208	RH-1500.g	duration of license
Waste disposal	RH-1401 RH-1402 RH-1404 RH-1405	RH-1500.h	duration of license
Records of receipt of radioactive material		RH-600.a.1	duration of possession and 3 years after transfer
Records of transfer of radioactive material		RH-600.a.2	3 years after transfer
Records of disposal of radioactive material		RH-600.a.3	duration of license
Authority and responsibilities of radiation protection program	RH-8300	RH-8700	5 years
Radiation protection program changes	RH-8301	RH-8701	5 years
Written directives	RH-8308	RH-8702	3 years
Procedures for administrations requiring a written directive	RH-8308	RH-8308	duration of license
Calibrations of instruments used to measure activity of unsealed radioactive material	RH-8401	RH-8705	3 years

Table R-1 Typical Records and Retention Times			
Record	Requirement	Recordkeeping Requirement	Retention Period
Radiation survey instrument calibrations	RH-8402	RH-8706	3 years
Dosages of unsealed radioactive material for medical use	RH-RH-8403	RH-8707	3 years
Leak tests and inventory of sealed sources and brachytherapy sources	RH-8405	RH-8708	3 years
Surveys for ambient radiation exposure rate	RH-8408	RH-8709	3 years
Release of individuals containing unsealed radioactive material or implants containing radioactive material	RH-8420	RH-8710	3 years
Mobile medical services	RH-8425	RH-8711	3 years
Decay-in-storage	RH-8410	RH-8712	3 years
Molybdenum-99 concentrations	RH-8531	RH-8713	3 years
Safety instruction	RH-8551 RH-8603 RH-8633	RH-8715	3 years
Surveys after source implant and removal	RH-8601 RH-8631	RH-8716	3 years
Brachytherapy source accountability	RH-8602	RH-8717	3 years
Calibration measurements of brachytherapy sources	RH-8605	RH-8718	3 years
Decay of strontium-90 sources for ophthalmic treatments	RH-8605	RH-8719	life of source
Installation, maintenance, adjustment, and repair of remote afterloader units, teletherapy units, and gamma stereotactic radiosurgery units	RH-8631	RH-8720	3 years
Safety procedures	RH-8633	RH-8633	duration of possession of specified equipment
Dosimetry equipment used with remote afterloader units, teletherapy units, and gamma stereotactic radiosurgery units	RH-8635	RH-8721	duration of license
Teletherapy, remote afterloader, and gamma stereotactic radiosurgery full calibrations	RH-8640 RH-8641 RH-8642	RH-8722	3 years

Table R-1 Typical Records and Retention Times			
Record	Requirement	Recordkeeping Requirement	Retention Period
Periodic spot-checks of teletherapy units	RH-8643	RH-8723	3 years
Periodic spot-checks of remote afterloader units	RH-8644	RH-8724	3 years
Periodic spot-checks of gamma stereotactic radiosurgery units	RH-8645	RH-8725	3 years
Additional technical requirements for mobile remote afterloader units	RH-8647	RH-8726	3 years
Surveys of therapeutic treatment units	RH-8650	RH-8727	duration of use of unit
5-year inspection for teletherapy and gamma stereotactic radiosurgery units	RH-8649	RH-8728	duration of use of unit

Table R-2 Typical Department Notifications and/or Reports			
Event	Telephone Notification	Written Report	Regulatory Requirement
Reports to individual workers	none	annually	RH-2804.b
Reports to former individual workers	none	upon request	RH-2804.c
Notification of special circumstances to individuals	none	30 days	RH-2804.f
Reports to worker terminating employment	none	upon request	RH-2804.d & e
Theft or loss of material	immediate	30 days	RH-1501
Whole body dose greater than 25 rems (0.25 Sv)	immediate	30 days	RH-1502.a.1 RH-1504.a
Extremity dose greater than 250 rems (2.5 Sv)	immediate	30 days	RH-1502.a.1 RH-1504.a
Whole body dose greater than 5 rems(0.05 Sv) in 24 hours	24 hours	30 days	RH-1502.b.1 RH-1504.a
Extremity dose greater than 50 rems (0.5 Sv) in 24 hours	24 hours	30 days	RH-1502.b.1 RH-1504.a
Doses in excess of specified criteria	none	30 days	RH-1504.a.2
Levels of radiation or concentrations of radioactive material in excess of specified criteria	none	30 days	RH-1504.a.3
Planned special exposures	none	30 days	RH-1205.f
Report to individuals of exceeding dose limits	none	30 days	RH-1505.b
Report of individual monitoring	none	annually	RH-1509
Defect in equipment that could create a substantial safety hazard	2 days	30 days	NRC Regulations
Event that prevents immediate protective actions necessary to avoid exposure to radioactive materials that could exceed regulatory limits	immediate	30 days	RH-1502.e

Table R-2 Typical Department Notifications and/or Reports			
Event	Telephone Notification	Written Report	Regulatory Requirement
Equipment is disabled or fails to function as designed when required to prevent radiation exposure in excess of regulatory limits	24 hours	30 days	RH-1502.f.2
Unplanned fire or explosion that affects the integrity of any licensed material or device, container, or equipment with licensed material	24 hours	30 days	RH-1502.f.4
Licensee permits individual to work as AU, ANP, or AMP	none	30 days	RH-8020.a
AU, ANP, or AMP discontinues performance of duties under license or has a name change	none	30 days	RH-8020.b.1
Licensee's mailing address changes	none	30 days	RH-8020.b.2
Licensee's name changes without constituting a transfer of control	none	30 days	RH-8020.b.4
Licensee adds or changes areas of 35.100 or 35.200 use of radioactive material identified in application or license	none	Before Change	RH-8011
Medical event	1 day	15 days	RH-8800
Dose to embryo or nursing child	1 day	15 days	RH-8801
Leaking source	none	5 days	RH-8802

Note: Telephone notifications shall be made to the Department at the following 24-hour number

1-800-633-1735