



Safety and Risk Management

Security of Radioactive Materials

<i>Violation</i>	<i>Action</i>
First security infraction for a Responsible Investigator during a 12 month period.	<p><u>Notification:</u> The Office of Environmental Health and Safety (OEHS) will send a letter to the Responsible Investigator (RI) stating the details of the event, i.e., date, time, materials involved. This Notice of Unsecured Materials (NUM) will be copied to the RI's department chairperson.</p> <p><u>Response:</u> The RI is required to respond to the NUM within 10 days. The response must contain the reason the infraction occurred, the name of the individual responsible for leaving the radioactive material (RAM) unsecured and planned corrective action.</p> <p><u>Follow-up:</u> OEHS may increase surveillance of security in that lab and may require all personnel in the lab to attend additional training regarding radiation safety and security.</p>
Second security infraction for the same Responsible Investigator within 12 months of the first violation.	<p><u>Notification:</u> Same as the action taken with the first violation, with a notation that this is the second infraction and additional violations will have more severe consequences.</p> <p><u>Response:</u> The RI must respond to the NUM within 10 days. The response must contain the reason the infraction occurred, the name of the individual responsible for leaving the RAM unsecured and planned corrective action. The response must give a date when the corrective actions will be implemented. If the individual responsible for the second violation is the same person who was responsible for the first violation, then that individual's authorization to use RAM will be suspended for no less than 5 working days. If a different individual is involved, suspension will not be imposed. However, that individual will be held responsible with a first infraction with a minimum 5 working-day suspension of use privileges should a second infraction occur. The RI must install a keyless entry system within 30 days of the violation and the University will install automatic door closers.</p> <p><u>Follow-up:</u> OEHS will increase surveillance of security in that lab and may require all personnel in the lab to attend additional training regarding radiation safety and security.</p>
Third security infraction for the same Responsible Investigator within 12	<p><u>Notification:</u> Same as the action taken with the first violation. In addition, there will be automatic suspension of the RI's authorization for a minimum of 5 working days.</p> <p><u>Response:</u> The Responsible Investigator must respond to the NUM within 10 days. The response must contain the reason the infraction occurred, the</p>



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<p>months of the first violation.</p>	<p>name of the individual responsible for leaving the RAM unsecured and planned corrective action. The response must give a date when the corrective actions will be implemented. The RI must suspend all RAM use in his or her labs within 10 days of the NUM.</p> <p><u>Follow-up:</u> Following the period of suspension, OEHS will increase surveillance of security in that lab and may require all personnel in the lab to attend additional training regarding radiation safety and security. Additionally, the RI's authorization to use radioactive materials will be brought before the Radiation Safety Committee for review.</p>
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