

UMKC Radiation Producing Device Policy

This Policy refers to radiation-producing devices on the University of Missouri-Kansas City campus, where “Radiation” is as defined in the State of Missouri Radiation Protection Regulations, 19 CSR 20 10.010 (19):

“Radiation is gamma rays and X-rays, alpha and beta particles, high-speed electrons, neutrons, protons and other nuclear particles and any other ionizing radiation, but not sound or radio waves or visible, infrared or ultraviolet light. “

Policy

In order to ensure compliance with State of Missouri Radiation Protection regulations addressing registration of radiation producing devices, (10 CSR 20-10.030), Environmental Health and Safety (EHS) shall maintain the registrations for radiation producing devices used on University property, and provide monitoring as required by the specific device and use for UMKC employees. EHS shall be contacted prior to installation of the equipment for any possible exceptions to these criteria.

The Radiation Safety Committee shall periodically review and approve all uses of radiation sources, including radiation-producing device usage on campus.[10 CSR 20-10.030 (4)]

General Procedure

Prospective radiation producing device users shall contact EHS prior to beginning work with radiation- producing devices requiring registration with the State of Missouri.

The prospective radiation producing device authorized user (RPD-AU) will need to provide the Department with the appropriate information to register the device with the State. This will include the following:

- 1) a contact person for the device
- 2) location of the device
- 2) description of the device, type of use, workload, imaging mode (film or digital) and equipment service information
- 3) names and training of the operators, to include not only formal training but also on-the-job experience.

For non-human use, certain research applications, or training/educational situations, it will be sufficient that the information on the individual(s) supervising the safe use of the equipment (i.e. the “RPD Authorized User”) can be provided, with a note that the individual supervises and has responsibility for the safe use of the equipment. Documented training topics shall address both the operation of the equipment and general radiation safety.

If an individual has no documented training, it shall be handled in a similar manner to a Radioactive Materials AU with no training in a specific requested use, i.e. the individual will work in consultation with the Radiation Safety Officer to ensure that appropriate training is available to the individual. Refresher training will be made available as needed to update RPD

users on changes impacting the safe use of their equipment within the UMKC setting, to include UMKC institutional policies and procedures and state and federal regulations governing the safe use of Radiation Producing Devices.

If a new unit is to be installed, EHS Office of Radiation Safety shall be contacted in a timely manner to ensure that appropriate radiation protection measures are being taken for the unit. This may include a review of room shielding plans. EHS can arrange for an appropriate shielding plan review, either in-house or through an appropriately-trained individual.

If a new unit is to be installed or an installation location is to be modified, even temporarily, EHS shall be contacted in a timely manner to ensure that appropriate radiation protection measures are being taken for the unit. This may include a review of room shielding plans. EHS can arrange for an appropriate shielding plan review, either in-house or through an appropriately- trained individual.

Summary of Radiation-Producing Device RPD User Responsibilities:

- 1) Registration through EHS; to provide documentation of training and experience information as well as description and location of device(s) to be used.
- 2) Provide updated information upon request for the re-registration of their unit and user(s).
- 3) Ensure training documentation is kept current with EHS.
- 4) Contact EHS in a timely manner to ensure that appropriate radiation protection measures are being taken for the unit. (This may include a review of shielding plans, so forethought is necessary.)
- 5) Contact EHS in a timely manner in case changes in location require a reevaluation of radiation protection measures for the unit.

Environmental Health & Safety & Risk Management Responsibilities:

- 1) EHS—will contact RPD user to verify equipment setup, safety procedures and equipment available, and description of equipment.
- 2) EHS—will complete the initial form with the State of MO and handle the periodic re-registration required in the state of MO. (This may require a visual survey of the equipment and contact with the user to verify any changes in the original registration.)
- 3) EHS—Office of Radiation Safety--will develop an appropriate exposure monitoring plan based upon a hazard evaluation of the particular circumstances; it is the responsibility of the RPD user to follow any instructions involved concerning the monitoring plan.

Radiation Safety Committee Responsibilities:

- 1) Periodically review the Radiation Producing Device Program and usage.

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