

Matric Limited 2099 Hill City Road Seneca, PA 16346  
Phones (814) 677-0716 FAX (814) 678-1302

FAX MESSAGE

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TO: U. S. Nuclear Regulatory Commission    FOR: Mr. Mike Reichard  
 FROM: Douglass L. Sturtz                    PHONE: (610) 337-5269  
 DATE: February 22, 2006                    PAGE: 1 of 15  
 COPY: Q-Ø

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RE: Mail Control Number 138285

37-31124-01  
03037122

Mr. Reichard;

Please find attached the working procedures that we discussed.

Douglass L. Sturtz

*Douglass L. Sturtz*  
RSO

138285

NMSS/RGNI MATERIALS-002



## Work Instruction

Title: Actions if a Sealed Source is Ruptured  
Document Number: WI 08-04-14  
Reference: QOM.08-04 Monitoring and Measurement of Product  
Sponsoring Unit: Quality Assurance  
External Documents: None  
Attachments: None

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### PURPOSE

This document provides instructions for Identifying and reporting to the NRC.

### APPLICATION

This work instruction applies to all required reporting of defects or suspected leakage of a sealed source.

### DEFINITIONS

RSO- Radiation Safety Officer (Douglass Sturtz Ext. 274)

### ASSOCIATED MATERIALS

None



**PROCEDURE**

1. Have all personnel leave and close all doors to the possibly contaminated area.
2. Turn off all ventilation fans in the suspected contaminated area.
3. Use the nearest phone and inform the RSO and Matric management immediately, and restrict contaminated personnel from unnecessary movement through the building.
4. Keep all involved persons assembled in a safe area until checked for contamination. Do not enter the possible contaminated area unless an emergency exists.
5. Only authorized emergency personnel should enter a suspected contaminated area.
6. Suitable survey monitoring equipment is owned by Matric and is maintained by the RSO.
7. Suspected ruptured or leaking source must be removed from service by the RSO.

**QUALITY RECORDS:**

Record Name	Form No.	Record Location	Maintain Locally for	Archive Location	Archive Duration
Incident Records	NA	RSO Files	Until Authorized by the NRC to dispose.	None	NA



**RESPONSIBILITIES**

The RSO has the responsibility to take whatever measures are necessary to cope with a radiation emergency and to report to his or her management and to the NRC. The RSO will identify appropriate monitoring equipment and maintain its proper operation. The RSO will also administrate and manage Matric's personnel dosimeter program.

**REVISIONS**

Revision 0 – Initial Issue: Training required

**APPROVAL(S)**

Approved by

  
Douglass L. Sturtz  
Radiation Safety Officer

Approved by:

  
David Rodgers  
Director, Quality Services

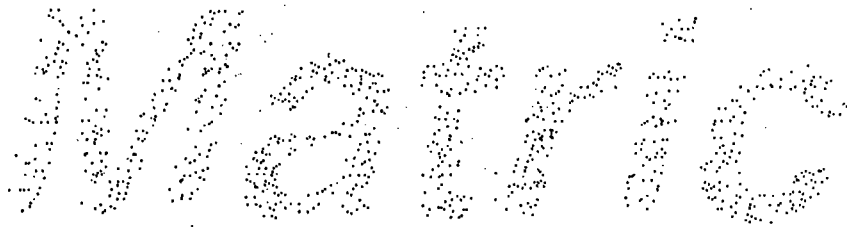


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## Work Instruction

Title: Procedures for Identifying and reporting to NRC.  
Document Number: WI 08-04-13  
Reference: QOM 08-04 Monitoring and Measurement of Product  
Sponsoring Unit: Quality Assurance  
External Documents: 10 CFR 21a  
Attachments: None

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### PURPOSE

This document provides instructions for Identifying and reporting to the NRC.

### APPLICATION

This work instruction applies to all required reporting of defects or noncompliance as defined in 10 CFR 21.21a to the NRC.

### DEFINITIONS

RSO- Radiation Safety Officer (Douglass Sturtz Ext. 274)

### ASSOCIATED MATERIALS

10 CFR 21.21a



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## PROCEDURE

1. Document as clearly as possible. Items to document follow:
  - ⇒ Date, Time, Location and Cause of incident.
  - ⇒ Identify and document source information.
  - ⇒ Record radiation levels within the accident area.
  - ⇒ Record radiation levels outside controlled perimeters.
  - ⇒ Date and Time of notification of authorities.
  - ⇒ Details related to personnel injuries.
  - ⇒ Location of body dosimeters.
  - ⇒ Date and time dosimeter were issued.
  - ⇒ Date dosimeters were processed after accident.
  - ⇒ Dose received.
2. Notify Matric management as soon as possible.
3. Notify NRC by FAX according to applicable regulations.

## QUALITY RECORDS:

Record Name	Form No.	Record Location	Maintain Locally for	Archive Location	Archive Duration
Incident Records	NA	RSO File Control	Until Authorized by the NRC to dispose.	None	NA

## RESPONSIBILITIES

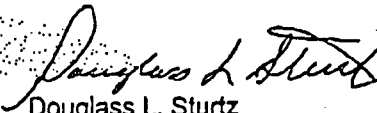
The RSO has the responsibility to take whatever measures are necessary to cope with a radiation emergency and to report to his or her management and to the NRC as soon as is reasonable after the incident situation has been resolved, depending upon the severity of the emergency and the applicable reporting requirements.



**REVISIONS**

Revision 0 – Initial Issue. No changes in procedure or practice. Training not required.

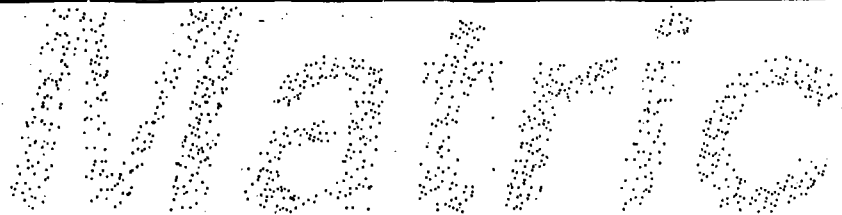
**APPROVAL(S)**

Approved by   
Douglass L. Sturtz  
Radiation Safety Officer

Approved by   
David Rodgers  
Director, Quality Services

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## Work Instruction

Title: Steps to Take and Whom to Contact when a Radiation Emergency Occurs.

Document Number: WI 08-04-12

Reference: QOM 08-04 Monitoring and Measurement of Product

Sponsoring Unit: Quality Assurance

External Documents: None

Attachments: None

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### PURPOSE

This document provides communication instructions to limit the severity of a radiation accident.

### APPLICATION

This work instruction applies to all radiation related emergencies.

### DEFINITIONS

RSO- Radiation Safety Officer (Douglass Sturtz Ext. 274)

Area Supervisor- Person that is responsible for assigned work tasks.

### ASSOCIATED MATERIALS

None



## PROCEDURE

### A. Fire Emergencies Involving Radiation

1. Set off fire alarm.
2. Notify all personnel in the area to leave immediately and assemble in a nearby safe area.
3. Use extinguisher if blaze is small.
4. Inform emergency personnel about radioactive materials, where they are stored, being used, present location as well as any precautions to avoid exposure.
5. Follow Paragraph C. (Radiation Safety Procedures)
6. The Area Supervisor should notify the Radiation Safety Officer (RSO) and Matric management of the incident immediately.

### B. Medical Emergencies Involving Radiation

1. Inform medical personnel that radiation hazard may exist.
2. The Area Supervisor should notify the Radiation Safety Officer (RSO) and Matric management of the incident immediately.

### C. Radiation Safety Procedures

1. Evacuate personnel from radiation area. During the evacuation action should be taken if possible to shut off or stop exposure.
2. Assemble all personnel in nearby safe area and keep them there until radiation surveys and personnel decontamination are performed by RSO.
3. Prevent spread of contamination from accident site. Use nearest telephone for communications and avoid walking through the building.
4. Close doors and windows and, if convenient, turn off air equipment that might transfer radiation contamination throughout the building.
5. Control access to radiation area and place warning signs indicating radiation and contamination hazards.
6. The Area Supervisor should notify the Radiation Safety Officer (RSO) and Matric management of the incident immediately.
7. Decontamination of rooms and building shall only be done under supervision of the RSO.

**QUALITY RECORDS:**

Record Name	Form No.	Record Location	Maintain Locally for	Archive Location	Archive Duration
Incident Records		RSO Files	Until Authorized by the NRC to dispose.	None	NA

**RESPONSIBILITIES**

The RSO has the responsibility to take whatever measures are necessary to cope with a radiation emergency and to train ancillary personnel emergency procedures.

**REVISIONS**

Revision 0 – Initial Release. Training required.

**APPROVAL(S)**

Approved by

  
 Douglass L. Sturtz  
 Radiation Safety Officer

Approved by

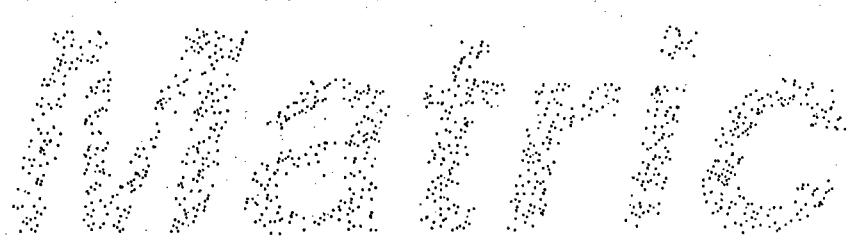
  
 David Rodgers  
 Director, Quality Services

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## Work Instruction

Title: Steps to Take to Keep Radiation ALARA.

Document Number: WI 08-04-11

Reference: QOM 08-04 Monitoring and Measurement of Product

Sponsoring Unit: Quality Assurance

External Documents: None

Attachments: None

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### PURPOSE

This document provides communication of safe use rules for the radiation test and calibration area.

### APPLICATION

This work instruction applies to all personnel authorized or unauthorized to in the radiation test and calibration area.

### DEFINITIONS

Radiation Test and Calibration Area – The area specifically designated by the RSO for use as a test and calibration work station.

RSO- Radiation Safety Officer (Douglass Sturtz Ext. 274)

ALARA- As Low As Reasonably Achievable

### ASSOCIATED MATERIALS

None



## PROCEDURE

1. Keep work station neat and clean and uncluttered.
2. Wear protective apparel as required such as gloves, laboratory coats, and goggles.
3. Wear a personnel monitoring device required and issued by the RSO.
4. **Do not eat, smoke, or drink in the Test and Calibration Area.**
5. **Do not store food or beverages in cabinets located in the Test and Calibration Area.**
6. Do not place hand or fingers into beam path.
7. Label radioisotope containers and post radioactive warning signs in areas where radioisotopes are used.
8. Use shielding and distance to reduce radiation exposures to working personnel and to other persons in the vicinity.
9. Store radioactive materials in a secured storage area to alleviate unauthorized or inadvertent use.
10. Only the RSO is authorized to install or remove sealed sources from test fixtures.
11. Practice procedures with nonradioactive substances before performing them with radioactive materials.
12. Do not transfer radioactive materials to unauthorized persons.
13. Survey work station area, equipment and personnel after every procedure utilizing radioisotopes.
14. Maintain written procedures for the work station operations and post emergency procedures listing emergency and laboratory personnel and how to contact them.



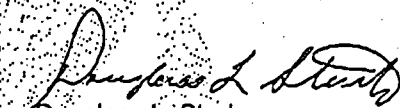
**RESPONSIBILITIES**


The RSO is responsible for the generation and maintenance of safe practice procedures.

**REVISIONS**

Revision 0 – Initial Issue. No changes in procedure or practice. Training required.

**APPROVAL(S)**

Approved by   
Douglass L. Sturtz  
Radiation Safety Officer

Approved by:   
David Rodgers  
Director, Quality Services

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