

When to Notify the Agency

The Radiation Safety Officer (RSO) has primary responsibility for completing all required notifications and reports. If there is any doubt about whether a situation requires notification, DON'T HESITATE – MAKE THE CALL.

LICENSE-RELATED NOTIFICATIONS

A. Change of RSO

Notify the agency in writing within 30 days of a change of RSO. Include documentation of the new RSO's qualifications for the position. At a minimum, the RSO must have sufficient training to qualify as an authorized user; additional training and experience in the administration of a radiation protection program is recommended.

B. Vacating Premises

Notify the bureau in writing no less than 30 days before vacating or relinquishing possession or control of the permanent location of use and storage of radioactive materials. Have the notification dated and signed by a certifying official, and describe the relocation of all radioactive material previously located at the facility. Documentation of transferred material may be required, and radiation surveys of storage facilities may also be required.

C. Change of Ownership

A license is only valid for the legal entity to whom it was issued; it may not be transferred, directly or indirectly. Should a change of ownership or a change in majority of controlling interests occur, immediately notify the bureau in writing, and submit an application for a new license within 30 – 45 days. A certifying official representing the original licensee must submit a separate request to terminate the old license upon issuance of the new license replacing it.

D. Bankruptcy

Immediately notify the bureau in writing following the filing of a voluntary or involuntary petition for bankruptcy under any chapter of Title 11 of the U.S. Code by or against the licensee, a controlling entity, or an affiliate of the licensee. Identify the bankruptcy court and the date of the petition's filing in the notification.

E. License Termination

Immediately notify the agency in writing of a decision to terminate licensed activities. A "Disposition of Radioactive Materials" form should be used when submitting a termination request. The notification must be dated and signed by a certifying official, and must describe the disposition of all radioactive material possessed under the license. Documentation of radioactive material transfers may be required, and radiation surveys of storage facilities may also be required.

REPORTS OF STOLEN, LOST OR MISSING SOURCES OF RADIATION

A. Telephone Reports

Immediately after its occurrence becomes known, report to the agency by phone, a stolen, lost or missing radiation source, if it appears that an exposure could result to individuals in unrestricted areas.

B. Written Reports

Follow telephone reports of stolen, lost or missing radiation sources with a written report to the agency within 30 days after making the report. Include the information specified below.

- A description of the radiation source; for radioactive material, the kind, quantity, and chemical and physical form.
- A description of the circumstances under which the loss or theft occurred.
- A statement of disposition or probable disposition of the radiation source involved.
- Exposures of individuals to radiation, circumstances under which the exposures occurred, and the possible doses received by persons in unrestricted areas.
- Actions that have been or will be taken to recover the source.
- Procedures or measures that have been or will be implemented to prevent recurrence.

INCIDENT NOTIFICATIONS

Incidents involving radiation sources require different types of notifications. Reports may be made by phone or fax; names of individuals who have received radiation exposures must be stated in a separate and detachable portion of the report.

A. Immediate Notifications

Immediately notify the bureau of any event involving a source of radiation that might have caused or threatens to cause any of the following: an individual to receive a total dose of 25 rem or more, a lens dose of 75 rem or more, or a skin, extremity or total organ dose of 250 rad.

Notify the agency as soon as possible, but not later than 4 hours after the discovery of an event, such as a fire or explosion.

B. 24-Hour Notifications

Notify the agency within 24 hours of discovery of an event involving loss of control of a radiation source that might have caused or threatens to cause any of the following: an individual to receive in a period of 24 hours a dose greater than 5 rem, a lens dose greater than 15 rem, or a skin, extremity or total organ dose greater than 50 rem.

Notify the bureau within 24 hours of discovery of:

- An unplanned contamination event that requires access to the contaminated area to be restricted for more than 24 hours;

- An event in which equipment is disabled or fails to function as designed when the equipment is required to prevent exposures exceeding regulatory limits or to mitigate the consequences of an accident, the equipment is required to be available and operable when it is disabled or fails to function, and no redundant equipment is available and operable to perform the required safety function;
- An event that requires unplanned medical treatment at a medical facility of an individual with radioactive contamination on the individual's clothing or body; or
- An unplanned fire or explosion damaging radioactive material or the device, container or equipment containing radioactive material when the damage affects the integrity of the radioactive material or its container.

C. Information Required for Immediate/24-Hour Notifications

Make reports to the agency of events requiring immediate or 24-hour notification as described above by phone, and if available at the time of notification, include the following information:

- The caller's name and call back phone number;
- A description of the event, including date and time;
- The exact location of the event;
- The isotopes, quantities and chemical/physical forms of the radioactive material involved; and
- Any personnel radiation exposure data available.

REPORTABLE EVENTS

A. All events requiring immediate or 24-hour notification are classified as reportable events, and require a written report to be submitted to the bureau within 30 days after learning of the event's occurrence. The following occurrences are also classified as reportable events and require written reports to the bureau within 30 days:

- Dose exceeding the occupational dose limits for adults (total dose > 5 rem, organ dose > 50 rem, lens dose > 15 rem, or shallow dose > 50 rem);
- Dose exceeding the occupational dose limits for minors (total dose > 500 mrem, organ dose > 5 rem, lens dose > 1.5 rem, or shallow dose > 5 rem);
- Dose exceeding limit for an embryo or fetus of a declared pregnant woman (500 mrem);
- Dose exceeding limits for members of the public (2 mrem in any one hour or 100 mrem in one year); or
- Radiation levels greater than 20 mrem/hr in unrestricted areas.

B. Reports must describe the extent of exposure of individuals, including:

- Estimates of each individual's dose;
- The levels of radiation and activities of radioactive material involved;
- The causes of the elevated exposures or dose rates; and

- The corrective steps taken or planned to prevent recurrence, including a schedule for achieving conformance with applicable limits, ALARA constraints, and license conditions.

Include for each occupational overexposed individual, the person's name, social security number and date of birth. For events involving an embryo/fetus, this information applies to the declared pregnant woman. Prepare reports so that the information on exposed individuals is stated in a separate and detachable portion of the report. When submitting a report to the agency, also provide a copy to the exposed individual(s), no later than when submitting it to the agency, in accordance with the provisions of the license and regulations.

REPORTS OF LEAKING/CONTAMINATED SOURCES

Immediately notify the agency upon learning of any leaking or contaminated sealed source. Submit a follow up written report to the bureau within 5 days, and identify the equipment involved, the test results and the corrective action taken.

REPORTS OF HIGH RADIATION LEVELS ON PACKAGES

Immediately notify the agency and the final delivery carrier by phone or fax upon learning of external radiation levels exceeding 200 mrem/hr at any exterior surface, or 10 mrem/hr at one meter from any exterior surface of an incoming package containing radioactive material.