



Angelo State University
Operating Policy and Procedure

OP 34.11: Procurement, Usage, and Disposal of Radioactive Materials, Radiation Producing Devices, and Lasers

DATE: October 10, 2016

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish procedures for the purchase, use, and disposal of radioactive materials, radiation producing devices (RPD), and/or lasers.

REVIEW: This (OP) will be reviewed in September every five years, or as needed, by the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president by October 15 of the same year.

POLICY/PROCEDURE

1. Radiation Safety Committee

- a. The Radioactive Material License, the x-ray machine Certificate of Registration, and the Laser Registration, which authorizes the use of radioactive materials (RAM) and radiation producing devices at Angelo State University, require that all such uses be administered by the Radiation/Laser Safety Committee.
- b. The Radiation Safety Officer (RSO) and Laser Safety Officer (LSO) are appointed by the vice president for academic affairs after consultation with the appropriate department chairs and serve as standing members of the committee with the director of risk and emergency management. Ad Hoc members may be appointed to the committee on an as-need basis. Appointments will be made on or before June 1 of each year.
- c. The committee is required to meet semi-annually or as situations demand.

2. Radiation and Laser Safety Officers

The RSO and LSO are responsible for making on-site inspections, keeping records, assisting users, and maintaining liaison with federal and state officials.

3. Procurement of Radioactive Materials, Radiation Producing Devices, and Lasers

- a. All persons wishing to use RAM, RPD, or lasers must first obtain authorization from the Radiation and Laser Safety Committee. Forms for this purpose may be obtained from the RSO and/or LSO.
- b. Transfer or disposal of radioactive materials, radiation producing devices, or lasers must be authorized by and coordinated through the RSO and/or LSO.

[Minor revision: October 10, 2016]

- c. All lasers pertaining to medical, scientific, and research equipment with hazard classifications of Class IIIB and IV must comply with the above requirements.
- d. Exemptions to this requirement are all general office supplies purchased from office suppliers. A few examples are classroom laser pointers, laser printers, and projector remote controls. The hazard classifications of these exclusions are Class I, II, IIIA.

4. Procurement of Non-Regulated Equipment/Materials

- a. All persons receiving any equipment through purchase, loan, or gift must ensure the following:
 - (1) The equipment does not contain RAM or produce radiation in a quantity or manner that would result in regulation;
 - (2) The equipment does not produce or contain licensed material that would require labeling in accordance with TAC 289.202(ggg)(3); and
 - (3) The equipment operates under all current state and federal requirements or is capable of being upgraded to meet these requirements.

If the equipment does contain RAM or produces radiation in a quantity or manner that would result in regulation, refer to section 3 of this OP.

- b. Departments receiving equipment found to be contaminated above acceptable levels are responsible for the cost of decontamination and/or disposal. Decontamination and/or disposal must be approved by and coordinated through the RSO and/or LSO.

5. Use of Radioactive Materials/Radiation Producing Devices/Lasers

- a. To assure the protection of all university personnel and to maintain compliance with the stipulations of the Angelo State University Radioactive Material License, safe and proper procedures must be followed at all times by the sub licensee and those under this supervision.
- b. Specific procedures that must be followed are contained in the state and federal regulations.
- c. The RSO and LSO are authorized to make routine inspections of laboratory areas where RAM, RPD, and/or lasers are used. The RSO and LSO are authorized by the Radiation and Laser Safety Committee to prohibit work in any area in which there is unsafe and/or unauthorized use of RAM, RPD, and/or lasers.

6. Disposal of Radioactive Materials

The disposal of RAM is strictly controlled by state and federal regulations. To assure compliance with these regulations, materials will be disposed of only after consultation with and the approval of the RSO.

7. Emergency Action

- a. Approved emergency actions are specified in the Policies and Procedures Manual for Radiation Protection. In case of an emergency, the RSO and/or LSO will be contacted immediately. The sub licensee under the supervision of the RSO and/or LSO will perform decontamination procedures.
- b. Emergency Contacts:
 - (1) Dr. Charles Allen, Radiation Safety Officer
Office Phone: (325) 486-6780
 - (2) Dr. Scott Williams, Laser Safety Officer
Office Phone: (325) 486-6897
 - (3) David Parker, Director of Risk and Emergency Management
Office Phone: (325) 486-6725
 - (4) Texas Radiation Control Program
(512) 458-7460 (24-hour emergency number)