



## Procedures for the acquisition and use of Sealed Sources

1. No sealed radioactive source may be purchased or brought onto University premises without the explicit permission of the area RPS and site RPO, who will need to determine that it can be accommodated within the terms of the site EPR2011 Permit.
2. All sealed sources must be registered both locally, with the RPS and details forwarded to the relevant RPO to central records.
3. The Source holder and, if reasonably practicable, the source itself, should be permanently marked with a unique identification code, plus a radiation trefoil, details of isotope, activity and date of purchase.
4. All users of sealed sources must be registered as University Radiation Workers. When appropriate, personal dosimeters (whole body TLDs) must be worn.
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7. Wherever practicable, the minimum activity source suitable for the experiment should always be used, and sources emitting penetrating radiations should never be manipulated directly by hand.
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9. Appropriate shielding material should be used, whenever reasonably practicable, to keep personal radiation dose rates below  $1 \text{ micro Sv h}^{-1}$ .
10. Monitoring should be carried out at regular intervals to confirm compliance. Sources which are permanently mounted in a piece of equipment should not be readily removable, and the equipment should be labelled as above.
11. When not in use, sources should be kept in labelled containers in an approved locked store (e.g. a steel safe). The store must be clearly marked with the trefoil symbol and must not contain any flammable, corrosive or explosive materials. Access must be restricted to authorised persons.
12. There should be an accurate stock list with each store. The location of all sources should be regularly checked.
13. If the user suspects that any source has been lost, stolen or damaged the RPS must be informed without delay and, where practicable, an attempt made to

recover it. The site RPO must also be informed in writing as it may be necessary to report the loss to the HSE and the EA.

- 14.** Accurate records must be kept showing all movements of sources from their normal location. Schools must compile records of the identities, activities and locations of all sealed radioactive sources that they possess, and these should be kept for at least two years after the record was made.
- 15.** No sealed sources may be disposed of, or transferred to another permanent location or establishment without consulting the relevant RPA, through the site RPO.
- 16.** All sealed sources, where practicable, must be leak tested at least once every 24 months, and records kept for three years. This will normally be undertaken by the site RPO. Potential radiation hazards should be assessed and contingency plans drawn up for use in an emergency. In the event of any such incident the relevant RPS / RPO must be informed immediately.