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C-A OPERATIONS PROCEDURES MANUAL

9.1.1 Procedure for Obtaining a Review by C-A Radiation Safety Committee

Text Pages 2 through 4

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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 Collider-Accelerator Department Chairman _____ Date _____

D.Beavis

9.1.1 Procedure For Obtaining A Review By C-A Radiation Safety Committee

1. Purpose

To provide instructions for Project Leaders, or [liaison physicists/engineers](#) and Radiation Safety Committee members, on the process of obtaining a review for a project, experiment, or running parameters involving radiation safety issues at C-A facilities.

2. Responsibilities

- 2.1 The C-A personnel assigned to oversee a project, experiment, or running condition, are responsible to consider if there are radiation issues associated with the project. If so, they must request that the project be reviewed by the C-A Radiation Safety Committee (RSC).
- 2.2 The RSC Chairman is responsible for scheduling a review of the project, and ensuring that minutes of the meeting are written and distributed.
- 2.3 Project personnel (or designated persons) are responsible for providing a written description of the radiation issues and the proposed method to satisfy the [laboratory](#) and department radiation safety guidelines.
- 2.4 The RSC is responsible for reviewing the estimated sources of radiation and the proposed methods of providing protection.

3. Prerequisites

Qualified and trained project leaders, [liaison physicists](#), [liaison engineers](#) and [Radiation Safety Committee members](#).

4. Precautions

New projects or experiments, or changes in operating parameters may not be executed until the radiation safety review is completed and until any required recommendations are implemented.

5. Procedure

- 5.1 The Project Leader, and/or liaison physicist/engineer with the appropriate division head will evaluate if radiation issues are associated with the project using criteria in 5.4

- 5.2 The Project Leader and/or liaison physicist/engineer informs RSC Chairman or designee of the possible issues requiring RSC review.
- 5.3 The RSC Chairman, or designee, will determine if a review is warranted by either the full committee or a subgroup.
- 5.4 The Project Leader and/or [liaison physicist/engineer](#) will provide a written description of the radiation safety issues and the proposed methods to provide protection. The RSC Committee may assign a subgroup to assist project personnel in evaluating the radiation hazards and developing the proposed methods of protection. The proposed methods should satisfy the BNL RAD Con Manual (ref. 1) and the C-A RSC guidelines (ref. 2).
- 5.5 Project Leader and/or liaison physicist/engineer shall request the RSC Chairman to schedule a review. The written description of the radiation issues will be given to the RSC Chairman for distribution to the committee. A list of appropriate persons shall be provided to the Chairman so they may be invited to the review. This request should be done well in advance of the desired implementation of the project.
- 5.6 The RSC Chairman will schedule the review and distribute the written description. A copy of the written description will be placed in the committee files.
- 5.7 Project Leader and/or [liaison physicist/engineer](#), will present the radiation issues to the committee.
- 5.8 The RSC will review the estimated radiation sources and proposed protection methods.
- 5.9 The RSC will make recommendations for the project.
- 5.10 Recommendations will be tracked to their completion following [C-A-OPM 9.1.2](#).

6. **Documentation**

- 6.1 The written description of the radiation safety issues associated with the project and the proposed methods of providing protection will be placed in the committee files.
- 6.2 Minutes of the RSC meeting.
- 6.3 Other supporting documents.

7. **References**

7.1 [RAD Con Manual](#)

7.2 [C-A-OPM 9.1.11 “Guidelines for Radiological Controlled Area Classification and Radiation Access Control System Application.”](#)

7.3 [C-A –OPM 9.1.15 “Guideline for Radiological Review Criteria for C-A Experiments and Procedures”.](#)

8. **Attachments**

None