1 Who needs to know about these requirements

The requirements of Radiological Safety apply to workers, and their line management, supervisors, and points of contact, who are engaged in the design and operation of facilities, radiological work, or the use, storage, handling, and disposal of radioactive materials, including nuclear materials, or who access accelerator facilities and auxiliary support facilities that are controlled for radiological hazards.

2 Why

SLAC is committed to maintain personnel radiation doses below regulatory limits and as low as reasonably achievable (ALARA), to prevent unplanned or accidental exposure to ionizing radiation, and to prevent release of radioactive material into the environment.

3 What do I need to know

- Design and operation of facilities are subject to approval to ensure adequate radiation safety systems.
- All radiological work must be authorized by line management, approved by cognizant Radiation Protection (RP) Department personnel, and conducted by trained workers who are following written procedures and/or a radiological work permit (RWP).
- Entry into radiologically controlled areas requires the wearing of dosimeters and area-specific training.
- Radioactive materials, including sealed sources and radiation generating devices and nuclear materials, are subject to strict control and must be approved by RP before being brought on-site.

4 When

These requirements take effect 6 November 2017.

5 Where do I find more information

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 9, “Radiological Safety”

Or contact the program manager.
1 Purpose

The purpose of this program is to maintain personnel and environment radiation doses below regulatory limits and as low as reasonably achievable, to prevent unplanned or accidental exposure to ionizing radiation, and to prevent release of radioactive material into the environment.

It covers the design and operation of facilities, limiting exposure of personnel and environment to radiation (through access, radiological work, and dosimetry requirements), and the use, storage, handling, and disposal of radioactive materials, including nuclear materials. It applies to workers, and their line management, supervisors, and points of contact, who are engaged in those activities or access accelerator facilities and auxiliary support facilities that are controlled for radiological hazards, including machine shops, research laboratories, and service buildings.

1.1 Related Programs and Documents

The exposure of personnel to radiation and the use, storage, handling, and disposal of radioactive materials are strictly controlled in accordance with a comprehensive set of regulations, principally Title 10, Code of Federal Regulations, “Energy”, Chapter 3, “Department of Energy”, Part 835, “Occupational Radiation Protection” (10 CFR 835), and directives issued by the Department of Energy (DOE). These regulations and directives are implemented through an extensive set of programs, each with its own set of detailed requirements and documents. The main program, required by 10 CFR 835, is the SLAC Radiation Protection Program (RPP). This chapter summarizes the RPP and presents the requirements that apply generally at SLAC. For an overview of related programs and documents, see Radiological Safety: Related Programs and Documents.

1.2 As Low as Reasonably Achievable (ALARA)

As low as reasonably achievable (ALARA) is the conceptual foundation of 10 CFR 835 and this program. The current system of radiological protection is based on three general criteria: justification, optimization, and dose and risk limitation:

1. Justification is demonstrating the need for any activity that generates radiation exposure on the criteria that the expected benefits to society from the activity exceed the overall social detriments.
2. Optimization is ensuring the benefits of justified activities or practices are maximized and social detriments minimized, taking into account economic and social factors.
3. Dose and risk limitation is applying dose limits to ensure individuals or groups of individuals do not exceed acceptable levels of risk.
Consistent with these criteria, the RPP commits SLAC to maintaining radiological exposures within regulatory and administrative dose limits and to demonstrating these exposures are ALARA.

The SLAC management goal is to ensure commitment and participation at all management and workforce levels in the RPP. To accomplish this goal, SLAC has established programs in the following areas:

1. **Assignment of responsibilities.** Specific responsibilities have been assigned to line management and radiological workers involved in implementing the RPP.

2. **Administrative control levels for occupational workers.** SLAC has adopted an annual radiation dose levels for occupational workers that are lower than the regulatory limit of 5,000 mrem total effective dose (TED) per year. The SLAC administrative control level is 500 mrem TED for trained radiological worker workers (RWTs) and 100 mrem TED for trained general employee radiological workers (GERTs) per year.

3. Additionally, each individual radiological worker should have a dose-management ALARA level of a maximum of 360 mrem TED per year above natural background levels of radiation.

4. **ALARA goals.** Each directorate should adopt or set for occupational workers a value lower than the maximum value of 360 mrem TED per year.

## 2 Roles and Responsibilities

Functional roles and general responsibilities for each are listed below. More detailed responsibilities and when they apply are provided in the procedures and requirements.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved. Responsibilities may be delegated.

### 2.1 Worker

- Through the work planning and control process ([Chapter 2, “Work Planning and Control”](#)) understands the radiological risks involved in his or her job and completes on-the-job training
- Completes the appropriate radiological safety training and retraining at the required times
- Follows all radiological control precautions required by SLAC policy, as outlined here and in the [Radiological Control Manual](#) and by line management
- Follows all requirements for radioactive and nuclear material and waste
- Follows radiological safety training, applies the ALARA philosophy, and observes Radiation Protection (RP) Department instructions and guidance when working in areas where radiological hazards may exist
- Uses radiation dosimeters as prescribed in radiation safety training, the [Radiological Control Manual](#), RP procedures, radiological work permits, and other appropriate policies and procedures
- Forwards dose reports of all occupational exposures incurred at other institutions, including exposures from past employment if available and while visiting other DOE and non-DOE institutions while employed by SLAC, to the Radiation Protection Department
- If pregnant, has option to declare pregnancy and/or request reassignment; workers who have declared pregnancy must meet additional dosimetry requirements
- Uses appropriate PPE to help prevent exposure to (or contribute to the spread of) radioactive contamination as required
- Notifies supervisor of any new or increased radiological hazards or concerns in the workplace
- Stops work and notifies supervisors when a radiological safety concern or violation is observed
- Discusses with coworkers proper radiological safety precautions

2.2 Line Management, Supervisor, and SLAC Point of Contact

- Determines safety training requirements through the work planning and control process (Chapter 2, “Work Planning and Control”)
- Ensures all workers receive appropriate radiological safety training to recognize potential radiological hazards, to understand the radiological risks involved in their respective duties, and to adopt proper precautions for their personal radiological safety
- Ensures compliance with radiological safety program requirements
- Develops work procedures when required for activities such as any work in a high radiation area or high contamination area, and any radiological work in radiation or contamination areas
- Ensures all personnel wear appropriate dosimeters and personal protective equipment (PPE, such as shoe covers and gloves), as required
- Discontinues any activities within his or her area of operations that violate radiological safety rules

2.3 Radiation Safety Committee

- Evaluates, when called upon by the radiation safety officer (RSO), the hazards analysis, adequacy of planned hazard controls, and conformance to SLAC ESH policy and requirements for major and significant new activities (experiments, projects, test beams, construction, facility modifications)
- Provides support as stated in the Radiation Safety Committee Charter

2.4 ALARA Committee

- Provides expertise in ionizing-radiation radiological doses and releases from radioactive source material and radiation-generating devices
- Evaluates annual radiological dose records for various groups at SLAC and proposes changes in operating procedures or equipment design to further reduce radiological exposure as feasible
- Provides support as stated in the As Low as Reasonably Achievable (ALARA) Committee Charter

2.5 Radiation Protection Department

- Develops, implements, and manages the radiological safety program, following requirements established in this chapter and other implementing documents, especially the Radiological Control Manual
- Provides shielding design calculations and related radiological considerations
- Specifies required radiation safety measures
- Verifies shielding design with radiation measurements under various beam-loss scenarios
- Issues, jointly with the cognizant facility safety officer and line management, beam authorization sheets (BASs) and beam line authorizations (BLAs) for accelerator operations and experimental programs
- Evaluates material in radioactive material management areas (RMMAs) for radioactivity before releasing that material to uncontrolled areas, including wastes with a radiological character
- Develops, implements, and manages the radioactive waste management program
- Authorizes bringing radioactive materials, including radiation generating devices and sealed sources, on-site, and monitors quantities
- Develops, implements, and manages the nuclear material program
- Authorizes bringing nuclear materials on-site, monitors quantities, and makes the appropriate requests for authorization from facilities to which materials are being shipped
- Performs periodic radiation monitoring of various areas at SLAC using stationary or portable radiation detection instruments
- Measures and documents personnel radiation exposures and doses using appropriate dosimeters
- Identifies and posts various areas with the appropriate signs
- Maintains SLAC radiation detection instrumentation used in the radiological protection program
- Ensures compliance with the RPP by monitoring all appropriate locations
- Provides radiological safety training
- Performs internal audits of the radiological safety program, including examination of program content and implementation, through a process that ensures that all functional elements are reviewed no less frequently than every 36 months, in compliance with 10 CFR 835
- Develops and manages the radiological environmental protection program

### 2.6 Radiological Control Manager / Radiation Safety Officer

**Note**  
*The radiological control manager (RCM) serves as the SLAC radiation safety officer (RSO)*

- Advises the SLAC chief safety officer (CSO) on radiation safety policy and requirements
- Approves minor changes to the radiation safety system (shielding, personnel protection system and beam containment system)
- Ensures the [Radiation Safety Committee (RSC)](#) reviews major changes to the radiation safety system and provides the RSO advice and counsel before the RSO approves such work
- Approves significant and major new activities by signifying that an activity’s proponent has completed an adequate radiation hazards analysis and has developed plans for sufficient mitigation measures (controls) and that the activity will conform to Environment, Safety, and Health, (ESH) Division policy and requirements
3 Procedures, Processes, and Requirements

These documents list the core requirements for this program and describe how to implement them:

- **Radiological Safety: Facility Design and Operation Requirements** (SLAC-I-760-0A05S-003). Describes requirements for the design, configuration management, and operational approval of radiation safety systems (RSSs).
- **Radiological Safety: Radiological Work and Area Entry Requirements** (SLAC-I-760-0A05S-002). Describes requirements for authorizing radiological work and posting of and access to areas.
- **Radiological Safety: Safety Briefing** (SLAC-I-760-0A05S-004). Summarizes requirements for individuals without training being escorted in a controlled area or radiologically controlled area (RCA).
- **Radiological Safety: Personnel Dosimeter Requirements** (SLAC-I-760-0A07S-001). Describes requirements for dosimeter issuance and return and dose reporting for entry into areas with radiological postings, for special tasks, and for pregnant workers.
- **Radiological Safety: Radioactive and Nuclear Materials and Waste Requirements** (SLAC-I-760-0A30S-001). Describes requirements for use, storage, handling, and disposal of radioactive and nuclear materials and waste, including sealed sources and radiation generating devices.

These documents provide useful guidance; their use is not mandatory:

- **Radiological Safety: Related Programs and Documents** (SLAC-I-760-0A05T-001). Describes the various SLAC programs and documents that make up the SLAC Radiation Protection Program (RPP).

4 Training

The radiation safety training provided by SLAC is a critical component of the radiological safety program. Managers, supervisors, and points of contact will ensure their subordinates are fully trained regarding all aspects of radiological hazards appropriate to their jobs and will consult with ESH to determine training requirements. Required training is determined by the worker’s supervisor based on the area types the person will be working in, described below, and by the position the worker holds, for example, health physics technician, limited radiological controls assistant, radiation generating device operator, and sealed source custodian.

- For required training for specific area types, see **Radiological Safety: Radiological Work and Area Entry Requirements**.
- For additional information see the **Radiological Control Manual**.

Requalification is required every two years.

5 Definitions

*accelerator*. Defined in Department of Energy Order 420.2C, “Safety of Accelerator Facilities” (DOE O 420.2C) as

An accelerator facility is defined as the accelerator and associated roads within site boundaries, plant and equipment utilizing, or supporting the production of, accelerated particle beams and the
radioactive material created by those beams to which access is controlled to protect the safety and health of workers, the public or the environment. The term facilities includes injectors, targets, beam dumps, detectors, experimental halls, non-contiguous support and analysis facilities, experimental enclosures and experimental apparatus utilizing the accelerator, etc, regardless of where that apparatus may have been designed, fabricated, or constructed, including all systems, components and activities that are addressed in the Safety Analysis.

area, accelerator. Area defined by the physical fence around the SLAC main accelerator complex where access is controlled by SLAC Site Security

area, controlled. Area where access is managed to protect individuals from exposure to radiation and/or radioactive materials. Individuals who enter a controlled area (but not radiological areas) should not receive an occupational dose each year of more than 100 mrem total effective dose (TED).

area, personnel exclusion. Area secured by physical controls other than a personnel protection system (PPS) to restrict access during accelerator beam operations. Examples are the fenced areas on top of the SPEAR roof, around the Beam Dump East tunnel in the Research Yard.

area, radioactive material (RMA). Any area within a controlled area, accessible to individuals, in which items or containers of radioactive material exist and the total activity of radioactive material exceeds the applicable values provided in Appendix E of 10 CFR 835. Examples of RMAs are the Radioactive Material Storage Yard and areas where sealed sources are kept.

area, radioactive material management (RMMA). Area where the potential exists for radioactive contamination due to un-encapsulated or unconfined radioactive material, or an area with material exposed to accelerator beams capable of causing radioactivation. Examples of RMMA s are accelerator housings, such as the linear accelerator (linac), Beam Switch Yard (BSY), Next Linear Collider Test Accelerator (NLCTA), and Stanford Positron Electron Accelerating Ring (SPEAR).

area, radiological. Area where distinct radiological conditions can be quantified and compared against established limits. Individual types of radiological areas are of the following six types:

1. radiation area (RA). Any area accessible to individuals in which radiation levels could result in an individual receiving an equivalent dose to the whole body in excess of 5 mrem in an hour at 30 cm from the source or from any surface that the radiation penetrates.

2. high radiation area (HRA). Any area accessible to individuals, in which radiation levels could result in an individual receiving an equivalent dose to the whole body in excess of 100 mrem in 1 hour at 30 cm from the radiation source or from any surface that the radiation penetrates. High radiation areas with radiation dose rates greater than 1,000 mrem per hour at 30 cm are locked or have physical controls to prevent personnel access.

3. very high radiation area (VHRA). Any area accessible to individuals in which radiation levels could result in an individual receiving an absorbed dose in excess of 500 rads in one hour at 1 meter from a radiation source or from any surface that the radiation penetrates. Very high radiation areas are locked at all times or have physical controls to prevent personnel access.

4. contamination area. Any area accessible to individuals where removable surface contamination levels (or the potential for radioactive contamination levels) exceed or are likely to exceed the removable surface contamination values specified in Appendix D of 10 CFR 835 but do not exceed 100 times those values.
5. **high contamination area.** Any area accessible to individuals where removable surface contamination levels exceed or are likely to exceed 100 times the removable surface contamination values specified in Appendix D of 10 CFR 835.

6. **airborne radioactivity area.** Any area accessible to individuals where

   1. The concentration of airborne radioactivity, above natural background, exceeds or is likely to exceed the derived air concentration (DAC) values listed in Appendix A or Appendix C of 10 CFR 835; or
   2. An individual present in the area without respiratory protection could receive an intake exceeding 12 DAC-hours in a week.

**area, radiological buffer.** An area that may be established near a contamination area to help to facilitate contamination control, as deemed appropriate by the Radiation Protection Department

**area, radiologically controlled (RCA).** A **controlled area** that requires dosimetry for entry. The radiation level in certain localized areas within an RCA may vary, requiring limited occupancy. Individuals who enter only RCAs without entering radiological areas are not expected to receive a total effective dose (TED) of more than 100 mrem in a year.

**device, radiation generating (RGD).** Device that produces ionizing radiation, small particle accelerator used for single purpose applications that produce ionizing radiation (for example, radiography gear and soil density gauges), electron-generating device that incidentally produce x-rays, or any equipment that contains one or more sealed sources

**facility, radiological.** Facilities that do not meet or exceed the hazard Category 3 threshold quantity values published in Department of Energy Standard 1027-2018, Change Notice 1, “Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports” (DOE-STD-1027-2018, Chg Notice 1) but still contain some quantity of radioactive material (above those discussed in Appendix B to 40 CFR 302)

**individual, special.** Defined in Department of Energy Order 231.1B, Change 1, “Environment, Safety, and Health Reporting” (DOE O 231.1B, Chg 1 [Admin Chg]), as “individuals employed by DOE Headquarters, a contractor supporting DOE Headquarters or Field Office activities, a Defense Nuclear Facilities Safety Board employee or contractor, or an International Atomic Energy Agency inspector who visits a DOE or DOE contractor site or facility to conduct Department-related business”

**material, nuclear.** Special nuclear material and other accountable nuclear material as listed in Department of Energy Order 474.2, Change 4, “Nuclear Material Control and Accountability” (DOE O 474.2, Chg 4 [PgChg]), Attachment 2, Table A and Table B, respectively

**material, radioactive.** Material with any radioactivity or radioactive contamination generated by SLAC (commonly referred to as “rad added”) that is detectable above background level using the most practical and sensitive radiation detection instrument. Naturally occurring radioactive material (NORM) may be treated as radioactive material, depending on its physical character. NORM may not necessarily be considered radioactive material unless it has been processed as waste, or if machining operations changed the physical properties of the material.

**source, sealed radioactive.** A radioactive source manufactured, obtained, or retained for the purpose of utilizing the emitted radiation. The sealed radioactive source consists of a known or estimated quantity of radioactive material contained within a sealed capsule, sealed between layer(s) of non-radioactive material,
or firmly fixed to a non-radioactive surface by electroplating or other means intended to prevent leakage or escape of the radioactive material. Sealed radioactive sources are categorized as either accountable or exempt (exempt sources are also known as non-accountable sources).

**system, beam containment (BCS).** A system of active and passive devices designed to contain the beam and/or limit the beam power and/or beam losses to prevent excessive radiation in occupied areas. The BCS confines a beam to an approved channel at an approved beam power level.

**system, hutch protection (HPS).** The interlocked access control system that protects personnel from exposure to prompt ionizing radiation from synchrotron radiation beams in hutches

**system, personnel protection (PPS).** An interlocked access control system that protects personnel from exposure to prompt ionizing radiation from beams and interlocked electrical hazards in the accelerator housing. A PPS consists of access interlock logics, display of access states, key controls, and other controls.

**visitor.** Individual accessing the site for purposes other than conducting work in support of the DOE mission or that otherwise involves access to DOE information or technologies, regardless of the duration of the visit. Visitors may include the following:

1. All individuals coming to SLAC to attend a meeting/conference/seminar and/or workshop that is held in the general access area of the laboratory and who are not performing any SLAC-related work or experiments or receiving payments or reimbursements from SLAC
2. Anyone on-site for the sole purpose of attending SLAC public tours or public lectures
3. Anyone attending special events at SLAC that do not require any training or work
4. Anyone staying at the Guest House who is not affiliated with SLAC experimenters or work
5. All delivery personal/vendors making deliveries to SLAC or to construction/special projects

**waste, mixed.** Waste that contains both a radiological component and a hazardous waste component, as defined by the Resource Conservation and Recovery Act (RCRA, codified in Title 40, Code of Federal Regulations), and/or Title 22, California Code of Regulations, Division 4.5, “Environmental Health Standards for the Management of Hazardous Waste”

**waste, radioactive.** Radioactive material (see definition above) for which the owner/generator has determined there is no further use for the material and has authorized disposal of the material

**work, radiological.** Work involving any use of tools on beam lines or beam line components or beam line safety items such as shielding, PPS components, or BCS components where radiological hazards may be affected, or any work on radiation hot spots. Also, any work on radioactive low conductivity water (LCW) systems, that is, any LCW system with tritium in the water at a concentration greater than 2E+04 picoCuries/liter.

### 6 References

#### 6.1 External Requirements

The following are the external requirements that apply to this program:
6.2 Related Documents

The following are additional related documents cited as resources for this program:

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)
- Chapter 2, “Work Planning and Control”
- Chapter 50, “Non-ionizing Radiation”
- Chapter 51, “Control of Hazardous Energy”
- Chapter 55, “Site Access Control”

Other SLAC Documents
- **SLAC National Accelerator Laboratory Radiation Protection Program Plan for Implementing 10 CFR 835** (SLAC-I-720-1A05M-002)
- **Radiological Control Manual** (SLAC-I-720-0A05Z-001)
- **Radiation Safety Systems** (SLAC-I-720-0A05Z-002)
Radioactive Waste Manual (SLAC-I-760-2A08Z-001)
Nuclear Material Control and Accountability Plan (SLAC-I-760-2A30C-008, FO 021)
SLAC Guidelines for Operations (SLAC-I-010-001-000)
Radiation Protection Department
Radiation Protection Program Site (SharePoint)
Radiation Safety Committee (RSC)
Radiation Safety Committee Charter
As Low as Reasonably Achievable (ALARA) Committee
As Low as Reasonably Achievable (ALARA) Committee Charter

Other Documents
1 Purpose

The purpose of these requirements is to ensure that facilities are designed and operated to protect workers from the prompt radiation produced. They cover the design, configuration management, and operational approval of radiation safety systems (RSSs). They apply to workers, supervisors, and project managers, and Radiation Protection and any other group involved in these activities.

2 Requirements

2.1 Engineering Controls (Design)

Engineering controls are physical means designed to reduce, eliminate, or control hazards; they include passive controls (shielding and fences) and active controls (for example the personnel protection system [PPS] and beam containment system [BCS]).

2.1.1 Radiation Shielding

Radiation shielding and other physical barriers like fences are engineered safeguards designed to attenuate radiation or otherwise reduce the prompt dose rate to acceptable levels. Such passive engineering controls are preferred over active engineering controls, such as BCS, and administrative controls, such as ropes and signs. Administrative controls may be used to supplement the engineering controls and should be used only if adding shielding or other barriers is not practicable. All primary beams (original accelerator beams) and synchrotron radiation beams must be fully enclosed by shielding and barriers that cannot be circumvented in an unauthorized manner.

2.1.1.1 Shielding Design Criteria

During normal operations, all beam lines and experimental facilities must be shielded to control individual doses from external radiation to less than 1,000 mrem total effective dose (TED) per year and be kept as low as reasonably achievable (ALARA).

Shielding must also be designed to protect individuals under abnormal operating conditions (mis-steering and system-failure cases). See Radiation Safety Systems for details.
2.1.1.2 Shielding Design Protocol

The radiation safety officer (RSO) must approve shielding design specifications. The Radiation Physics Group (RPG) within RPD is responsible for determining the shielding required for a facility and must be consulted prior to the construction of a new facility or the modification of an existing facility. To obtain approval of a shielding design from the RSO, it is the responsibility of the line manager (or designee) to provide information in writing and work with a radiation physicist within the RPG who is tasked with oversight of facility construction or modification where shielding is required. The radiation physicist will then propose a shielding design and seek concurrence from the RSO on the design.

2.1.2 Personnel Protection Systems

At SLAC, the interlocked access control system is called the personnel protection system (PPS), which protects personnel from exposure to prompt ionizing radiation from beams and interlocked electrical hazards in the accelerator housing. A PPS consists of access interlock logics, display of access states, key controls, and other controls. The interlocked access control system that protects personnel from exposure to prompt ionizing radiation in synchrotron radiation beam line hutchs is called the hutch protection system (HPS). The general design requirements, review, and approval of the HPS are similar to those described for the PPS.

New and modified PPSs, as well as PPS bypasses, must be approved by the RSO prior to implementation.

Accessible beam lines must have a PPS to protect personnel from prompt radiation. The PPS prevents exposure through the use of beam stoppers (or beam inhibiting devices). The PPS also prevents entry to beam enclosures when beams are operating and turns off beams when a security violation is detected.

The PPS must be established and maintained to be fail-safe. To meet this goal, the PPS is scrutinized continuously via configuration control, periodic certification, and testing of its physical and electrical components.

Before a new PPS is used for routine operation, it must be reviewed and documented by drawings and a written function description. PPS modification must also be documented, reviewed, and approved.

In the case of an access violation, the PPS will automatically terminate the radiation hazard by removing or redirecting beam and/or inserting metal plugs into the beam line path.

Key controls at access doors are used to account for personnel in accelerator and beam line housings when access states are in the controlled access configuration (each person has a key). Qualified operators enforce these key controls as personnel enter and exit accelerator housings. When keys are removed, the system provides a safety interlock to ensure a beam cannot be directed into areas occupied by personnel.

Large, illuminated signs are generally located adjacent to each major beam line housing entrance. The signs display access-state information (such as NO ACCESS, RESTRICTED ACCESS, or CONTROLLED ACCESS) that alerts personnel to possible hazardous conditions in the beam line housing.

2.1.3 Beam Containment Systems

Radiation safety policy at SLAC requires that beams be transported within their designated channels to the designed termination point, such as a detector, beam dump, or injection into a storage ring.
If beams diverge from their proper channels, high radiation levels can occur in unprotected areas.

The beam containment system (BCS) prevents beams from diverging from the designated channel, and detects excessive beam power or beam losses that could cause radiation levels exceeding established radiation limits.

Containment of beams is usually accomplished by a combination of passive devices, such as collimators, that are designed to absorb errant beams, and active devices, such as electronic monitors, that shut off beams when out-of-tolerance conditions are detected.

Beam parameters such as energy and current, and/or beam losses in an area, may need to be monitored and limited by BCS devices to prevent excessive radiation levels outside the shielding enclosure. BCS devices are also used to turn off the beam if the beam power striking a device designated to contain it exceeds the power safety limit of that device.

The details of BCS design are described in Radiation Safety Systems.

2.2 Administrative Controls and Personal Protective Equipment (Operation)

Administrative controls are safety policies, rules, supervision, posting, and work procedures designed to reduce duration, frequency, and severity of exposure to hazards.

2.2.1 Authorization

2.2.1.1 Beam Authorization Sheet and Beam Line Authorization

A beam authorization sheet (BAS) is used to authorize the safety operations of accelerators. A beam line authorization (BLA) is use to authorize the safety operation of photon beam lines. The BAS and BLA are jointly prepared, issued, and approved by the Radiation Protection Department, the facility safety officer, and operations manager representing the line organization. See the SLAC Guidelines for Operations for details.

2.2.2 Configuration Control

Any facility that requires radiation shielding will have an appropriate configuration control program to ensure the shielding is properly in place before and during accelerator operation (see SLAC Guidelines for Operations for details). Such processes will be described in written procedures. The configuration control program also applies to all radiation safety-significant systems such as the PPS and BCS.

2.2.2.1 Radiation Safety Work Control Form

A radiation safety work control form (RSWCF) is part of the configuration control program, which is used to control work performed on, or that may affect, all radiation safety systems such as PPSs, BCSs, BSOICs, and shielding. The facility safety officer issues the RSWCF with approval from the radiation physicist.
3 Forms

The following are forms required by these requirements:
- See the SLAC Guidelines for Operations (SLAC-I-010-001-000)

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:
- See the SLAC Guidelines for Operations (SLAC-I-010-001-000)

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 9, “Radiological Safety”

Other SLAC Documents
- Radiological Control Manual (SLAC-I-720-0A05Z-001)
- Radiation Safety Systems (SLAC-I-720-0A05Z-002)
- SLAC Guidelines for Operations (SLAC-I-010-001-000)
- Radiation Protection Department
- Radiation Protection (SharePoint)
Chapter 9: Radiological Safety

Radiological Work and Area Entry Requirements

1 Purpose

The purpose of these requirements is to maintain personnel radiation doses below regulatory limits and as low as reasonably achievable (ALARA) and to prevent unplanned or accidental exposure to ionizing radiation. They cover authorizing radiological work and posting of and access to areas. They apply to workers, supervisors, points of contact, and project managers, Radiation Protection and any other group involved in these activities.

2 Requirements

2.1 Radiological Work

Radiological work is any work involving the use of tools on beam lines, beam line components, beam line safety items, radiation hot spots; or radioactive low conductivity water (LCW) systems. All radiological work at SLAC must be authorized by line management and approved by cognizant Radiation Protection (RP) Department personnel. Radiological work must be conducted by trained personnel who are following written procedures and/or a radiological work permit (RWP). (See the Radiological Work Permits Procedure and the Radiological Work Permit site for further information.)

2.2 Area Entry

2.2.1 Area and Worker Classification

Workers at SLAC are classified according to the level of their training, which determines the areas they can enter without an escort (see Chapter 55, “Site Access Control”).

- General Employee Radiological Training (GERT)-qualified personnel can enter controlled areas (no dosimeter is required) and RCAs (a dosimeter is required). (See Controlled Areas and Radiologically Controlled Areas (RCAs) for a map of these areas.) The dose for GERT-qualified personnel is limited to 100 mrem total effective dose (TED) in a year. If a worker is likely to receive a dose higher than 100 mrem TED in a year, he or she must first complete RWT I training or higher.

- Radiological Worker Training (RWT) I or higher training and a dosimeter are required to enter any radiological area or a radiological buffer area.

2.2.2 Posting

All areas containing radiation hazards or having the potential to contain radiation hazards will be posted with the appropriate signs. 10 CFR 835 defines the radiological posting requirements. Any posting must...
Be clear, legible, conspicuously posted, and may include radiological protection instructions

- Contain the standard radiation symbol colored magenta or black on a yellow background, with black or magenta lettering

- Be used to alert personnel to the presence of radiation and radioactive materials, and to aid them in minimizing exposures and preventing the spread of contamination

- Be kept up to date by RP

Postings and signs inform personnel of potential or actual radiation hazards and to indicate requirements to enter, such as level of training, dosimeter types, and controls such as a radiological work permit (RWP) or specialized equipment.

**Note** Postings and signs indicate radiological area types, which are associated with particular occupational radiation dose limits, expressed in units of mrem. The indicated level of training is required so that visitors and workers are prepared to recognize hazards, use specialized equipment, and abide by specified controls.

The postings and signs are organized by the required level of training that a person (or qualified escort) must complete before entering. The tables below list every radiological area type and the associated requirements in terms of signage, dosimetry, training, and controls.

**Note** Certain types of areas are included for completeness but may not be encountered at SLAC.

### Table 1 Training Courses

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<tr>
<td>Table 3</td>
<td>Radiological Worker I Training (<a href="#">ESH Course 116</a>)</td>
<td>RWT I</td>
<td></td>
</tr>
<tr>
<td>Table 4</td>
<td>Radiological Worker II Training (<a href="#">ESH Course 250</a>)</td>
<td>RWT II</td>
<td></td>
</tr>
<tr>
<td>Table 5</td>
<td>Varies</td>
<td></td>
<td>Signs that may be encountered in any type of area</td>
</tr>
</tbody>
</table>
## Table 2 Areas Requiring GERT Training

<table>
<thead>
<tr>
<th>Representative Signage</th>
<th>Posted Area</th>
<th>Description</th>
<th>Dosimetry</th>
<th>Minimum Training&lt;sup&gt;a&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Controlled area" /></td>
<td>Controlled area</td>
<td>Area where access is managed by or for the DOE to protect individuals from exposure to radiation and/or radioactive material. A controlled area at SLAC is one where an individual is not expected to receive more than 100 mrem per year.</td>
<td>None</td>
<td>GERT &lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>![Radiologically controlled area (RCA)]</td>
<td>Radiologically controlled area (RCA)</td>
<td>A controlled area that requires dosimetry for entry due to the radiation levels in localized areas. The radiation level in certain localized areas within an RCA may vary, requiring limited occupancy. Individuals who enter only RCAs without entering radiological areas are not expected to receive a TED of more than 100 mrem in a year.</td>
<td>Personnel dosimeter</td>
<td>GERT &lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>![Controlled area and Radioactive material area (Controlled Area + RMA)]</td>
<td>Controlled Area and Radioactive material area (Controlled Area + RMA)</td>
<td>A controlled area where items or containers of radioactive material exist and the total activity of radioactive material exceeds the applicable values provided in Appendix E of 10 CFR 835.</td>
<td>None</td>
<td>GERT &lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>![Radioactive material area (RMA)]</td>
<td>Radioactive material area (RMA)</td>
<td>Any area within a controlled area accessible to individuals in which items or containers of radioactive material exist and the total activity of radioactive material exceeds the applicable values provided in Appendix E of 10 CFR 835.</td>
<td>Personnel dosimeter required if the area is also posted as an RCA</td>
<td>GERT &lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>![Radiologically Controlled Area and Radioactive Material Area (RCA+ RMA)]</td>
<td>Radiologically Controlled Area and Radioactive Material Area (RCA+ RMA)</td>
<td>A radiologically controlled area where items or containers of radioactive material exist and the total activity of radioactive material exceeds the applicable values provided in Appendix E of 10 CFR 835</td>
<td>Personnel dosimeter</td>
<td>GERT &lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>a</sup> Indicates the minimum training required for unescorted access. If training is not complete, the person seeking access must be accompanied by a GERT-qualified escort at all times.

<sup>b</sup> GERT-qualified personnel are permitted to enter these areas if it will not result in an annual radiation dose greater than 100 mrem.
### Table 3  Areas Requiring an RWT I Qualification (no untrained individuals allowed in these areas)

<table>
<thead>
<tr>
<th>Representative Signage</th>
<th>Posted Area</th>
<th>Description</th>
<th>Dosimetry</th>
<th>Permit, Control, or Approval</th>
<th>Minimum Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Radiation area (RA)</strong></td>
<td>Area where radiation dose rates are greater than 5 mrem per hour @ 30 cm and less than or equal to 100 mrem per hour @ 30 cm</td>
<td>Personnel dosimeter</td>
<td>Sign routine area radiological work permit (RWP) upon entry and exit.</td>
<td>RWT I</td>
<td></td>
</tr>
<tr>
<td><strong>Radiation area (RA)</strong></td>
<td>A radiation area only when the klystron is energized (prompt radiation)</td>
<td>Personnel dosimeter</td>
<td>Sign routine area radiological work permit (RWP) upon entry and exit.</td>
<td>RWT I</td>
<td></td>
</tr>
<tr>
<td><strong>High radiation area (HRA)</strong></td>
<td>Area where radiation dose rates are greater than 100 mrem per hour at 30 cm and less than 500 rad/hr at 100 cm</td>
<td>Personnel and supplemental dosimeter</td>
<td>Sign routine area radiological work permit (RWP) upon entry and exit.</td>
<td>RWT I</td>
<td></td>
</tr>
<tr>
<td><strong>Very high radiation area</strong></td>
<td>Area where radiation levels could result in an individual receiving an absorbed dose in excess of 500 rads in one hour at 100 cm from a radiation source</td>
<td>Personnel and supplemental dosimeter</td>
<td>Sign routine area radiological work permit (RWP) upon entry and exit.</td>
<td>RWT I</td>
<td></td>
</tr>
<tr>
<td><strong>Personnel exclusion area</strong></td>
<td>Area secured during beam operations due to the potential for abnormal ionizing radiation dose rates, that are not controlled by engineered personnel protection systems (PPS)</td>
<td>Personnel and supplemental dosimeter as directed by RP</td>
<td>For approval contact Accelerator Directorate Safety Officer (ADSO)</td>
<td>RWT I</td>
<td></td>
</tr>
</tbody>
</table>
### Radiological Buffer Area

<table>
<thead>
<tr>
<th>Representative Signage</th>
<th>Posted Area</th>
<th>Description</th>
<th>Dosimetry</th>
<th>Permit, Control, or Approval</th>
<th>Minimum Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiological buffer area</td>
<td>Intermediate area</td>
<td>established outside a contamination area to prevent the spread of radioactive contamination</td>
<td>Personnel dosimeter</td>
<td></td>
<td>RWT I</td>
</tr>
</tbody>
</table>
## Table 4 Areas Requiring an RWT II Qualification (no untrained individuals allowed in these areas)

<table>
<thead>
<tr>
<th>Representative Signage</th>
<th>Posted Area</th>
<th>Description</th>
<th>Dosimetry</th>
<th>Permit, Control, or Approval</th>
<th>Minimum Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Contamination area" /></td>
<td>Contamination area</td>
<td>Area accessible to individuals where the removable contamination levels exceed or are likely to exceed the removable surface contamination values specified in Appendix D of 10 CFR 835, but do not exceed 100 times those values</td>
<td>Personnel dosimeter</td>
<td>RWP upon entry, exit and to conduct work</td>
<td>RWT II</td>
</tr>
<tr>
<td><img src="image" alt="High contamination area" /></td>
<td>High contamination area</td>
<td>Area accessible to individuals where the removable surface contamination levels exceed or are likely to exceed 100 times the removable surface contamination values specified in Appendix D of 10 CFR 835</td>
<td>Personnel dosimeter</td>
<td>RWP upon entry, exit and to conduct work</td>
<td>RWT II</td>
</tr>
<tr>
<td><img src="image" alt="Airborne radioactivity area" /></td>
<td>Airborne radioactivity area</td>
<td>Any area accessible to individuals where 1) the concentration of airborne radioactivity above natural background, exceeds or is likely to exceed the DAC values listed in Appendix A or C of 10 CFR 835; or 2) an individual present in the area without respiratory protection could receive an intake exceeding 12 DAC-hrs in a week</td>
<td>Personnel dosimeter</td>
<td>RWP upon entry, exit and to conduct work</td>
<td>RWT II</td>
</tr>
<tr>
<td><img src="image" alt="Potential internal contamination" /></td>
<td>Potential internal contamination</td>
<td>An LCW system where the low conductivity water or the resin bottle may be radioactive</td>
<td>Contact RP prior to opening the system. Depending on the activity/concentration additional radiological controls may be needed.</td>
<td></td>
<td>RWT II</td>
</tr>
</tbody>
</table>
Table 5  Additional Signage

<table>
<thead>
<tr>
<th>Representative Signage</th>
<th>Posted Area</th>
<th>Description</th>
<th>Dosimetry</th>
<th>Permit, Control, or Approval</th>
<th>Minimum Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radioactive material management area (RMMA)</td>
<td>Placed at the exits of accelerator housings. Indicates that materials that were in the RMMA while the beam was on could be radioactive. All potentially radioactive items must be surveyed by RPFO prior to removal.</td>
<td>Personnel dosimeter</td>
<td>All potentially radioactive items must be surveyed by RPFO prior to removal</td>
<td>GERT</td>
<td></td>
</tr>
<tr>
<td>Hot spot</td>
<td>A localized area where the dose rate is &gt; 100 mrem per hour on contact</td>
<td>Hot spots are posted within RCAs and radiological areas. Follow all dosimetry requirements during entry.</td>
<td>GERT</td>
<td>GERT</td>
<td></td>
</tr>
</tbody>
</table>

3  Forms

The following are forms required by these requirements:

- Radiological Work Permit

4  Recordkeeping

- The Radiation Protection Department maintains radiological work permits following the requirements of 10 CFR 835.

5  References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 9, “Radiological Safety”
  - Radiological Safety: Personnel Dosimeter Requirements (SLAC-I-760-0A05S-001)
  - Radiological Safety: Safety Briefing (SLAC-I-760-0A05S-004)
- Chapter 55, “Site Access Control”

Other SLAC Documents

- Radiological Control Manual (SLAC-I-720-0A05Z-001)
- Radiological Work Permits Procedure (SLAC-I-760-0A05B-002, FO 005)
- Radiation Protection Department
- Radiation Protection Program Site (SharePoint)
- Controlled Areas and Radiologically Controlled Areas (RCAs)
- ESH Course 115, General Employee Radiological Training (ESH Course 115)
- ESH Course 116, Radiological Worker I Training (ESH Course 116)
- ESH Course 250, Radiological Worker II Training (ESH Course 250)

Other Documents
Chapter 9: Radiological Safety

Safety Briefing

This briefing is to be read in person by the SLAC escort to individuals without training being escorted in a controlled area or radiologically controlled area (RCA), before entering the area, as part of the badging/dosimeter issuing process (see Radiological Safety: Personnel Dosimeter Requirements [SLAC-I-760-0A07S-001]).

1 Entry Restrictions

SLAC has many areas containing potentially hazardous equipment and materials that can pose a health risk. Therefore, access to certain areas at the laboratory is limited to those who have had the appropriate training, or are escorted by someone who has that training.

- Individuals without the required training are allowed to enter the safety access area, including the accelerator area, controlled areas, and radiologically controlled areas (RCAs) only if escorted.
- Individuals without the required training are not allowed to enter radiological areas (radiation areas, high radiation areas, and contamination areas). Escorting is not allowed.
- Entry into an RCA requires a dosimeter to monitor for radiation. For visitors entering an RCA on a tour the escort is required to wear a tour/group dosimeter in addition to his/her personnel dosimeter. For untrained individuals conducting non-radiological work in an RCA a personnel dosimeter is required and must be worn by the individual as directed by the escort and returned to the escort at the end of the visit.

Table 1 shows common signs indicating different areas at SLAC. Areas themselves are shown on Controlled Areas and Radiologically Controlled Areas (RCAs).

When individuals are under escort, the following responsibilities apply:

- **Individual being escorted:** understands there are unique hazards in certain areas; follows escort’s instructions; and if a badge and/or dosimeter are issued, returns them at the end of the visit

- **Escort:** briefs the individuals being escorted on safety requirements, including reading this document to him or her; provides safety directions; and accepts responsibility for the individual’s safety while acting as escort. Training is current and sufficient to provide escort to the listed areas. Maintains visual contact at all times and ensures that the individual being escorted does not engage in non-green work without proper work authorization and release. If entering an RCA, escort must wear dosimeter(s) at all times and ensure that the individual worker wears a dosimeter.

2 Regulatory Limits

The annual dose limit for visitors is 100 millirem per year. The average annual dose received from natural background sources is about 360 millirem per year.
3 Risks Associated with Radiation Exposure

The increased risk of cancer from occupational radiation exposure is small when compared to the overall cancer rate in the United States. Factors that affect the level of risk include the radiation dose level and the area of the body that is exposed. Radiation-induced genetic disorders that are passed on to future generations are called heritable effects. Such effects have been found in plants and animals but not in humans. The risk of heritable effects from ionizing radiation is considered to be very small when compared to the normal rate of genetic disorder.

4 Prenatal Radiation Exposure

The embryo-fetus is known to be more sensitive to radiation than adults due to the rapid division rate of developing cells. Radiation doses can increase the chances that the child will experience slower growth or mental development, or develop childhood cancer. Women who are or may be pregnant, or who are planning a pregnancy, should consult with the Radiation Protection Department before the visit.

Table 1 Common Area Classification Signs to Be Observed at SLAC

<table>
<thead>
<tr>
<th>Entry Restriction</th>
<th>Common Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untrained individuals are <strong>allowed only if escorted</strong> (accelerator areas and controlled areas)</td>
<td><img src="image1.png" alt="Authorized Personnel Only" /></td>
</tr>
<tr>
<td><img src="image4.png" alt="CAUTION RADIOACTIVE MATERIAL" /></td>
<td><img src="image5.png" alt="CAUTION RADIOACTIVE MATERIALS" /></td>
</tr>
<tr>
<td>Untrained individuals are <strong>not allowed</strong> (radiological areas)</td>
<td><img src="image7.png" alt="CAUTION RADIATION AREA" /></td>
</tr>
</tbody>
</table>
1 Purpose

The purpose of these requirements is to ensure that occupational exposure to radiation is accurately measured, recorded, and provided to dosimeter wearers. These requirements cover dosimeter issuance and return and dose reporting for entry into areas with radiological postings, for special tasks, and for pregnant workers. They apply to workers, who enter a posted radiological area or perform radiological work, their supervisors, points of contact, and line management, and Radiation Protection and SLAC Site Security.

2 Requirements

2.1 Entry into Posted Areas

ESH training and dosimetry requirements for entry into areas with a radiological posting are specified on the posting as described and illustrated in Radiological Safety: Radiological Work and Area Entry Requirements. (See Controlled Areas and Radiologically Controlled Areas (RCAs) for a map.)

Note Areas posted as a controlled area are the only type of radiological posting that does not require a dosimeter for entry.

2.2 Personnel Dosimeters

Dosimeter requirements are summarized in Table 1 and detailed in the following sections.

<table>
<thead>
<tr>
<th>Type of Access</th>
<th>Dosimeter Required?</th>
<th>Dosimeter Type</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unescorted access</td>
<td>Yes</td>
<td>Personnel dosimeter</td>
<td>Form A</td>
</tr>
<tr>
<td>Escort access</td>
<td>Yes</td>
<td>Personnel dosimeter</td>
<td>Form B</td>
</tr>
<tr>
<td>Tour</td>
<td>Yes</td>
<td>Tour/group dosimeter</td>
<td>Form C</td>
</tr>
</tbody>
</table>
2.2.1 Unescorted Access – SLAC Employees and Long-term Non-employees

A whole-body personnel dosimeter is required for

- Workers who enter radiologically controlled areas (RCAs) or radiological areas as part of their routine work
- Any worker who will handle radioactive materials if a potential of 100 mrem total effective dose (TED) in a year is likely

Such workers must have the required training and are allowed unescorted access to such areas. To obtain a dosimeter, submit SLAC Dosimeter / ID Request Form A to the SLAC Site Security Office or designated point of contact representatives (POC) authorized by the Radiation Protection (RP) Department. (See Site Access Control: Badging Procedures.)

Note Work area and work type requirements determine the assigned dosimeter type.

2.2.2 Escorted Access – Work Purposes

Individuals without the required training entering an RCA for work purposes will be issued a personnel dosimeter. Such individuals must be accompanied by a qualified escort; the escort submits SLAC Dosimeter / ID Request Form B. (See Site Access Control: Escorted Access Authorization Procedures.)

Important Such individuals may only perform non-radiological work; to conduct any radiological work in these areas, the individual must have GERT training.

2.2.3 Escorted Access – Tours

Tours will be issued a tour/group dosimeter if entering a radiologically controlled area (RCA). Tours must be accompanied by a qualified escort; the escort submits SLAC Dosimeter / ID Request Form C to obtain a group ID badge and tour/group dosimeter. The escort wears the tour/group dosimeter in addition to his or her own personnel dosimeter. A separate form and escort are required for every 20 tour members. (See Site Access Control: Escorted Access Authorization Procedures for escort requirements.)

2.3 Additional Dosimeters for Special Circumstances

2.3.1 Pregnant Workers

Additional dosimeters may be assigned to a pregnant worker if the employee formally declares a current or potential pregnancy using the Declaration of Pregnancy Form. The declaration is voluntary and does not affect benefits, seniority, or potential for promotion.

Making the declaration is solely the pregnant worker’s responsibility. If she chooses to continue her current assignment and it includes working in an RCA or radiological area, additional dosimetry requirements will apply as specified by the dosimetry program manager. These additional requirements can be revoked by completing the Withdrawal of Pregnancy Declaration Form. (For more information on pregnancy and radiation exposure, see Dosimetry and Radiological Environmental Protection [DREP].)
2.3.2 Workers Who Perform Special Tasks

Supplemental dosimeters – that is, dosimeters that are to be worn in addition to a personnel dosimeter - may be required for particular tasks. Radiation Protection Department staff and supervisors make this determination and provide support as needed. Supplemental dosimeter requirements are documented on a radiological work permit (RWP). (Dose results from supplemental dosimeters are used for trending and real-time monitoring purposes and will not be entered into the Occupational Dose Tracking System as official dose records.)

2.4 Ensuring Accurate Dose Readings

The purpose of a dosimeter is to measure a worker’s occupational exposure to radiation. Therefore, the dosimeter must be handled and worn correctly, must only be used by the person to whom it was issued, and must not be exposed to non-occupational sources of radiation.

2.4.1 Personnel Dosimeter Placement on the Body

To ensure the dosimeter accurately records the whole-body radiation dose, the dosimeter must be placed on the front of upper torso, between neck and waist (never clipped onto a pants pocket, belt, or shirtsleeve). It must be facing outward, with no covering of any kind (wear it on the topmost layer of clothing; if wearing personal protective clothing, wear it on that layer, facing outward).

Note Personnel dosimeters are issued with a holder. The newest holders are fitted with an alligator clip that can be clipped to a pocket or lanyard. Additional installation tips include removing the dosimeter from the plastic bag and not removing the plastic shell that covers the dosimeter (the shell must remain intact, including the thin label on the front window).

2.4.2 Supplemental Dosimeter Placement

Supplemental or additional dosimeters must be worn as directed by Radiation Protection Department staff or in the radiological work permit (RWP).

2.4.3 Storage When Not in Use

The best place to store a dosimeter is on the dosimeter storage rack if one is provided in the local work area. Alternatively, storing it in the wearer’s on-site office prevents non-occupational radiation exposure such as that commonly encountered in medical facilities, airports, or off-site work places or laboratories with radiological equipment.

Important Do not store a dosimeter in a purse, wallet, or vehicle. Do not pass a dosimeter through any x-ray device such as those found at airports, and do not take it on an airplane.

2.4.4 Medical Treatment

Medical and dental treatment may cause radiation exposure. Because personnel dosimeters issued by SLAC are intended to measure only occupational exposure (that is, exposure at work), dosimeters must not be taken to medical or dental offices or worn immediately after any medical radiopharmaceutical procedure
(diagnostic or therapeutic) that involves radiation, such as heart stress tests, positron emission tomography (PET) scans, and treatments for hyperthyroidism.

An individual undergoing such procedures must do the following:

1. Before the procedure, he or she must leave his personnel dosimeter at SLAC. The dosimeter should be placed on the work area storage rack or turned in at the Dosimetry Office (Building 28, Room 134, ext. 4894).

2. After the procedure, when returning to work, he must go the Radiation Protection Field Operations Office (Building 28, Room 131, ext. 4299) and request an external radiation survey. (There is no need to describe the medical procedure, other than it involved nuclear medicine.)

3. If the survey indicates the individual’s radiation level is at or near background, the individual may retrieve his dosimeter and resume wearing it.

4. If the survey indicates a radiation level above background, the individual must not retrieve or wear his dosimeter and must avoid others wearing dosimeters. (This means the individual may not enter areas that require dosimeters.) The individual must wait a day or two and then be surveyed again, until his radiation level is normal.

If a dosimeter may have been exposed to additional radiation due to a medical procedure, the individual must complete a [SLAC Lost / Damaged Dosimeter Form](#), indicating a potential medical procedure exposure.

(For more information on medical treatment and radiation exposure, see [Dosimetry and Radiological Environmental Protection [DREP]].)

### 2.5 Dosimeter Return

Every dosimeter must be returned for processing within 15 days after the dosimeter’s wear period ends. E-mail reminders will be sent to the wearer and their supervisor after the 15-day grace period.

*Note* If the wearer will *not* be at SLAC when the wear period ends, he/she should return it before leaving SLAC.

Dosimeters can be returned

- In person to SLAC Site Security or the assigned Dosimetry point of contact representative
- Through inter-departmental mail, RP Dosimeter Return, MS 48
- If the dosimeter is off-site, through a mailing procedure specified by the SLAC Dosimetry and Radiological Environmental Protection Group. (Do not send by regular mail.)

#### 2.5.1 Wear Period

Wear periods depend on the type of dosimeter issued for specific worker categories. The beginning of the wear period is printed on the back of the dosimeter. The wear period for each dosimeter type follows:

- Temporary: one calendar month (exchanged at the end of the month; must be obtained from and returned to SLAC Site Security)
- GERT: one year (exchanged annually; January 1)
2.5.2 Return without Exchange

A dosimeter is returned with no provision for exchange when

- A temporary worker’s assignment ends
- Anyone leaves SLAC permanently
- If the dosimeter will no longer be needed (notify POC)

2.5.3 Routine Dosimeter Exchange

Personnel whose work requires long-term dosimetry must return their dosimeter at the end of each wear period (annual or quarterly) and pick up a new dosimeter for the new wear period.

Routine exchange occurs systematically as arranged by the Dosimetry Points of Contact Representatives (POCs). Some POCs handle the exchange seamlessly using the storage racks – everyone places the current dosimeter in the rack at the agreed on time and the POC exchanges it by the next work day. If no POC is assigned, the exchange can be handled through SLAC Site Security.

Note GERT-qualified personnel are no longer be issued a dosimeter unless their work assignment includes entering an RCA.

2.5.4 Changing Dosimeter Type

If additional training is completed or a work assignment changes and a different type of dosimeter is needed, submit a new SLAC Dosimeter / ID Request Form A to the SLAC Site Security Office.

2.6 Replacing a Lost, Damaged, or Compromised Dosimeter

Dosimeters that are lost, damaged, or exposed to non-occupational or non-SLAC radiation must be declared as such by submitting a completed SLAC Lost / Damaged Dosimeter Form to SLAC Site Security or to the Radiation Protection (RP) Dosimetry Group (Mailstop 48). A new dosimeter will be issued.

A compromised dosimeter is one that was exposed to a non-occupational or non-SLAC radiation source such as medical diagnostic procedure or treatment such as x-rays, dental x-rays, nuclear medicine. It also includes situations where the dosimeter is exposed but the wearer is not, such as when a dosimeter passes through a security device such as x-ray machine at an airport, or it is inadvertently left in the accelerator housing while the beam is on or next to activated beam line components.

2.7 Dose Records

The Dosimetry and Radiological Environmental Protection Group provides radiation dose monitoring services and dose information to the dosimeter user to whom the dosimeter is assigned.
Anyone with a SLAC computer account can access dose information any time by logging in to the Occupational Dose Tracking System.

Dose reporting frequency is based on dosimeter type:
- GERT (annual exchange) dosimeter users are provided a report of their annual dose upon request
- RWT (quarterly exchange) dosimeter users are provided an annual report of their doses
- Visitors, users, and subcontractors holding visitor/temporary dosimeters receive reports of non-zero radiation doses no later than 90 days after the end of the visit. Dose reports are provided upon request to individual wearers.

2.7.1 Dose History Reporting

Dose history reports contain all radiation dose information from the dosimeter during the user’s stay at SLAC. Dosimetry program staff will issue dose history reports to departing SLAC employees upon written request.

2.7.2 Dosimeter User Request to Release Records

Current and former dosimeter users may authorize the release of radiation dose information by submitting a completed Authorization to Release Occupational Exposure Information form.

2.7.3 Exposure Reports from Other Radiological Facilities

To ensure accurate and complete dose reporting, dose reports of all occupational exposures incurred at other institutions, including exposures from past employment if available and while visiting other institutions while employed by SLAC, must be forwarded to the Radiation Protection Department.

SLAC employees and special individuals, as defined in Department of Energy Order 231.1B, Change 1, “Environment, Safety, and Health Reporting” (DOE O 231.1B, Chg 1 [Admin Chg]), acting in a SLAC official capacity at a non-DOE facility and monitored for occupational radiation exposure must provide the monitoring results to SLAC within 30 days of receipt. To facilitate tracking, the employee or special individual must submit a Non-DOE Assignment Notification Form and obtain concurrence from Radiation Protection Department staff before going on assignment. (For details see the SLAC External Personnel Dosimetry Program Manual.)

3 Forms

The following are forms required by these requirements:
- **SLAC Dosimeter / ID Request Form A** (SLAC-I-760-0A07J-006). Form for requesting a SLAC ID badge and personnel dosimeter for individuals with required training
- **SLAC Dosimeter / ID Request Form B** (SLAC-I-760-0A07J-007). Form for authorizing escorted access to the safety access area and requesting a temporary escort-required badge (and personnel dosimeter if required) for individuals without required training to conduct non-radiological work
- **SLAC Dosimeter / ID Request Form C** (SLAC-I-760-0A07J-008). Form for authorizing escorted access and requesting temporary escort-required badges (and a tour/group dosimeter if required) for
tours entering the safety access area. A separate form and escort are required for every 20 tour members.

- **SLAC Lost / Damaged Dosimeter Form** (SLAC-I-760-0A07J-003). Form for requesting a replacement dosimeter
- **Radiological Safety: Declaration of Pregnancy Form** (SLAC-I-760-0A02J-001). Form for documenting declaration of pregnancy and decision to remain in current assignment
- **Radiological Safety: Withdrawal of Pregnancy Declaration Form** (SLAC-I-760-0A02J-002). Form for withdrawing declaration of pregnancy
- **Radiological Safety: Non-DOE Assignment Notification Form** (SLAC-I-760-0A07J-009). Form for notifying the Radiation Protection Department of proposed assignment to a non-DOE facility
- **Radiological Work Permit**

## 4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- The Dosimetry and Radiological Environmental Protection Group must follow their established recordkeeping practices to ensure that dosimeters are issued and processed and that results are recorded and reported as required by applicable regulations.

## 5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- **Chapter 9, “Radiological Safety”**
  - **Radiological Safety: Radiological Work and Area Entry Requirements** (SLAC-I-760-0A05S-002)
  - **Radiological Safety: Safety Briefing** (SLAC-I-760-0A05S-004)
- **Chapter 55, “Site Access Control”**
  - **Site Access Control: Badging Procedures** (SLAC-I-720-0A00C-001)
  - **Site Access Control: Escorted Access Authorization Procedures** (SLAC-I-720-0A00C-002)

Other SLAC Documents

- **Controlled Areas and Radiologically Controlled Areas (RCAs)**
- **Dosimetry Points of Contact Representatives (POCs)**
- **Occupational Dose Tracking System**
- **Dosimetry and Radiological Environmental Protection (DREP)**
- **Radiation Protection Department**
● Radiation Protection (SharePoint)

Other Documents

● Site Compliance Plan for Department of Energy Order 231.1B, Change 1, “Environment, Safety, and Health Reporting” (DOE O 231.1B, Chg 1 [Admin Chg] SCP)
Chapter 9: Radiological Safety

SLAC Dosimeter / ID Request Form A

Product ID: 231 | Revision ID: 1898 | Date Published: 16 November 2016 | Date Effective: 16 November 2016
URL: http://www-group.slac.stanford.edu/esh/eshmanual/references/radFormDosimeterRequestA.pdf

ENVIRONMENT, SAFETY & HEALTH DIVISION

For applicants who have completed SLAC Environment, Safety, and Health Training

Section 1: Contact Information (Sections 1-5 completed by applicant)

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>MI:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Male
- Female
- Birth year (yyyy): Job title:

Contact information/mailing address:

City: State: Zip code: Country:

Dept/Group: Phone number: Mail stop:

Users or non-SLAC employees only: List employer, company, or university:

Section 2: Identification Badge Request

- I am applying for my first SLAC identification badge; I have successfully completed the following ES&H training (indicate all that apply):
  - CSO (375)
  - ESHO (219)
  - GERT (115)
  - RWT I (116)
  - RWT II (250)

- I am applying for a replacement badge because:
  - My badge was lost/damaged
  - I forgot my badge
  - Retraining has been completed
  - Rehire
  - Other (please explain)

Section 3: Dosimeter Request

- This is my initial dosimeter; I have successfully completed the ES&H training listed above. I need a dosimeter because I work in a radiologically controlled area (RCA) or I am an RWT. (Current RCA map – also available from SLAC Site Security)

- I need a replacement dosimeter because my dosimeter:
  - Is lost*
  - Was damaged/compromised*
  - Was forgotten
  - Was turned in
  - Expired
  - Other (please explain)

* Submit a SLAC Lost/Damaged Dosimeter Form (SLAC-I-760-0A07J-003) to the Dosimetry and Radiological Environmental Protection (DREP) Group at Mail Stop 48

Section 4: Previous Occupational Radiation Exposure (Non-SLAC Exposure Only)

If this is your initial SLAC dosimeter, have you ever been monitored for radiation exposure at a facility other than SLAC?

- Yes
- No

If yes, please complete this entire section.

Current year-to-date dose estimate (if known): mrem

Employment period: From: To:

Employer name:

Address:

City: State: Zip code: Country:

Section 5: Requirements Acknowledgement

I agree to follow all SLAC ES&H requirements. I agree to return the badge when it expires and to return the dosimeter at the end of the wear period or upon request. If my work at SLAC is completed before these dates, I agree to return the badge and/or dosimeter before I depart.

Signature: Date:

16 November 2016

SLAC-I-760-0A07J-006-R012
Section 6: Issuance Approval (Completed by SLAC personnel with the authority to approve an ID badge and/or dosimeter request. Required only for initial issue or if an applicant’s work assignment changes with resulting changes in required training or dosimeter issuance.)

<table>
<thead>
<tr>
<th>SLAC Approver</th>
<th>Field Construction Manager (FCM)</th>
<th>Service Manager (SM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Supervisor</td>
<td>✗</td>
<td></td>
</tr>
<tr>
<td>Point of contact (POC)</td>
<td></td>
<td>✗</td>
</tr>
<tr>
<td>Other (describe):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have reviewed the applicable work planning and control requirements and have communicated work group expectations with this applicant. (See ESH Manual Chapter 2, Work Planning and Control.) I approve request for: ☐ ID Badge ☐ Dosimeter

The applicant (check one) ☐ Is an RWT ☐ Will be entering an RCA

Name:  
Signature:  
Date:

Dept/Group:  
Extension:  
Mail stop:

Section 7: ES&H Training Verification (Completed by proctor, trainer, or person issuing the badge and dosimeter.)

| Training transferred from (list institution) |
|__________________________________________|
| ☐ CSO (375) | Verifying/certification signature (if applicable) | Exam date (if applicable) |
| ☐ ESHO (219) | | |
| ☐ GERT (115) | | |
| ☐ RWT I (116) | | |
| ☐ RWT II (250) | | |
| ☐ GERT Practical (115PRA) | | |
| ☐ RWT I Practical (116PRA) | | |
| ☐ RWT II Practical (250PRA) | | |

Section 8: ID Badge and Dosimeter Issuance (Completed by person issuing ID badge and/or dosimeter.)

Applicant’s SLAC System ID #:

<table>
<thead>
<tr>
<th>Badge issued on (mm/dd/yyyy):</th>
<th>Badge expiration (mm/dd/yyyy):</th>
</tr>
</thead>
</table>

ID badge type: ☐ SLAC employee ☐ Subcontractor ☐ SSRL user ☐ LCLS user ☐ User ☐ Visitor

If reissue, previous dosimeter was ☐ Lost ☐ Damaged/compromised ☐ Returned

Dosimeter issue: ☐ Initial ☐ Reissue

Dosimeter type change (if applicable): ☐ Annual to Quarterly ☐ Quarterly to Annual ☐ Other (please explain):

Dosimeter #:  

As authorized in Section 6 and verified in Section 7, I issued the appropriate ID badge and/or dosimeter to the applicant.

Name:  
Signature:  
Date:  
Time:

Privacy Act Notice

Collection of the information requested is authorized by Public Law 93-438 (42 USC 5814); Public Law 83-703, as amended (42 USC 2201); Public Law 93-409 (42 USC 5501, et seq.); Public Law 93-473 (42 USC 5551, et seq.); Public Law 93-410 (30 USC 1101, et seq.); Public Law 93-557 (42 USC 5901, et seq.); Public Law 86-599 (30 USC 661, et seq.). Compliance with this request is voluntary.

This information is intended to be used to identify individuals who have received an ID badge and/or personnel dosimeter for the purpose of identifying specific training levels and individual monitoring of radiation exposure.

All or part of the information collected may be disclosed to the Department of Energy and its contractors and consultants, other contractors and organizations where radiation exposure exceeds established levels, and to various State departments that monitor radiation exposure to personnel.

The effect of failure to provide this information may be the inability to issue a badge and/or dosimeter and denial of access to certain SLAC areas.
This form is for requesting an escort, SLAC temporary badge, and dosimeter for individuals without SLAC environment, safety, and health training to conduct non-radiological work in the safety access area, including the accelerator area and any controlled area (CA) or radiologically controlled area (RCA). (See Controlled Areas and Radiologically Controlled Areas (RCAs) for a map.) (To conduct any radiological work in these areas, the applicant must have GERT training and fill out Form A. See Radiological Safety: Personnel Dosimeter Requirements [SLAC-I-760-0A07S-001].)

Sections 1–4 completed by applicant

### Section 1: Contact Information

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>MI:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Birth year (YYYY):</th>
<th>Job title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact/mailing address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip code:</th>
<th>Country:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employer, company or university name:</th>
<th>Phone number:</th>
</tr>
</thead>
</table>

### Section 2: Identification Badge Type Determination

Have you completed SLAC environment, safety, and health (ESH) training?

- [ ] Yes, complete Form A instead
- [ ] No, a qualified escort and SLAC temporary badge required

### Section 3: Dosimeter Requirement Determination

Will you access an RCA during this visit?

- [ ] Yes, personnel dosimeter required
- [ ] No

### Section 4: Requirements Acknowledgement

I will work at SLAC for 7 days or less during this calendar year without being trained. I will not perform any radiological work. I understand there are unique hazards in certain areas and I agree to observe all signs and follow my escort’s instructions. I will return the SLAC temporary badge and personnel dosimeter (if issued) at the end of my SLAC visit.

Signature: __________________________ Date: __________

### Section 5: Approval (completed by the qualified escort)

During this visit, I will be escorting the applicant to (list all areas or building numbers):

- [ ] Accelerator area only: dosimeter and radiological safety briefing not required
- [ ] Controlled area: radiological safety briefing required
- [ ] RCA: dosimeter and radiological safety briefing required

I will provide the escorted person safety directions and accept responsibility for his safety while I am his SLAC escort. My training is current and sufficient to provide escort to the listed areas. I will maintain visual contact at all times and will ensure that the escorted person does not engage in non-green work without proper work authorization and release. (See ESH Manual Chapter 2, Work Planning and Control.) I understand that I must wear my dosimeter at all times and that the escorted person must wear a dosimeter if he/she will be entering an RCA. If entering a controlled area, including an RCA, I will brief the escorted person on radiological safety requirements (Radiological Safety: Safety Briefing [SLAC-I-760-0A07S-004]).

- [ ] No radiological works will be performed during this visit.

Escort’s name: __________________________ Signature: __________________________ Phone number: __________________________ Date: __________
Section 6: ID Badge and Dosimeter Issuance (completed by person issuing the badge and/or dosimeter)

Dosimeter required?

☐ No, the escorted person will not enter an RCA
☐ Yes, the escorted person will enter an RCA: a personnel dosimeter will be issued

<table>
<thead>
<tr>
<th>Temporary dosimeter (if issued) #</th>
<th>Issue date:</th>
<th>Expiration date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Privacy Act Notice

Collection of the information requested is authorized by Public Law 930-438 (42 USC 5814); Public Law 83-703, as amended (42 USC 2201); Public Law 93-409 (42 USC 5501, et seq.); Public Law 93-473 (42 USC 5551, et seq.); Public Law 93-410 (30 USC 1101, et seq.); Public Law 93-557 (42 USC 5901, et seq.); Public Law 86-599 (30 USC 661, et seq.). Compliance with this request is voluntary.

This information is intended to be used to identify individuals who have received an ID badge and/or personnel dosimeter for the purpose of identifying specific training levels and individual monitoring of radiation exposure.

All or part of the information collected may be disclosed to the Department of Energy and its contractors and consultants, other contractors and organizations where radiation exposure exceeds established levels, and to various State departments that monitor radiation exposure to personnel.

The effect of failure to provide this information may be the inability to issue a badge and/or dosimeter and denial of access to certain SLAC areas.

Definitions

Radiological work. Work involving any use of tools on beamlines, beamline components, beamline safety items such as shielding, PPS components, and BCS components where a change in radiological conditions might occur. This also includes any work on radiation hot spots and work on radioactive LCW systems.

Non-radiological work. Work not involving breaching a known radioactive water system or handling radioactive contaminated components. This includes tours, observations, and recording of data.
This form must be completed for tours that will enter the safety access area, including the accelerator area and any controlled area (CA) or radiologically controlled area (RCA). (See Controlled Areas and Radiologically Controlled Areas (RCAs) for a map.) Such tours require a qualified escort. A separate form and escort are required for every 20 tour members. (See Radiological Safety: Personnel Dosimeter Requirements [SLAC-I-760-0A07S-001].)

Section 1: Escort Information (completed by the qualified escort)

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>MI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/group:</td>
<td>Phone number:</td>
<td>Mail stop:</td>
</tr>
</tbody>
</table>

If non-SLAC, employer, company or university name:

This tour includes the following locations (list all areas and buildings):

- I will be escorting this tour into:
  - Accelerator area only: dosimeter and radiological safety briefing not required
  - Controlled area: radiological safety briefing required
  - RCA: tour dosimeter and radiological safety briefing required

I will provide safety directions to these persons and accept responsibility for their safety while I am their SLAC escort. I am current in all required SLAC environment, safety, and health (ESH) training for the areas listed above and I have obtained all required releases, including one from the area or building manager. (Using the Term Release Tool is recommended.) I will ensure that everyone remains within my field of vision at all times, no one enters any area other than those listed above, and no one engages in any work. I will wear both the group/tour dosimeter and my personnel dosimeter while performing my escort duties in an RCA (and will return the group/tour dosimeter after the tour). If entering a controlled area, including an RCA, I will brief tour members on radiological safety requirements (Radiological Safety: Safety Briefing [SLAC-I-760-0A07S-004]).

- No work of any kind will be performed during this tour.

Signature: ___________________________ Date: ____________

Section 2: Tour Badge and Dosimeter Issuance (completed by person issuing the badge and/or dosimeter)

Dosimeter required?
- No, the tour will not enter an RCA
- Yes, the tour will enter an RCA: a tour/group dosimeter will be issued to the escort (escort must return after tour)

Temporary tour dosimeter (if issued) #: ___________________________ Issue date: ____________ Expiration date: ____________

Name: ___________________________ Signature: ___________________________ Date: ____________ Time: ____________

Privacy Act Notice

Collection of the information requested is authorized by Public Law 930-438 (42 USC 5814); Public Law 83-703, as amended (42 USC 2201); Public Law 93-409 (42 USC 5501, et seq.); Public Law 93-473 (42 USC 5551, et seq.); Public Law 93-410 (30 USC 1101, et seq.); Public Law 93-557 (42 USC 5901, et seq.); Public Law 86-599 (30 USC 661, et seq.). Compliance with this request is voluntary.

This information is intended to be used to identify individuals who have received an ID badge and/or personnel dosimeter for the purpose of identifying specific training levels and individual monitoring of radiation exposure.

All or part of the information collected may be disclosed to the Department of Energy and its contractors and consultants, other contractors and organizations where radiation exposure exceeds established levels, and to various state departments that monitor radiation exposure to personnel. The effect of failure to provide this information may be the inability to issue a badge and/or dosimeter and denial of access to certain SLAC areas.
Section 3: Tour Members *(completed by each tour member)*

By initialing here I attest that I understand that I must stay within visual contact of the escort at all times and follow all safety and emergency instructions.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name <em>(Printed, last, first)</em></th>
<th>Initials</th>
<th>Organization</th>
</tr>
</thead>
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<td>20</td>
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</tbody>
</table>

*(A separate form and escort are required for every 20 tour members.)*
# ENVIRONMENT, SAFETY & HEALTH DIVISION

## Chapter 9: Radiological Safety

### SLAC Lost / Damaged Dosimeter Form

**Product ID:** 239  **Revision ID:** 2143  **Date Published:** 16 July 2019  **Date Effective:** 16 July 2019

[URL](https://www-group.slac.stanford.edu/esh/eshmanual/references/radFormDosimeterLost.pdf)

---

### 1. Reason For Reporting or Requesting Replacement: *(circle letter)*

<table>
<thead>
<tr>
<th>A. Lost dosimeter</th>
<th>B. Damaged dosimeter</th>
<th>C. Non-SLAC exposure event <em>(X-ray, airport, medical treatment)</em></th>
<th>D. Other: __________________________</th>
</tr>
</thead>
</table>

Today’s date: _____________________________
Loss/damage date: ______________________

### 2. Your Contact Information

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>SLAC phone: ______________________</th>
<th>Dosimeter #: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SLAC employee</td>
<td>☐ Visitor or subcontractor*</td>
<td></td>
</tr>
<tr>
<td>☐ SLAC ID#: _____________________</td>
<td>☐ Monitoring period</td>
<td></td>
</tr>
<tr>
<td>☐ Monitoring period</td>
<td>☐ Monitoring category:</td>
<td></td>
</tr>
<tr>
<td>☐ RWT (or Quarterly)</td>
<td>☐ GERT (or Annually)</td>
<td></td>
</tr>
<tr>
<td>☐ TEMP (or Monthly)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide SLAC point of contact information and employer:_________________________
Employer contact:_________________________
Employer phone:_________________________
Supervisor:_________________________
Supervisor’s phone: ______________________

### 3. Lost Dosimeter: Dose Investigation Questionnaire *(for damaged or compromised dosimeter, go to Section 4)*

#### A. Where were you the last time you knew you still had your dosimeter?

When were you first aware that it was gone?

#### B. Did you enter any of the following posted areas during this monitoring period? *(circle yes or no)*

Radiologically Controlled Area (RCA), Radiation Area, High Radiation Area, Very High Radiation Area, Contamination Area, or Radioactive Material Area

If YES, please specify the type of area, location, and length of stay.

If you were wearing a supplemental dosimeter, such as electronic dosimeter or pocket ion chamber (PIC), what was the reading when you exited? __________________________

#### C. List any co-workers that were with you in the area listed in B above.

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Ext. ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ____________________________</td>
<td>Ext. ____________________________</td>
</tr>
<tr>
<td>Name: ____________________________</td>
<td>Ext. ____________________________</td>
</tr>
</tbody>
</table>

If no one was with you, list co-workers you generally worked with during the indicated monitoring period:

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Ext. ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ____________________________</td>
<td>Ext. ____________________________</td>
</tr>
<tr>
<td>Name: ____________________________</td>
<td>Ext. ____________________________</td>
</tr>
</tbody>
</table>

---

### 4. Damaged or Compromised Dosimeter Questionnaire

Do you suspect that your dosimeter could have received non-occupational radiological exposure? *(circle yes or no)*

If yes, please provide detail:

- ☐ X-rays *(medical x-rays or security system, such as an airport x-ray machine)*
- ☐ Medical radionuclides *(diagnostic or therapeutic)*
- ☐ Exposure to activated materials or exposure to beam in an accelerator housing

Additional information:

______________________________________________________________________________________

YES       NO

---

### 5. Signature

The reported information is true to the best of my knowledge.

Reported by: ____________________________ (print name) ____________________________ (signature) ____________________________ (date)

Send completed form to Radiation Protection (RP) Dosimetry Group, Mailstop 48, or drop off at SLAC Site Security

---

16 July 2019  SLAC-I-760-0A07J-003-R008  1 of 1
To obtain this authorization, print this form, fill it in, sign it, and either:
1. Fax it to: Dosimetry Office, Fax # (650) 926-2837, or
2. Mail it to: Dosimetry Office, SLAC National Accelerator Laboratory, MS 48, P.O. Box 20450, Stanford, CA 94309

I hereby authorize the SLAC National Accelerator Laboratory (SLAC) to send to the person/institution shown below any and all information concerning the internal and external occupational radiation dose I received while at SLAC.

(Please print all requested information.)

Requester’s name: ________________________________________________________________

Release information to: ____________________________________________________________

Person/institution

I prefer that SLAC use the following method to convey the information (check one and provide the relevant information):

☐ POSTAL SERVICE (slowest method, but most private)
   Mailing address: ________________________________________________________________

☐ FAX (faster, but not as private)
   Fax number: ____________________________

☐ ELECTRONIC MAIL (fastest method, but the least private)
   Email address: ____________________________

__________________________________________ _______________________
Signature of Requester  Date
ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 9: Radiological Safety
Declaration of Pregnancy Form

This form applies to women who work in a controlled area, radiologically controlled area (RCA), or radiological area (radiation area, high radiation area, very high radiation area, or contamination area) and who become pregnant. They are not required to declare their pregnancy to SLAC, but if they choose to declare they must use this form, indicating whether they want to remain in their current assignments (in which case additional dosimetry requirements apply) or be temporarily reassigned. All information on this form will be kept privileged and confidential. Signing this form does not affect the worker’s benefits, seniority, or potential for promotion.

Worker rights statement. In accordance with Section 206 of 10 CFR 835, I am voluntarily declaring in writing that I am pregnant. I recognize that I am now subject to a dose-limit restriction to ensure that my occupational prenatal radiation exposure does not exceed 500 mrem for the duration of the pregnancy, in addition to my SLAC yearly occupational dose limit. If I choose to continue working in a radiologically controlled area (RCA) or radiological area (radiation area, high radiation area, very high radiation area, or contamination area), I agree to wear a fetal monitoring dosimeter, as requested by Radiation Protection Department (RPD) staff, and I will be sent a monthly radiation exposure report. I am aware that I can choose to request a mutually agreeable reassignment to work in a workplace environment that involves no occupational radiation exposure without loss of pay or promotional opportunity. I understand that I may terminate these restrictions voluntarily at any time by submitting a signed copy of the Withdrawal of Declaration of Pregnancy Form to SLAC Occupational Health Center. (For more information on pregnancy and radiation exposure, see Dosimetry and Radiological Environmental Protection [DREP].)

WORKER’S PREGNANCY DECLARATION

Name (please print) ___________________________ SLAC system ID ___________________________

Department ___________________________ Phone ___________________________

Mailstop ___________________________

Sample form, see URL at top of page

Estimated date of conception: ____________ or estimated due date: ____________

I have read the worker rights statement above. For the remainder of my pregnancy (check one)

☐ I choose to continue my current assignment, which includes working in: controlled area ☐ RCA ☐ radiological area.

☐ I choose to be reassigned to an uncontrolled area (no additional dosimeter will be required)

Worker’s signature ___________________________ Date ___________________________

SUPERVISOR’S ACKNOWLEDGEMENT Supervisor forwards this form to SLAC Occupational Health Center (MS 25)

Supervisor’s name (please print) ___________________________ Department ___________________________

Phone ___________________________ Mailstop ___________________________

Copy sent to dosimetry program manager.

☐ Mail (MS 48) on (date): ___________________________

☐ E-mail on (date): ___________________________

Copy sent to

☐ Worker on (date): ___________________________

☐ Supervisor on (date): ___________________________

☐ Original form filed in worker’s medical record on (date): ___________________________

SLAC OCCUPATIONAL HEALTH CENTER

Copy sent to dosimetry program manager.

SLAC Occupational Health Center representative (please print) ___________________________

Signature ___________________________ Date ___________________________

Signature ___________________________ Date ___________________________

URL: https://www-group.slac.stanford.edu/esh/eshmanual/references/radFormPregnancyDeclare.pdf
# RADIATION PROTECTION DEPARTMENT DOSIMETRY RECORD

<table>
<thead>
<tr>
<th>Worker's name (please print)</th>
<th>Department</th>
<th>Phone</th>
<th>Mailstop</th>
</tr>
</thead>
</table>

- **Prenatal radiation dose limit for full duration of pregnancy**: 500 mrem
- **Occupational radiation exposure history from date of conception to date of declaration**: _______ mrem
- **Remaining allowable prenatal radiation dose for duration of pregnancy**: _______ mrem

## PRENATAL DOSIMETRY ASSIGNMENT ACKNOWLEDGEMENT

The dosimetry program manager has described the monthly fetal monitoring requirements for the duration of my pregnancy. If I work in a controlled area, I may request a fetal monitoring dosimeter, even if it is not required. If my pregnancy ends before the expected due date, I will inform the program manager in order to end the monthly monitoring requirements. I will abide by all the requirements, which include wearing dosimeter(s) as assigned and returning them promptly for processing. The dosimeter will be worn in the area of my abdomen, in order to obtain an accurate dose to the embryo/fetus. The monthly dose report will be forwarded to me as soon as it is available. I will report any non-occupational exposure to the dosimetry program manager immediately.

**Worker (please print)**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Dosimetry program manager (please print)**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>

## PRENATAL RADIATION OCCUPATIONAL RADIATION DOSE MEASUREMENT RECORD

<table>
<thead>
<tr>
<th>Begin Wear Date</th>
<th>End Wear Date</th>
<th>Issue Date</th>
<th>Return Date</th>
<th>Read Date</th>
<th>Dosimeter Number</th>
<th>Dose During Period (mrem)</th>
<th>Cumulative Dose (mrem)</th>
<th>Worker was notified (name of RPD staff responsible for notification)</th>
<th>Monthly dose report by e-mail</th>
</tr>
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<tbody>
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</tbody>
</table>

**Total SLAC occupational dose during gestation** _______ mrem

**Comments**: 

---

## DOSIMETRY FINAL REPORT

I have reviewed the dosimetry record and it is correct to the best of my knowledge.

**Dosimetry program manager signature**

<table>
<thead>
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<th>Date</th>
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</table>

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Chapter 9: **Radiological Safety**

**Withdrawal of Declaration of Pregnancy Form**

Product ID: 233 | Revision ID: 1808 | Date Published: 3 March 2016 | Date Effective: 3 March 2016


All information on this form will be kept privileged and confidential. Signing this form does not affect an employee’s benefits, seniority, or potential for promotion.

**Part 1 (to be completed by worker)**

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy, and to the removal of additional dosimeters.

I also understand that it is my sole responsibility to give this written notification to Occupational Health Center staff and to also separately notify the Dosimetry program staff of my decision to withdraw my declaration of pregnancy.

<table>
<thead>
<tr>
<th>Worker's name (print)</th>
<th>System ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Phone ext.</td>
</tr>
<tr>
<td>Worker's signature (sign)</td>
<td>Date</td>
</tr>
<tr>
<td>Supervisor's name (print)</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Phone ext.</td>
</tr>
</tbody>
</table>

**Part 2 (to be completed by Occupational Health Center staff)**

<table>
<thead>
<tr>
<th>Date dosimetry program manager notified</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date copy sent to dosimetry program manager (MS 48)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date supervisor notified</td>
<td>Mail</td>
<td>Phone</td>
</tr>
<tr>
<td>Date copy sent to worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date original form entered into worker's medical record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized OHC representative name (print)</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Authorized medical representative signature (sign)</td>
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</table>
**Chapter 9: Radiological Safety**

Non-DOE Assignment Notification Form

To ensure accurate and complete dose reporting, SLAC employees and special individuals, as defined in Department of Energy Order 231.1B, Change 1, “Environment, Safety, and Health Reporting” (DOE O 231.1B, Chg 1 [Admin Chg]), acting in an official capacity at a non-DOE facility and monitored for occupational radiation exposure must provide the monitoring results to SLAC within 30 days of receipt. To facilitate tracking, the employee or special individual must submit this form and obtain concurrence from the Radiation Protection (RP) Department before going on assignment. Completed forms and resulting reports will be maintained by RP. (See Radiological Safety: Personnel Dosimeter Requirements [SLAC-I-760-0A07S-001].)

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**Worker's name (print)**

<table>
<thead>
<tr>
<th>SLAC ID number</th>
<th>Date of birth</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Assignment location/facility/organization**

**Assignment address**

**Assignment duration (expected)**

<table>
<thead>
<tr>
<th>Occupational exposure range on assignment (expected, mrem/yr)</th>
<th>☐ 0–100</th>
<th>☐ 100–350</th>
<th>☐ 350–500*</th>
<th>☐ &gt;500**</th>
</tr>
</thead>
</table>

*Occupational exposures greater than 360 mrem/yr total effective dose must be approved by the SLAC ALARA Committee

**Worker's signature (sign)**

<table>
<thead>
<tr>
<th>Date</th>
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**Supervisor's name (print)**

<table>
<thead>
<tr>
<th>Supervisor's signature (sign)</th>
<th>Date</th>
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</table>

*Occupational exposures greater than 360 mrem/year total effective dose must be approved by the Radiation Protection Department head, associate laboratory director, and radiological control manager (see Radiological Control Manual [SLAC-I-720-0A05Z-001], Section 212.2).

**No person shall be allowed to go above the administrative control level of 500 mrem TED per year without the prior approval of the SLAC laboratory director or designee.
1 Purpose

The purpose of these requirements is to ensure radioactive and nuclear materials (special nuclear materials and other accountable nuclear materials) and devices are handled safely. They cover use, storage, handling, and disposal of radioactive and nuclear materials and waste, including sealed sources and radiation generating devices. They apply to workers, and their line management, supervisors, and points of contact, who work with radioactive and nuclear materials or waste, and Radiation Protection.

2 Requirements

2.1 SLAC’s Radiological Facility Classification

SLAC is a radiological facility as defined in the Department of Energy Standard 1027-2018, Change Notice 1, “Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports” (DOE-STD-1027-2018, Chg Notice 1). This classification restricts the quantity of radioactive material that may be stored on-site.

Because the radiological facility classification is based on the quantity of radioactive material and how it is stored, RPD controls on-site quantities of radionuclides. RPD must be contacted before any radioactive material (including radioactive sources) is brought to SLAC to ensure quantities will not cause SLAC to exceed the allowance for a radiological facility.

2.1.1 Areas under Classification

The four SLAC areas under this classification are: the 2-mile accelerator and the complex that houses the beam line experimental facilities; the Stanford Synchrotron Radiation Lightsource (SSRL), including the linac, booster, SPEAR, and experimental halls; the Radioactive Waste Management Storage Yard (RAMSY); and the campus area outside the accelerator area fence.

2.1.2 Radioactive Materials Quantity Restrictions

It is SLAC policy that radionuclides in non-certified containers be restricted to the lowest quantity that is consistent with operational or experimental requirements. The total amount of any radionuclide in a non-certified container at each of these facilities must not exceed the fraction with a numerical value of one.
half\(^1\) of the Category 3 threshold quantity for that radionuclide.\(^2\) When more than one radionuclide is at a facility, the quantities must be limited so that the sum of the fractions of the materials will not exceed one half.

### 2.1.3 Special Nuclear Materials and Other Accountable Nuclear Materials

_Nuclear material_, including _special nuclear material_ and _other accountable nuclear material_ (such as deuterium and enriched lithium), is subject to the requirements in the _Nuclear Material Control and Accountability Plan_. (For lists of such materials, see Table A and Table B of the plan.)

Before such material is acquired or shipped to SLAC, the nuclear material representative must evaluate the amount before shipment to ensure that SLAC will not exceed the SLAC administrative limit for nuclear material inventory. SLAC also makes the appropriate requests for authorization from facilities to which material is being shipped.

### 2.2 Radioactive Sealed Source and Radiation Generating Device (RGD) Management

#### 2.2.1 Radioactive Sealed Sources

Radioactive sealed sources typically are used at SLAC to calibrate instruments and for experimental work. A _sealed source_ consists of radioactive material that is either fixed between layers of non-radioactive material or fixed to a non-radioactive surface and contained in a closed capsule. Sealed sources are categorized as either _accountable_ or _exempt_ (exempt sources are also known as _non-accountable sources_).

Pre-authorization is required from the RP Department before any sealed source can be brought on-site.

To obtain a sealed source at SLAC, individuals can borrow one from the Radiation Protection Field Operations Group (RPFO) or from a source custodian. If a source must be acquired from a vendor, a _Radiological Safety: Sealed Radioactive Source Acquisition Authorization Form_ must be completed, approved by RP, and included with the requisition.

Personnel using a sealed source are identified as either a custodian or a user. In many cases, the custodian and user is the same individual. A custodian is an individual directly responsible for the safe and positive controls of one or more sealed sources. A custodian may temporarily issue a sealed source to another user as long as all requirements stipulated in the RP Department _Radioactive Sealed Source Procedure_ are met. Custodians will be trained in these policies prior to receiving custody of sealed sources and must be retrained on these policies every two years.

Users typically have sealed sources in their possession for no more than a few days. Users are prohibited from transferring sealed sources to other personnel. Only custodians can issue sealed sources. Users will be briefed on the sealed source policies by custodians prior to taking possession of any sealed source.

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1. The fraction is defined as the mass of each radionuclide divided by its Category 3 threshold quantity.
2. For the Category 3 threshold value, see _DOE-STD-1027-2018, Chg Notice 1_, Attachment 1.
2.2.2 Radiation Generating Devices (RGDs)

Radiation generating devices (RGDs) are devices that produce ionizing radiation, small particle accelerators used for single purpose applications which produce ionizing radiation (for example, radiography devices and soil density gauges), electron-generating devices that incidentally produce x-rays, and any equipment that contains one or more sealed radioactive sources.

Pre-authorization is required from the RP Department before any RGD can be brought on-site.

See the Radiation Generating Devices Program Manual for more information about RGDs at SLAC.

2.3 Transporting Radioactive Material within SLAC

Use of personal vehicles to transport radioactive material is prohibited. When needed, transport of radioactive materials must be conducted using SLAC vehicles and appropriate containers and equipment. Prior to transport, the individual who has ownership or responsibility for the radioactive material is responsible for contacting the RPD to ensure the radioactive materials are properly identified, packaged, and labeled.

Containers must be secured to prevent sliding or shifting of contents or the packages themselves during transport. Transporters of radioactive materials must ensure the recipient of the radioactive material is properly notified to receive the radioactive material.

For more detailed information on transporting radioactive material at SLAC or off-site, see the Radiological Control Manual and the Radioactive Waste Manual.

2.4 Storage of Radioactive Material

The storage of radioactive materials within SLAC is subject to controls and will be coordinated with RPD.

Material determined to be radioactive must be stored within a radiologically controlled area (RCA) and a radioactive material area (RMA). In most cases, all radioactive material is identified with a radioactive label except if located in accelerator housings or a RMA, where all material is considered radioactive and must be surveyed upon removal.

2.5 Managing Radioactive Waste

The Radioactive Waste Management Group provides radioactive waste processing services for radioactive waste generators. RPD accepts, stores, processes, and prepares radioactive waste and/or mixed waste for shipment off-site to licensed/permitted treatment and disposal facilities.

Radioactive waste and mixed waste generators are responsible for the following tasks:

- Waste minimization
- Waste segregation, according to waste type (mixed versus radioactive only), and by material composition (concrete, metal, wire/cable). Segregation in this manner reduces both disposal and handling costs.
- Waste characterization, including chemical composition and physical state and composition.
- Packaging, marking, and labeling the waste in accordance with the requirements of Chapter 5 of the Radioactive Waste Manual.
- Completing a Radioactive Material Declaration Form, which certifies the waste meets the waste acceptance criteria of Chapter 5 of the Radioactive Waste Manual.

For more detailed information on managing radioactive waste, consult the Radioactive Waste Manual.

### 2.6 Decommissioning Activities

Decommissioning activities that may involve potentially radioactive materials are subject to case-by-case evaluation by RPD.

### 3 Forms

The following are forms required by these requirements:

- Radiological Safety: Sealed Radioactive Source Acquisition Authorization Form (SLAC-I-760-0A30J-005). Form for authorizing the acquisition of sealed radioactive sources
- Radioactive Material Declaration Form (contained in Radioactive Waste Manual, [SLAC-I-760-2A08Z-001])
- See the program manuals and procedures referenced under each topic above for other forms.

### 4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- See the program manuals and procedures referenced under each topic above.

### 5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)
- Chapter 9, “Radiological Safety”

Other SLAC Documents

- Radiological Control Manual (SLAC-I-720-0A05Z-001)
- Radioactive Sealed Source Procedure (SLAC-I-760-2A30C-005, FO 008)
- Sealed Source Acquisition Process (SLAC-I-760-2A30S-001)
- Radiation Generating Devices Program Manual (SLAC-I-760-2A30C-015, FO 035)
- Shipping and Receiving of Radioactive Materials (SLAC-I-760-0A30C-002, FO 010)
- Nuclear Material Control and Accountability Plan (SLAC-I-760-2A30C-008, FO 021)
- Radiation Protection Department
- Radiation Protection Program Site (SharePoint)

Other Documents
- Department of Energy Order 474.2, Change 4, “Nuclear Material Control and Accountability” (DOE O 474.2, Chg 4 [PgChg])
**Chapter 9: Radiological Safety**

**Sealed Radioactive Source Acquisition Authorization Form**

This form is used to authorize the acquisition of sealed radioactive sources. It is to be submitted by the requester and approved by the Sealed Radioactive Source Program Manager (SRSPM). Approved forms are to be attached to the requisition and maintained by SRSPM. (See Radiological Safety: Radioactive and Nuclear Material and Waste Requirements [SLAC-I-760-0A30S-001] and the Sealed Source Acquisition Process [SLAC-I-760-2A30S-001].)

### A. Source Information (to be filled out by requester)

<table>
<thead>
<tr>
<th>Source type:</th>
<th>☐ sealed ☐ open</th>
<th>Radionuclide:</th>
</tr>
</thead>
</table>

Chemical composition (e.g., cesium source has a chemical makeup of cesium chloride):

Date you need the source at SLAC to start work: How long will the source remain at SLAC (e.g., 1 month of use but 6 months of storage):

Can the source be returned to the manufacturer at the end of the experiment (typically for an additional disposal fee): ☐ yes ☐ no

Activity expected (mCi or equivalent):

Use of source (e.g., provide a calibration signal for a detector):

Is the source to be used in a vacuum: ☐ yes ☐ no; in low / high temperatures ☐ yes ☐ no

If yes, SLAC will require that the source be certified by the manufacturer for the desired operating conditions.

Area of use (building/room):

Users (list all):

Requester name (print): Signature: Date:

### B. Additional Requisition Information (include items 2, 4, and 5 on requisition)

1. Make sure to mark the item as “radioactive material” in requisition.
2. The vendor will provide both 7-day and 1-day notices prior to shipping the sources. The vendor will also provide a tracking number once the sources have been shipped. The 7 and 1-day notices and the tracking number notification will be made through e-mail (RPradmat@slac.stanford.edu). Upon arrival, Shipping and Receiving will notify RPFO and hold the package for RP pickup.
3. If the source cannot be returned to vendor at end of the experiment, the requester must finance the disposal of legacy sources in kind.
4. The source must be returned to vendor if the source is found leaking upon receipt.
5. The vendor must provide a certificate with the assay date, original activity, and serial number which will be affixed in the source.
6. The custodian must attach this authorization to the requisition.

### C. Radiological Controls (specified by RP per 10 CFR 835, SLAC RCM, Radioactive Sealed Source Procedure, and RP procedures)

1. Custodian and users are to have GERT (ESH Course 115), RWT I (ESH Course 116), and Radiation Source Custodian training (ESH Course 118). For low-level sources only GERT is required for users.
2. Source cannot be modified at SLAC; all modifications are to be done by the manufacturer.
3. Posting and required procedures: to be determined by RPFO upon deployment of source.
4. RPFO will deliver the source to the location specified, label, and post the area as appropriate.
5. The custodian must 1) verify radiological controls/procedures are in place prior to operation; 2) restrict use to the custodian and users; and 3) call RPFO at ext. 4299 if any concern arises.

### D. Approval

Sealed Radioactive Source Program Manager (SRSPM) name (print): Signature: Date:
1 Purpose

The purpose of this document is to provide an overview of the various SLAC programs and documents that make up the SLAC Radiation Protection Program (RPP) and how they relate to Chapter 9, “Radiological Safety”. The intended audience is SLAC staff responsible for the RPP and external auditors.

2 Programs and Documents

The exposure of personnel to radiation and the use, storage, handling, and disposal of radioactive materials at the SLAC National Accelerator Laboratory (SLAC) are strictly controlled in accordance with a comprehensive set of regulations, principally Title 10, Code of Federal Regulations, “Energy”, Chapter 3, “Department of Energy”, Part 835, “Occupational Radiation Protection” (10 CFR 835), and directives issued by the Department of Energy (DOE). These regulations and directives are implemented through an extensive set of programs, each with its own set of detailed requirements and documents.

The main program, required by 10 CFR 835, is the SLAC Radiation Protection Program (RPP). The goal of the RPP is to maintain personnel radiation doses below regulatory limits and as low as reasonably achievable (ALARA). RPP requirements apply to all radiological activities, facilities, and operations at SLAC and strictly control any activities that can expose personnel to radiation. Additionally, SLAC policy stemming from DOE directives is to minimize release of radioactive material into the environment and minimize the impacts to the environment from radiological operations.

The implementation hierarchy for the programs that collectively comprise the SLAC radiological safety program is as follows:

- The top-level document is the SLAC National Accelerator Laboratory Radiation Protection Program Plan for Implementing 10 CFR 835, which describes how SLAC meets the requirements of 10 CFR 835. The RPP plan (called the RPP) is primarily a regulatory compliance tool rather than an operations-oriented document. It is intended for use by SLAC management and the DOE.

- The SLAC Radiological Control Manual (referred to as the RadCon Manual) and Chapter 9, “Radiological Safety”, are second-level documents that summarize the RPP and general requirements for third-level documents and the entire program in general. The chapter describes the radiological safety program requirements that apply globally at SLAC and is intended for line management and personnel to meet general program requirements.

- The third-level documents are radiation safety program manuals which, combined with supporting materials such as technical basis documents, procedures, specifications, and memos, provide detailed implementation requirements and guidelines for each of the programs that comprise the radiological safety program. These manuals and supporting materials are intended for SLAC Radiation Protection
Department (RPD) personnel and SLAC personnel who may need to know more details of the radiological safety program. Key examples follow:

- The Radiation Safety Systems document specifies the criteria for radiation safety systems and describes the design of systems used at SLAC.
- The SLAC Guidelines for Operations, maintained by the Accelerator Directorate, describes how all accelerator operations at SLAC are carried out in a safe and effective manner in compliance with DOE Order 420.2C, “Safety of Accelerator Facilities” (DOE O 420.2C).

3 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 9, “Radiological Safety”

Other SLAC Documents
- SLAC National Accelerator Laboratory Radiation Protection Program Plan for Implementing 10 CFR 835 (SLAC-I-720-IA05M-002)
- Radiological Control Manual (SLAC-I-720-0A05Z-001)
- Radiation Safety Systems (SLAC-I-720-0A05Z-002)
- SLAC Guidelines for Operations (SLAC-I-010-001-000)

Other Documents
- Department of Energy Order 420.2C, “Safety of Accelerator Facilities” (DOE O 420.2C)
- Department of Energy Order 435.1, “Radioactive Waste Management” (DOE O 435.1)