

Radiation Safety

Policy No.: 350-55

Effective: 12/01/00

POLICY:

It is the policy of CSU Northridge that all sources of ionizing radiation used at the university be managed in a manner that is in compliance with appropriate federal, state and local laws and regulations, and that any exposures to employees, students, and the public are maintained "As Low As Reasonably Achievable" (ALARA).

PROCEDURES:

Detailed procedures for the use of radioactive materials can be found in the CSU Northridge Radiation Safety Manual. Following is a summary of these procedures:

1. **Authorization to use Ionizing Radiation:** All uses of ionizing radiation must be approved by the CSU Northridge Radiation Safety Committee. The committee will issue an "Ionizing Radiation Use Authorization" (IRUA) for all approved uses of radioactive materials. Contact the Radiation Safety Officer for details (ext. 2401).
2. **Exposure Monitoring:** When the potential for exposure exceeds the limits specified in the CSU Northridge Radiation Safety Manual, personnel must be monitored for radiation exposure. The exposure monitoring will be conducted by the Environmental Health and Safety (EH&S) Office. EH&S will also maintain exposure monitoring records.
3. **Training Requirements:** All individuals who work with ionizing radiation must be trained to work safely with the materials/machines being used. This initial training will be conducted by the Radiation Safety Officer (RSO). This initial training is supplemented with annual refresher training conducted by the Authorized User on the "Ionizing Radiation Use Authorization" (IRUA). Both Initial and refresher training are documented, and the Radiation Safety Officer inspects this documentation as part of an annual audit.
4. **Acquisition and Transfer of Radioactive Materials:** A valid IRUA must exist prior to receiving, possessing, or using radioactive materials at CSU Northridge, regardless of the funding source. All transfers of radioactive materials must have prior approval from the CSU Northridge Radiation Safety Officer.
5. **Storage and Labeling:** All containers holding radioactive materials during transport, for storage, or during processing, must be conspicuously labeled with the following phrase: "Caution – Radioactive Material". Entrances to areas where radioactive materials are used must be posted with the following phrase: "Caution – Radioactive Material".
6. **Radioactive Waste Management/Disposal:** Work with radioactive materials must be planned in a way that will reduce the quantity of waste generated. All radioactive wastes must be managed according to the requirements in the appropriate federal, state, and local rules and regulations. All radioactive wastes must be transferred to the Radiation Safety Officer for disposal.

7. **Radiation Producing Machines:** The Radiation Safety Officer will maintain an inventory of all machines that produce ionizing radiation. The Environmental Health and Safety Office will inspect/audit these machines on an annual basis to ensure appropriate safety measures have been implemented.
8. **Emergency Procedures:** Any personal exposure accident, release, or potential release of radioactive material must be immediately reported to the University Police (ext. 9-911 or ext. 2111). The University's Chemical Emergency Response Team will coordinate all response efforts.

RESPONSIBILITIES:

1. **University President:** The President is ultimately responsible for the efficacy of the Radiation Safety Program. Oversight responsibility for the Radiation Safety Program is delegated to the Radiation Safety Committee, whose members are appointed by the President (or designee).
2. **Radiation Safety Committee (RSC):** The RSC is authorized to evaluate and maintain surveillance over all uses of radioactive material and other sources of ionizing radiation. This responsibility includes the authority to issue, suspend, or revoke permission to use radioactive materials at the University.
3. **Radiation Safety Officer (RSO):** The RSO is responsible for all elements of the radiation safety program at CSU Northridge. This responsibility includes reviewing and approving all proposed uses of ionizing radiation, and for advising and guiding the Environmental Health and Safety Office in managing the radiation safety program.
4. **Environmental Health and Safety (EH&S) Office:** The EH&S Office is responsible for the surveillance of all sources of ionizing radiation and providing consultation and radiation safety services in conformance with procedures set forth in the "CSU Northridge Radiation Safety Manual", governmental regulations, and license conditions.
5. **Purchasing Department:** The Purchasing Department is responsible for ensuring that all acquisitions of ionizing radiation are in conformance with the procedures established by the "CSU Northridge Radiation Safety Manual", and the EH&S Office.
6. **Department Chairs and Heads of other Administrative Units:** These individuals are responsible for the review and approval of proposed uses of ionizing radiation within their department or area of responsibility.
7. **Authorized Users:** Authorized users of radioactive materials or other sources of ionizing radiation are responsible for adherence with all CSU Northridge and governmental regulations as they pertain to his/her "Ionizing Radiation Use Authorization" (IRUA).

REFERENCES:

Federal:

- U.S. Nuclear Regulatory Commission, Title 10, Code of Federal Regulations, Part 20
- U.S. Department of Labor, Title 29, Part 1910
- U.S. Department of Transportation, Title 49, Code of Federal Regulations, Chapter I, Parts 170 to 199

State:

- California Radiation Control Regulations, Title 17, California Code of Regulations Chapter 5, Subchapter 4 and Chapter 5, Subpart 4.5

- General Industry Safety Orders, Title 8, California Code of Regulations

FORMS:

All applicable forms can be found in the CSU Northridge Radiation Safety Manual. Contact the Radiation Safety Office at extension 2401 for more information.

[Radiation Safety Forms](#)

FURTHER INFORMATION:

Environmental Health and Safety Office, 818-677-2401

APPROVED BY THE PRESIDENT