

TRAINING REQUIREMENTS FOR UNESCORTED ACCESS TO THE RADIOLOGICAL SCIENCE AND ENGINEERING LABORATORY

1.0 PURPOSE

To specify the radiation safety training requirements for Unescorted Access to the Radiological Science and Engineering Laboratory (RSEL).

2.0 SCOPE

This procedure is applicable to all individuals who have or are seeking Unescorted Access to the RSEL.

3.0 REFERENCES

- 3.1 Procedure 0001, Control and Accountability of Access to the Radiological Science and Engineering Laboratory

4.0 DEFINITIONS

- 4.1 Director of the RSEL (Director) – the person assigned this title or designee
- 4.2 Radiation Safety Officer (RSO) – the person assigned this title or designee
- 4.3 Unescorted Access – access to the RSEL without an escort; subcategories include RAM Access, IC Access, and Clinac Access. An individual may obtain more than one subcategory of access.
- 4.3.1 RAM Access – access to the high bay area (Boggs B-74M), calibration lab (B-74K), multipurpose lab (B-74E), materials lab (B-74D), neutron generator room (B-74H), control room (B-74G), and entry/exit corridors (B-74C)
- 4.3.2 IC Access – access to areas where the radioactive material quantity of concern (RAM QC) source is used and stored
- 4.3.3 Clinac Access – access to the Clinac room (B-74F), control room (B-74G), and entry/exit corridors (B-74C)
- 4.3.4 Administrative IC Access – no physical access to the RSEL or RAM QC source, but cleared to know specifics about the RAM QC source and its security

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5.0 RESPONSIBILITIES

5.1 The RSO shall provide all radiation safety training as needed to individuals seeking Unescorted Access.

6.0 PROCEDURAL STEPS

6.1 Training Required for Unescorted Access

6.1.1 Self-study

6.1.1.1 Right-to-Know through University System of Georgia website
(<http://www.usg.edu/facilities/rtk-ghs>)

6.1.1.2 Radiation Safety Policy Manual

6.1.1.3 Procedure 0001, Control and Accountability of Access to the Radiological Science and Engineering Laboratory

6.1.1.4 Procedure 9280, Personnel Monitoring

6.1.1.5 Procedure 9304, Radiation Surveys

6.1.1.6 Procedure 9306, Preparation & Maintenance of Radiation Work Permits (RWP)

6.1.1.7 Procedure 9310, Posting of Radiological Control Areas and Materials

6.1.2 In-person

6.1.2.1 Facility walkthrough, documented on RS-20

6.1.3 The Director or RSO may require other trainings as necessary.

6.1.4 RSEL Refresher training

6.1.4.1 Annual RSEL refresher training shall be completed at the end of each calendar year.

NOTE: This training includes reminders of procedures, emergency response, and updates regarding the RSEL.

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6.2 Training Required for RAM Access

6.2.1 Training Required for Unescorted Access (section 6.1)

6.2.2 Self-study

6.2.2.1 Procedure 9302, Protective Clothing Requirements

6.2.2.2 Procedure 9303, Guidelines for Handling Radioactive Spills

6.2.2.3 Procedure 9317, Routine Surveys for Open Source Radioactive Material Labs

6.2.2.4 Procedure 9501, Control and Accountability of Radioactive Materials

6.2.3 In-person

6.2.3.1 Radioactive Materials Safety

6.2.3.2 Hands-on Radioactive Materials training

6.2.4 Online

6.2.4.1 RAM Refresher training, completed annually

6.3 Training Required for IC Access

6.3.1 Training Required for RAM Access (section 6.2)

6.3.2 Self-study

6.3.2.1 Procedure 9800, Response to Unauthorized Access to RAM QC

6.3.2.2 Procedure 9805, Protection of Sensitive Information

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- 6.3.2.3 IC Program for RAM QC
- 6.3.3 In-person
 - 6.3.3.1 Facility walkthrough and discussion of security system components
 - 6.3.3.2 Responsibilities of IC Access & Surveillance of Escorted Persons
- 6.4 Training Required for Administrative IC Access**
 - 6.4.1 Self-study
 - 6.4.1.1 Procedure 9800, Response to Unauthorized Access to RAM QC
 - 6.4.1.2 Procedure 9805, Protection of Sensitive Information
 - 6.4.1.3 IC Program for RAM QC
- 6.5 Training Required for Clinac Access**
 - 6.5.1 Training Required for Unescorted Access (section 6.1)
 - 6.5.2 Self-study
 - 6.5.2.1 Procedure 9502, Control and Accountability of Radiation Generating Equipment
 - 6.5.3 In-person
 - 6.5.3.1 Clinac Safety
 - 6.5.4 Online
 - 6.5.4.1 X-ray safety refresher, completed every two years
- 6.6 External training equivalence

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6.6.1 Documentation of external training may be submitted for review by the RSO. If deemed equivalent by the RSO, the individual's requirement to take the appropriate in-person training (6.2.3 or 6.5.3) may be waived.

7.0 RECORDS

7.1 All records generated as a result of implementation of this procedure shall be maintained as permanent records of Georgia Tech.