

# RUST FEDERAL SERVICES

Nuclear Remedial Services

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## Procedure Title/Approval

ACCESS CONTROL POINT PROCEDURE

Procedure No. NRS-RP-007

Revision: 1

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APPENDIX A Radiological Control Area Access Register Form

## 1.0 SCOPE

### 1.1 Purpose

This procedure describes how access to a site, a RUST Federal Services, Nuclear Remedial Services (RFS/NRS) controlled facility, or area is restricted to only those personnel authorized to enter the Radiologically Controlled Area (RCA). Access to the RCA is controlled for the purpose of minimizing radiation exposures to site workers, visitors, and the general public.

### 1.2 Applicability

This procedure applies to all personnel entering a RUST Federal Services, Nuclear Remedial Services (RFS/NRS) RCA at a designated project site.

## 2.0 REFERENCES

- 2.1 NRS-RP-013, "Monitoring for Personnel Contamination and Performing Personnel Decontamination"
- 2.2 NRS-RP-008, ""Dosimetry Program"
- 2.3 NRS-RP-012, "Radiation Work Permit and Use"
- 2.4 NRS-AD-007, "RUST Federal Services, Nuclear Remedial Services Health Physics Policy Manual"
- 2.5 NRS-RP-001, "Field Projects Record Procedure"

## 3.0 EQUIPMENT AND MATERIALS

- 3.1 Radiological Controlled Area Access Register Form (Appendix A)
- 3.2 Personnel Survey Instrument
- 3.3 Personnel Dosimetry

## 4.0 INSTRUCTIONS

- 4.1 All personnel entering a site, a RFS/NRS controlled facility, or area shall do so only at the designated access control points. Personnel who have regular job assignments at the site shall be issued a personnel dosimeter per Reference 2.2. Visitors shall be issued a dosimeter, and/or escorted at the discretion of the Radiation Safety Officer/Radiological Control Supervisor (RSO/RCS) or equivalent.

4.2 All personnel shall log in at the Access Control Point using either the Radiation Work Permit (RWP) Signature Form (Reference 2.3) or the Radiological Control Area Access Register Form (Appendix A), and note the following minimum requirements:

- 4.2.1 Name of individual
- 4.2.2 Organization represented
- 4.2.3 Date of entrance
- 4.2.4 Time of entrance/exit

4.3 Upon exiting the site, all personnel shall be surveyed for contamination in conformance with Reference 2.1. The time of exit shall be recorded on the Radiological Controlled Area Access Register Form.

4.4 All personnel dosimeters shall be left at the Access Control Point or in an area designated by the (RSO/RCS) or equivalent.

## 5.0 RECORDS

5.1 The Radiological Controlled Area Access Register Form shall be maintained throughout the duration of the project and then retained in accordance with Reference 2.4 and 2.5.

APPENDIX A  
RADIOLOGICAL CONTROL AREA ACCESS REGISTER FORM  
(2 Pages)

RUST FEDERAL SERVICES  
NUCLEAR REMEDIAL SERVICES

**RADIOLOGICAL CONTROLLED AREA ACCESS REGISTER FORM**

Signature of this form indicates you have read and understand all applicable Radiation Work Permits and will perform work accordingly.

| Print Name | Signature | Organization | Date | Time In/Out |
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