



UNIVERSITY OF CAMBRIDGE

Occupational Health and
Safety Service

memo

To Radiation Protection Supervisors, DSOs and Departmental Administrators
From David Plumb, Radiation Protection Adviser
Date 16 October 2012
Subject Update information
Our Ref S/RPSs/12/336/DP/em

RPS Update Meeting 2013

Confirmation is now given that the meeting next year will be held on Thursday 21st March 2013, at the *Sainsbury Laboratory, Bateman Street, Cambridge*. The meeting will be followed by a buffet lunch. Please note that the attendance of RPSs at the annual update meeting is a condition of your appointment as an RPS by your Head of Department. If you require any specific topics to be discussed at the meeting, please contact David Plumb or Lisabeth Yates at the Safety Office.

Forthcoming 'workshop' sessions

Care, Maintenance and Use of Portable Radiation Monitoring Equipment - Wednesday 14th November, 09.30 to 11.00 at the Safety Office, 16 Mill Lane.

This short session is intended for RPSs or others, who have responsibility for carrying out check monitoring in their departments, or organise the care and maintenance of monitors. The session consists of provision of information, discussion and practical demonstrations.

Movement and Transport of Radioactive Materials - Friday 23 November, 10.30 to 12.30, at the Safety Office, 16 Mill Lane.

This meeting is intended for RPSs, Stores Personnel, Drivers and others who have responsibilities for packing, consigning or transporting radioactive materials, both on the public roads and on University sites. People who are involved in radioactive material transport are advised to attend this course at intervals of two years.

Please book for these sessions, in the usual way, on the Safety Office website.

Two-Day RPS course 2012

This course will be held on 17th/18th July 2013, once again at the Department of Pharmacology, to whom we express our thanks.

This course is intended for persons who are about to become, or have recently become, Radiation Protection Supervisors. Additionally, if it is now four or five years since you completed this course, we advise that it *may be* beneficial for you to attend next year. If you are unsure whether re-attendance would be appropriate for your particular circumstances, please do not hesitate to contact us

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at the Safety Office or talk to your School Safety Officer.

Record keeping requirements for unsealed radioactive stocks

The long standing principle in keeping track of radioactive stocks within the University has been based on the use of nominal (ordered quantity) uncorrected values being used on the departmental stock sheets/cards. These nominal values are then generally reported as the 'amount received' on the monthly returns forms sent to the Safety Office. However, this approach of course has the disadvantage that excess dispenses beyond the expected nominal amount, disrupt the record keeping system.

We are now making a small alteration to the model stock sheet and associated guidance (on the website shortly) requiring an entry to be made by the RPS, when the stock sheet is returned to them of "total MBq dispensed". The 'excess activity' over expected activity figures *initially reported* (to the Safety Office) of material dispensed *and* disposed, can then be reported on a subsequent monthly returns form. A number of departments already follow this procedure, and 'new users' of radioactive materials and Safety Office information and training sessions, have been advised, for several years, to always continue to record dispense details on the stock forms, beyond the expected nominal activity, if this proves necessary.

The above procedure can be used on *non-half-life corrected values*, and for convenience to users we suggest that approach continues. Alternatively, a half-life correction could be made before the pot and stock sheet is issued, based on a further correction for the suppliers stated 'activity reference date'. However, the distinct disadvantage of using activity date corrected values on the stock sheet is the inconsistent volume/activity values that will appear for each pot received.

The ultimate 'solution' to all of the above, may of course be the adoption of one of the commercial software packages that are available to deal with radioactive substance tracking. To date, the Environment Agency have not required record keeping standards above our current paper systems, and with the amounts of most radioactive substances used within the University continuing to decline, the very large financial and time investments in an interactive and networked record keeping system, appear to us be out of proportion to the BAT requirements in terms of Permit compliance.

If you have concerns regarding the above advice please contact DP or LY at the Safety Office.

Risk Assessment process for unsealed sources

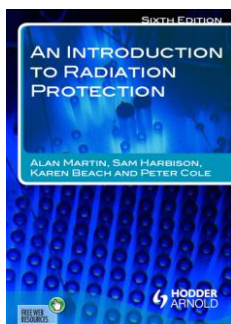
The risk assessment form and associated guidance for the use of unsealed radioactive substances, which overall have been in place for more than ten years, are under review. One outcome may be that we incorporate the guidance into the electronic version of the risk assessment form. If you have any views on the current format and any changes or improvements that you feel are needed, please contact us.

Updated Publications

The publications relating to Best Available Techniques, and the University Ionising Radiations Policy ("*Management of Work with Ionising Radiations*") have recently been updated. The latest versions are available on the Safety Office Website. Please recycle any previously printed versions of these documents.

An Introduction to Radiation Protection – a Handbook for All!

We are occasionally asked if there is a suitable reference manual that could supplement the information and training provided to RPSs at our two-day course. As previously advised, the publication below (Sixth Edition: £39 inc pp or £26 if ordered via the Safety Office), written by University and Hospital RPAs, is recommended. The book comes with a suite of on-line resources which can be of use to RPSs.



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