

PLANT: Gary Works SOP #: 5896SR10SOP
DIVISION: Energy, Enviro & Proc. Cont ISSUE DATE: 05-05-98
AREA: 160" Plate Mill REVISION DATE: _____
OCCUPATION: Systems Technician AUTHORIZATION: J. Budgin

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OPERATION: Control of plate products radiation film badges.

REASON FOR CONTROL: To provide dosimetry history for employees regularly assigned to work in the area of Plate Products' nuclear devices.

WORK PROCEDURE:

- (1) Each employee assigned a film badge is responsible for its proper use and security while it is in his possession. The badge is to be worn at all times when the employee is at work and is to be secured in a personal locker when the employee is not at work. The badge is not to leave the plant.
- (2) The person assigned as the supervisor of the Systems Repair Group will be responsible for obtaining the proper numbered, film badges from the Industrial Hygiene office prior to the 15th of each month. This person will be responsible for the security of the new badges until each badge is distributed to the assigned employee. He is also responsible for the exposed badges until he personally delivers the badges back to the Gary Works' Industrial Hygiene office.

The new badges are to be exchanged with the exposed badges as close to the 15th of each month as possible. A direct hand to hand exchange between the supervisor and the employee is required. At no time are the badges to be allowed to remain in an unsecured or unsupervised area where they could be subject to tampering.
- (3) Each month, the supervisor will submit a list of names and the assigned badge numbers that he exchanged, along with the date that the badges were returned to Industrial Hygiene, to the Plate Products Radiation Safety Officer.
- (4) The Plate Products Radiation Safety Officer will obtain copies of the dosimetry reports from Industrial Hygiene in a timely manner. The Plate Products Radiation Safety Officer will keep copies of these reports on file in his office, and will make copies available to the assigned badge wearers.

RESPONSIBILITY:

Process Control/Systems Repair Technicians and Supervisors.

MEASUREMENT:

Records of accumulated dosimetry.

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USS STANDARD OPERATING PROCEDURE

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REPORTING:

Reports to Plate Products R.S.O. and dosimetry reports.

CORRECTIVE ACTION:

Follow procedure to ensure timely processing of all Plate Products film badges.

REVISION HISTORY:

AUTHORIZATION:

OPERATING AREA MANAGER:

OPERATING APEX MANAGER:

QUALITY ASSURANCE ENGINEER:

[Handwritten signatures over lines]
 J. Budgin
 J. A. [unclear]
 M. A. [unclear]

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