

BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-ESH-07	Revision: 2.1
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Subject: Radioactive Source Control		
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RADIOACTIVE SOURCE CONTROL

I. Radioactive Source Control

Information and BNL regulations pertaining control and use of radioactive sources is contained in:

[Sealed Radioactive Source Control Radiological Control Manual](#), in [Chapter 4, Part 3 Radiological Work Permits](#)

II. Department Specific Information:

- A. The [Department Source Custodian](#) is available for assistance in maintaining your source inventory.
- B. Individual inventory spreadsheets are maintained in shared folders on [\\rongill\sources](#).
- C. The [Facility Support Representative](#) is available to assist with posting and maintaining sources.

III. Rules for Working with Radioactive Sources in the Physics Department:

- A. Purchasing Radioactive Sources – **before the purchase order is submitted**
 1. The ES&H Coordinator must approve all radioactive material purchases.
 2. The use of the proposed source must be described in an approved [Experiment Safety Review](#).
 3. Fill in and submit an [RWP](#) form if use of the source will require one.
- B. Radioactive Source Inventory & Control
 1. All sources must be under the control of a trained Source Custodian.
 2. All sources must be inventoried, assigned a BNL-RCD bar code, and tracked.
 3. The inventory of **non-exempt** sources must be verified **semiannually** & reported to the Department Source Custodian.
 4. The inventory of **exempt** sources must be verified **annually** & reported to the Department Source Custodian.
 5. Immediately report any inventory discrepancy (lost or found sources) to the Department Source Custodian.

6. Immediately report sources in unposted areas to the [RCD Rep.](#) and the [ES&H Coordinator](#).

C. Using Radioactive Sources

1. A source can only be used or stored in an appropriately posted area.
2. Each source must have a Radioactive Material Tag and a BNL-RCD bar code that clearly identifies it while being used.
3. Request that the RCD Rep. Check the posting before moving a source into another area.
4. **Before** moving a source into or out of a building, notify the RCD Rep.
5. Wear a TLD badge when using any source, and follow posting rules.
6. Sign the source out/in of the source box whenever removing/returning it.
7. An RWP is required for strong sources – consult RCD Rep. or the ES&H Coordinator.

D. Maintaining the Radioactive Sources Logbook

1. Each time you remove a source from the storage box sign it out on the log sheet.
2. Each time a source is returned to the storage box sign it in on the log sheet.
3. Enter new or borrowed sources into the inventory sheet – every source in the box must be on the inventory sheet.
4. Note long-term loans on the “Transfers” sheet.
5. Note disposals on the “Disposals” sheet.
6. Do not remove any sheets from this book – keep all records for at least 3 years.

Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.

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