

Applied Radiological Control, Inc.

HEALTH AND SAFETY PROCEDURE

TITLE Maintenance of Procedures, Logs and Records

NUMBER 1.1

REVISION NUMBER 1

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APPLIED RADIOLOGICAL CONTROL, INC.

HEALTH & SAFETY PROCEDURE 1.1

MAINTENANCE OF PROCEDURES, LOGS AND RECORDS

1.0 PURPOSE

The purpose of this procedure is to describe the method for maintenance of procedures, logs and records at ARC field locations.

2.0 RESPONSIBILITIES

2.1 The Health & Safety Supervisor is responsible for implementation of this procedure.

2.2 Health Physics Technicians are responsible for properly maintaining logs and records.

3.0 PROCEDURE

3.1 Procedure Control

3.1.1 All Health and Safety Procedures generated in support of a project will be approved by the project Radiation Safety Officer and the Senior Vice President, General Manager of Applied Radiological Control, Inc (ARC).

3.1.2 Changes to procedures may be made during the project with the approval of the Radiation Safety Officer provided the change does not affect the intent of the original procedure. The Radiation Safety Officer will determine if proposed changes affect the original intent.

3.1.3 Procedural changes that change the intent of the original procedure require the approval of the Radiation Safety Officer and the Senior Vice President, General Manager.

3.1.4 Procedures will be reviewed for adequacy by the project Radiation Safety Officer prior to the commencement of the project and at least annually thereafter, for long term projects.

3.2 Logs and Records

3.2.1 All logs and records required to be maintained by ARC H&SP shall be clearly and legibly completed using black waterproof ink.

3.2.2 Mistakes on logs or records shall be corrected by drawing one line through the incorrect entry and initialing and dating the correction.

3.2.3 All blanks on record forms shall be completely filled in. If a blank is not applicable, "NA" shall be recorded in the blank.

- 3.2.4 The Site Health & Safety Supervisor shall sign as reviewer for all surveys, calibration forms, air sample calculations and logs after insuring that they are complete and accurate.

4.0 LOGBOOKS

- 4.1 Sample Log Book - A page-numbered log book shall be maintained to record identifying information for all samples taken on the site. This log book shall contain the following information for all samples:

1. Sequential Sample Identification Number
2. Sampler's Name
3. Sample Grid Points, if applicable, or sample location
4. Sample Type
5. Collection Time and Date
6. Purpose
7. Depth
8. Analyses Required
9. Remarks
10. Chain of Custody Information
11. Recorded by
12. Date/Time form completed
13. Number samples in shipping container
14. Number of samples in shipment

- 4.2 Survey Log Book - A page numbered log book shall be maintained which sequentially lists each Radiological or Industrial Hygiene survey taken at the site. A copy of each survey shall be maintained in a binder on site until the completion of the job and then forwarded to the ARC home office. The survey log book shall contain the following information:

1. Unique sequential number assigned
2. Survey date and time
3. Surveyor's name
4. Location of survey
5. Type of survey (Radiation, Contamination, Oxygen, etc.)
6. Purpose of survey
7. Associated HWP, if applicable
8. Signature of the originator and date.

- 4.3 Shift Log Book - A bound, page numbered log shall be maintained for ARC use which indicates the date, personnel on shift, ongoing operations and any unusual occurrences. This log shall be reviewed weekly by the ARC Health & Safety Supervisor.