

Sealed Source -Inventory

1.0 Statement

All radioactive Sealed Sources shall be registered with the Department of Health and Safety and entered into the permit holders HSMS inventory. Each Sealed Source will be registered on a Radioisotope User Permit and the Permit Holder shall ensure that the nuclear substances and radiation devices registered to the permit are used and stored in a safe and secure manner. This will maintain control of the inventory of sealed source nuclear substances and radiation devices in order to minimize the radiation exposure of all staff, students, the public and the environment and comply with all applicable regulations.

2.0 Responsibilities

2.1 The Permit Holder is responsible to ensure:

- a) Orders are placed only for nuclear substances listed as approved on the current Radioisotope User Permit and the approved Maximum Source Quantity must not be exceeded.
- b) Every Permit Holder is required to maintain an up-to-date inventory of each sealed source. **Each** sealed source will be entered into the Health and Safety Management system (HSMS):
 - i. The HSMS creates a unique identifier specific for each source.
 - ii. Historical records, leak test results etc., shall be kept in the Radiation Safety Records binder in the room where the sealed source is stored so they are available in the lab for inspection. The HSMS will be the primary source of information on the sealed source.
 - iii. Historical records, leak test records etc., are to be kept in the lab until the sealed source is transferred to Radiation Safety Officer for transfer and/or disposal.
- c) All transfers of Sealed Sources from one permit holder to another are coordinated in advance with the Radiation Safety Officer and identified on the HSMS.
- d) All movement of nuclear substances and radiation devices to and from the University is coordinated in advance with the Radiation Safety Officer.
- e) The Radiation Safety Officer must be informed of all scintillation counters in your department whether they are in use or not. The Radiation Safety Officer must be informed of newly acquired equipment, containing sealed nuclear sources, as well as such equipment that is leaving the department. The Radiation Safety Officer will assist in making the proper arrangements for discard or transport.

3.0 Procedure – Sealed Source Purchasing Procedure

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- 3.1 Enter a request to purchase a Sealed Nuclear Substance in the HSMS, the system is to be used for all requisitions of nuclear substances (including radioactive sealed sources) or devices containing sealed sources. If necessary, amendments to the possession limits are to be arranged with the Radiation Safety Officer IN ADVANCE OF PURCHASE.
- 3.2 Replacement orders: Replacement orders from the vendor for sealed nuclear sources, require preapproval form Radiation Safety Officer.
- 3.3 Transfer of nuclear substances and radiation devices to or from MUN: The transfer of nuclear substances and radiation devices from or to the University must be coordinated through the Radiation Safety Officer. Nuclear substances and radiation devices must be transferred from one appropriately licensed facility to another, and surface or air transport regulations must be met. Documentation, labeling and placarding may be required. All radioactive Sealed Sources transferred to or from the University that are not purchased through normal purchasing methods, must be registered with the Radiation Safety Officer by the Permit Holder in advance.
- 3.4 Items Transferred within the University (transfers within the University, from one Permit Holder's control to another), must be preapproved by the Radiation Safety Officer.