

# Radioactive or Radiation-Producing Materials or Equipment

**Original Implementation:** September 1, 1974

**Last Revision:** July 28, 2015

## PURPOSE

The purpose of this policy is to ensure that all university activities, operations, and procedures involving the use of radioactive materials or radiation producing equipment are performed in such a way as to protect the users, faculty, staff, students, and the general public from exposure. This equipment includes, but is not limited to: diffraction x-ray, fluorescence, bone densitometers, industrial x-ray, atomic absorption, and lasers.

## POLICY STATEMENTS

- I. The radiation safety program at Stephen F. Austin State University is regulated by the Texas Department of State Health Services and requires all university employees and students who receive, possess, use, transfer, or acquire any radioactive material or radiation producing equipment to comply with the regulations detailed in the Texas Administrative Code § 289 and the Texas Health & Safety Code Ch. 401 (Texas Radiation Control Act).
- II. SFA employees and students must also comply with the procedures described in the SFA radiation safety manual, which contains the general procedures adopted by the university for the safe use of radioactive materials and radiation producing equipment in teaching and research, and can be found on the Department of Environmental Health, Safety, and Risk Management (EHSRM) website at <http://www.sfasu.edu/safety>.
- III. Authorization for the use of any licensed or registered radiation source or equipment is conditional upon complete compliance with federal and state regulations, license conditions, training requirements, and with the policies and procedures promulgated by the EHSRM department. Authorized radiation users and their locations must be designated on the radiation license and registrations issued by the Texas Department of State Health Services.

## RESPONSIBILITIES

1. The Department of Environmental Health, Safety, and Risk Management is responsible for the radiation safety program at SFA, and the radiation safety officer (RSO) is responsible for the daily implementation of the radiation safety program in accordance with license/registration conditions and regulatory requirements. Duties of the RSO include:
  - a) Oversee the purchase, receipt, storage, use, and disposal of radioactive or radiation-producing materials or equipment.
  - b) Ensure the most current legal requirements are identified and evaluated for compliance.
  - c) Establish, coordinate, and adhere to the radiation safety procedures outlined in the university's radiation safety manual, to comply with regulatory requirements.
  - d) Inspect university laboratories and work areas where radioactive materials or radiation producing equipment are used for regulatory compliance and worker protection, or in

response to a notice of a possible violation. In carrying out this duty, the RSO or designated representative shall have the authority to enter any university building, structure, room, office, or laboratory without prior notice to department supervisors and staff.

- e) Serve as the official university contact for federal and state regulatory agencies regarding radiation safety compliance and communicate compliance requirements to university officials. These include, but are not limited to: United States Nuclear Regulatory Commission (NRC) and Texas Department of State Health Services (TDSHS).

2. University employees and students must comply with the following guidelines and responsibilities:

- a) Comply with all license and registration requirements, regulations, programs, and procedures specified by the RSO and the EHSRM department.
- b) Attend all required radiation safety training courses and use all required protective equipment, engineering controls, and safety precautions described in the radiation safety manual.
- c) Handle all radioactive sources, radiation producing equipment, and radioactive waste in accordance with the radiation safety manual and applicable state regulations. Each department is responsible for the payment of fees associated with state licenses, registrations, and the disposal of radioactive waste and/or equipment containing radiation sources.
- d) The authorized user is responsible for all containment and clean-up actions in responding to spills and emergencies.
- e) The RSO must be notified for all incidents involving radioactive materials and radiation producing equipment. Report non-compliance issues or concerns to the RSO or to the director of EHSRM.

**Cross Reference:** Tex. Health & Safety Code Ch. 401; 25 Tex. Admin. Code § 289; Purchase Requisition (17.19); Radiation Safety Manual

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact For Revision:** Radiation Safety Officer, Department of Environmental Health, Safety, and Risk Management

**Forms:** Statement of Training and Agreement with Policies and Procedures; Leak-Test and Inventory Record. All forms may be obtained from the radiation safety officer.

**Board Committee Assignment:** Academic and Student Affairs