

HITTMAN MATERIALS & MEDICAL COMPONENTS, INC.

OPERATING PROCEDURE

OP-169

DATE: February 18, 1980

TITLE: Radiation Safety Program and Responsibilities

1. The purpose of the Radiation Safety Program is to provide for the safe and proper use of radioactive materials and radiation sources at HMMC. Federal and State regulations concerning the aspects of possession, use, and transfer of radioactive materials and radiation sources are the standards for this program.
2. The Radiation Safety Office (RSO) has the direct responsibility for insuring that the Radiation Safety Program meets the established purpose. Toward this end, a Radiation Safety Committee (RADSAFE) has been established to act as an advisory and review board for the overall program.
3. The RADSAFE Committee consists of the RSO, the General Manager, the Health Physicist (HP), and at least two (2) other members from Hittman Companies whose background and expertise in radiation control practices and requirements add to the Committee's advisory capabilities. The Committee meets at least once per quarter, but also as conditions require, to evaluate the status and needs of the program. The RADSAFE Committee shall be informed of any incident or emergency situation arising from the use or possession of radioactive materials and radiation sources, so that they may direct the appropriate actions.
4. HMMC Operating Procedures (OP's) are formulated to govern the routine administration of the Program. The OP's cover both routine use of radioactive materials and radiation sources and emergency situations that may arise from this use. In addition, required documentation for the program is outlined in the OP's. All OP's are subject to RADSAFE Committee approval prior to implementation. In the absence of specific OP's (i.e., interim use of materials and sources while OP's are being generated), the RSO formulates and directs the actions to be taken.
5. The need for a new procedure or revision is determined from new or changing regulations, requirements or conditions. The person cognizant of the procedure's purpose will prepare a draft to fulfill the purpose. This person will normally be the HP or RSO but is not limited to any particular individual. The draft is distributed to each RADSAFE Committee member for comment and approval. A majority of members, including the RSO, must approve the final procedure draft prior to implementation. Once approved, the procedure is issued as an HMMC Health Physics OP and becomes official company policy, which must be adhered to by all employees.
6. The HP directly administers the Program and is responsible to the RSO and General Manager in his duties. The HP performs the routine functions required and maintains the required records and documentation. He

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also trains and indoctrinates facility personnel in compliance with the Program and its objectives.

By: *Rick DiSalvo*
R. DiSalvo
Health Physicist

Approved: RADSAFE Committee

Date: 2/26/80

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