

GUIDE FOR UPDATING THE LIST OF FACILITIES CONTAINING RADIOACTIVE MATERIALS

Facilities containing radioactive materials (e.g., labs, shops, service buildings) are those in which radioactive material is used, produced by activation, processed (e.g., machined) or stored. Exceptions are facilities where only sealed check or calibration sources of less than 100 μCi and smoke detectors and similar devices are used. The division or section head having responsibility for a radiological facility is responsible for completing and updating the Radiological Facilities Record for that facility. See FRCM Articles 241 and 242 for further information.

Annual updates of the record will be requested by the ES&H Section each calendar year.

Individual facilities are to be listed in the first column and a code identifier placed in the appropriate year column.

Code Identifiers

- R** Classified as a radiological facility
- C** Certified by the ES&H Section as no longer a radiological facility (indicate date)
- √** No change from the previous year
- T** Responsibility for the facility transferred to/from another division/section (indicate other division/section and date)

An **R** will appear in the column of the first year a facility is designated as radiological and checks (√) will appear for successive years.

Once designated as a facility containing radioactive materials, the facility must remain on the division/section list. Update for a particular facility will no longer be required if:

1. The ES&H Section certifies it as no longer a facility containing radioactive materials. Copies of the certification memo signed by the ES&H Section Head are placed in both the D&D files maintained by the ES&H Section.
2. Responsibility for the facility is transferred to another organization.

Whenever overall responsibility for a radiological facility is transferred from one division/section to another, responsibility for maintaining and updating the Radiological Facilities Record for that facility is transferred as well. The transfer date and the other division/section are to be noted on both the old and new records listing.

The ES&H Section has responsibility for auditing the Release Certification Program for Facilities Containing Radioactive Materials.