

## Sealed Source - Records

### 1.0 Statement

In order to ensure that all records of the use of sealed nuclear sources are readily available for inspection, all documents required by internal permit condition(s) pertaining to Sealed Source(s) shall be displayed or stored for clear communication and to comply with regulations, as indicated in the following procedure. This will ensure all records of the use of nuclear substances and radiation devices are readily available for inspection and all documents required by the condition of a Sealed Source permit are displayed or stored.

### 2.0 Definitions

#### 1.1 Devices Containing Sealed Sources

Devices containing integrated sealed source that are not normally removable. Examples are electron capture chromatographs and liquid scintillation equipment.

Memorial University's Nuclear Substance and Radiation Devices license does not allow the service, removal or alteration of a radiation device. Contact the Radiation Safety Officer to arrange for any service on a device containing a Sealed Source.

#### 1.2 Sealed Source Permits

Sealed Source Permits are internal Radioisotope User Permits (RUP) specifically authorizing the use of sealed source nuclear substances and radiation devices and the conditions of that use.

#### 1.3 Sealed Source Nuclear substances

Sealed sources are nuclear substances that are encapsulated or encased in such a way that they are extremely unlikely to be absorbed into the body and therefore present only an external radiation hazard.

#### 1.4 Sealed Sources Requiring Leak Tests

Except for gaseous sources or sources of tritium, all sealed sources over 50 MBq and all devices containing sealed sources over 50 MBq shall be leak tested annually.

#### 1.5 Radiation Safety Records Binders

Radiation Safety Records binders are provided by Radiation Safety Office for the storage of all records that are required by the conditions of the permit. The Radiation Safety Records binder and the records inside of it are the property of the Radiation Safety Office and they shall be returned when the room is decommissioned.

### 3.0 Procedure

- 3.1 One Radiation Safety Records binder will be issued for each room that is permitted to store or use nuclear substances and radiation devices. One binder shall be issued per room regardless of the number of permits on the room.
- 3.2 All records required by the conditions of the Radioisotope User Permit shall be kept readily available for inspection until at least one (1) year after expiry of the current CNSC license.

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- 3.3 The required records shall be kept as follows:
- a) Inventory records for each sealed source or for each device contacting a sealed source shall be kept in the room where the source or device is stored. For all Sealed Sources Requiring Leak Testing, copies of the Leak Test Certificates shall be kept in the Radiation Safety Records binder within the room where the device or sealed source is stored.
  - b) All records required for transporting shall be kept in the Radiation Safety Records binder. These records include: Shipping documentation for each transport, and a copy of the Type A/excepted package documentation if applicable.
  - c) Any decommissioning records for areas or equipment or incident records shall be kept in the Radiation Safety Records binder within the room. See RSOP05 R2 Decommissioning.
  - d) If the Permit Holder chooses to keep records or a Radiation Safety Records binder in an alternate location that is not clearly visible within the lab, a visible notice shall be in the room or in the binder indicating the exact location of these records.
  - e) Transport records shall kept for the previous two years and all other records for the last eight years shall be kept within the Radiation Safety Records binder within the room. When the room is decommissioned the binder and its contents shall be returned to the Radiation Safety Office.
  - f) A list of all workers authorized to handle nuclear substances and/or radiation devices as well as their job classification must be maintained.
  - g) Records of all sealed source disposals shall be maintained.