



UNIVERSITY OF CAMBRIDGE

Occupational Health and
Safety Service

memo

To Radiation Protection Supervisors and Departmental Administrators
From David Plumb, Radiation Protection Adviser
Date November 2011
Subject Updated information – Ionising Radiations
Our Ref S/RPSS/11/520/DP/em

Some information items are set out below – any questions or concerns – please contact Lisabeth or David!

1. New Training Course – Use, care and maintenance of monitoring instruments

The Safety Office offers a short (1.5 hours) training package to departments, in respect of the use, care and maintenance of portable radiation monitors (contamination and dose-rate monitors). The course is directed at RPSs and other persons who have responsibility for the care of monitors, and those who carry out check monitoring, or instruct people in the general day to day use of monitors. The course may also be of interest and relevant to PIs or group leaders, where these persons are directly involved in these tasks. To date, this short course has been offered on the basis of presentation within the departments concerned. This arrangement is still available, and departments are encouraged to contact the Safety Office for further details regarding the organisation of these 'one-off' courses. However, in addition to this, we have arranged two timetabled courses to be held at the Safety Office, 16 Mill Lane – on Tuesday 28 February 2012 at 1415, and on Wednesday 20 June 2012 at 0930. Bookings as usual, can be made through the Safety Office website:

<http://www.admin.cam.ac.uk/offices/safety/training/>

2. Personal Dosimetry

A reminder is given that the new personal dosimetry T.L.D 'badges' replacing the blue whole-body film badge will be issued for the monitoring period commencing 1 January 2012. The complete 'green' badge should be returned to CPRMS for processing, although the clip and plastic loop should be unclipped from the device before return. Any problems or difficulties that arise with the new system – please contact us at the SO as soon as possible.

3. Revised Publication – “Management of Work with Ionising Radiations”

The updated version (October 2011) of this publication – essentially the University's ionising radiations policy - is now on the SO website. Other recently updated (November 2011)

Safety Office
16 Mill Lane
Cambridge CB2 1SB

Tel: +44 (0) 1223 339531
Fax: +44 (0) 1223 330256
Email: drp21@admin.cam.ac.uk
www.admin.cam.ac.uk/offices/safety/

documents include the Excel monthly returns form, the radioactive waste transport document, and the model 'Registration to Work' form - always refer to the website for latest versions of all rp forms! The change to the waste transport form relates to the addition of a statement required under the UK Waste Regulations (*general* waste requirements that are in addition to the specific radioactive waste requirements). The requirement is that waste volumes removed from premises are as low as is practical. You will see that we have added that confirmation in the section that says "...the RPS declares..." In practice, this requirement should already be dealt with under the BAT provisions of the EPR 10.

<http://www.admin.cam.ac.uk/cam-only/offices/safety/radiation/ir/forms/ir002.pdf>

4. Two Day RPS Course 2012 (radioactive materials)

With thanks to the Department of Pharmacology for their or the continuing and much appreciated co-operation, the two day course for 'new' RPSs or those RPSs who have not completed the course in the past four years, will be held on 18/19 July 2012. Currently, spaces are available on the course, but early booking is advised. New RPSs will be advised to attend that course, if appropriate, as part on their initial induction meetings with RPAs.

5. Naturally Occurring Radioactive Materials (NORM)

With reference to the revised 'exemption regime to the EPR 10 (referred to in item 6, below), the Safety Office have published a brief guidance paper on the subject of 'NORM'. The paper can be found in the 'leaflets' area of the *Radiation\ionising\publications\guidance* section of the SO website:

<http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd189r/index.html>

6. Environmental Permitting Regulations 2010: Exemption Regime

A number of Departments currently use small quantities of radioactive materials under exemptions to the environmental legislation. With the repeal, in October 2011, of the Radioactive Substances Act, the exemption regime has been significantly modified and updated to fit in as part of the EPR 10. In practice however, there are unlikely to be any very significant changes to departmental systems as a result of the change of legislation. The new exemption regime and the relevant changes will be discussed, in the coming months, directly with those departments that are currently operating under the old 'exemption order' regime. A summary review of the situation will be presented at the forthcoming RPS update meeting on 28 March 2012.

7. Incineration of Radioactive Waste – information required by the Safety Office

Now that monthly returns are submitted electronically (thank you!), a reminder is given that further information is still needed by the Safety Office in respect of *each* disposal journey made to the Addenbrooke's Hospital Incinerator. For further information refer to the e-mail sent by Lisabeth Yates to relevant people on 4 November 2011. In summary - The required information can be provided either by an e-mailed or fax copy of the 'letter'; taken to the incinerator with each disposal **or** simply add a note of the information we require – date, radionuclide, solid/scint, and activity - on the covering e-mail when monthly returns are sent to us. (We need this information in order to monitor overall compliance with daily disposal limits).

8. Monthly Returns Forms (Excel version)

Thanks again to everybody for using these! Just a reminder... - please, when filling in the electronic (Excel) spread sheet monthly returns ... use the version on our website (& do not modify the form!) ... and please enter the month/year identifier for the month covered by the returns form (at the top centre of the form) use the format **month year** in the date box on the top of form. That is, enter the information as: Jan 12 or Jan 2012, or January 12 or January 2012 - the 'box' will automatically convert and display these options as Jan-12 – *please* do not alter the format of this box! You will also note that we have now removed the 'signature' requirement from the form (name only now required!).

9. Authorisation of orders

In the recent circulation regarding *Authorisation of Orders* the paragraph relating to 'special arrangements' apparently caused some confusion – a revised paragraph is set out below:

“...All orders for radioactive materials (sealed and unsealed sources) and all deliveries, must be arranged using the standing arrangements in place within a department for such processes. No 'special arrangements' may be made by end users (and/or RPSs) that involve radioactive materials being consigned, by suppliers, directly to named individuals, and therefore by-passing the official ordering, delivery and distribution processes of a department...”

10. New Member of Staff

Jane Ghosh joined us on Monday 21 November to fill the vacant role of Scientific Support Assistant. Jane, who will be working part-time, will contact or meet relevant people in the near future. Jane's contact details are: telephone 64123, jlg54@admin.cam.ac.uk.

And finally.... *A Reminder! – The RPS Update Meeting next year will take place on the morning of Wednesday 28 March 2012 at the Department of Physics, Cavendish Laboratory, Madingley Road. Further details and a 'booking form' will be circulated before Christmas! Attendance at RPS update meetings is of course, a condition of your appointment, by your Head of Department, as a University RPS.*