Radiation Protection Program Implementation

POLICY
The Radiation Safety Office (RSO), under the guidance of the University Radiation Safety Officer and Radiation Safety Committee, implements the Radiation Protection Program. The program is intended to ensure that safety and compliance are maintained at all University locations where:

- Radioactive materials are held under the Washington State-issued broad scope license.
- Radiation-generating machines are installed and operated under the authority of the University.

All machines and permanent machine locations are registered and/or licensed through the Washington Department of Health (WA DOH).

PURPOSE
Concerns over the potential hazards of radiation have led to extensive federal and state regulations controlling the use of such radiation sources. The RSO provides support services to ensure that:

- Any hazards associated with the use of radioactive materials or radiation-producing devices are minimized.
- All uses of these materials and devices are in compliance with applicable regulatory requirements and University policies.

IMPLEMENTATION RESPONSIBILITIES
The RSO is responsible for the following functions to ensure proper implementation of the Radiation Protection Program.

Essential Functions
The RSO maintains administrative and technical operations; qualified and trained personnel; and resources (facilities, equipment, and supplies) necessary to maintain the essential functions of the Radiation Protection Program. Such operations, personnel, and resources include:

- Regulatory affairs and licensing of both radioactive materials and radiation-generating machines (see SPPM 9.50 and 9.60).
- Radiation Protection Program administration and support (see SPPM 9.10).
- Radiation Safety Committee administration and records management (see SPPM 9.10 and 9.20).
Radiation Protection Program Implementation

Essential Functions (cont.)

- Implementation of Radiation Safety Committee-initiated modifications and changes to the Radiation Protection Program (see *SPPM* 9.20 and 9.40).

- Radioactive material receiving, shipping, and transport (see *SPPM* 9.50 and RSO shipping and transportation information).

- University-wide accountability and control of radioactive materials and devices (see *SPPM* 9.50 and 9.60).

- Radiological hazard assessment (see *SPPM* 9.30).

- Personnel training in basic radiation safety and required compliance procedures (see *SPPM* 9.30 and the RSO radiation safety training webpage).

- Personnel exposure monitoring and individual worker exposure records retention (see *SPPM* 9.30).

- Radiation protection instrument quality control and assurance (see *SPPM* 9.30 and 9.60).

- Audit and oversight of radiation use authorizations (see *SPPM* 9.40, 9.50, and 9.60).

- Audit and oversight of radiation use facilities until such facilities are decommissioned (see *SPPM* 9.50).

- Radiation surveys for ambient exposure rates and contamination (see *SPPM* 9.30)


- Facility and equipment decommissioning documentation for free-release (see *SPPM* 9.60).

- Radioactive waste management (see *SPPM* 9.70 and radioactive waste management information on the RSO webpage).

- Radiological spill and incident response (see *SPPM* 9.80).

- First responder emergency assistance (see *SPPM* 9.80).
Radiation Protection Program Implementation

Radiation Protection Program Manual

The RSO publishes the *Radiation Protection Program Manual* (RPPM). The RPPM contains:

- Detailed radiation user information concerning the essential functions listed above.
- Standard operating guidelines that are to be used to maintain safety and compliance in radiation use operations.

Records Management

The RSO manages and maintains all applicable University records specified by regulation, in accordance with applicable records retention requirements. See *BPPM 90.01* and state regulation *WAC 246-221-230*. Applicable records include records related to the Radiation Protection Program and the acquisition, use, and disposal of sources of radiation by the University.