

NIH POLICY MANUAL

1341 - WORKING WITH RADIOACTIVE MATERIALS OR RADIATION PRODUCING MACHINERY

Issuing Office: OD/OM/ORS/DRS 301-496-5774

Release Date: 5/15/2008

1. **Explanation of Material Transmitted:** This chapter provides an update to NIH policy and procedures governing working with radioactive materials and radiation producing machinery required by the NIH Radiation Safety Program. This chapter is being revised at this time to meet the requirements that NIH Manual chapters be revised or reissued every five years, to reflect recent organizational changes and to incorporate the required sections on Records Retention and Disposal and Management Controls.

2. Filing Instructions:

Remove: NIH Manual Chapter 1341 dated 10/1/96

Insert: NIH Manual Chapter 1341 dated 5/15/2008

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Manual System, contact the Office of Management Assessment, OM, on (301) 496-4606.
- Online information, enter this URL: <http://www1.od.nih.gov/oma/manualchapters/>

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Working with Radioactive Materials or Radiation Producing Machinery

A. Purpose:

Established under this chapter are the NIH policy and procedures for working with radioactive materials or radiation producing machinery as required by the NIH Radiation Safety Program.

B. Background:

The policies and procedures of the Radiation Safety Program are described at: <http://drs.ors.od.nih.gov> and apply NIH-wide where radioactive materials or radiation producing machinery, such as x-ray devices, gamma ray irradiators, cyclotrons or other particle accelerators are used in the workplace. The NIH Radiation Safety Program has been established in accordance with the requirements of the U.S. Nuclear Regulatory Commission, U.S. Department of Labor, U.S. Department of Transportation, U.S. Food and Drug Administration and U.S. Environmental Protection Agency. Regulations of the U.S.N.R.C. may be found at the following website: <http://www.nrc.gov/reading-rm/doc-collections/cfr/>

C. References:

1. The Division of Radiation Safety, (DRS), ORS website: <http://drs.ors.od.nih.gov/>

D. Policy:

It is the policy of the NIH that all employees, contractors, trainees, and others who potentially risk exposure to ionizing radiation while performing their jobs be informed of the policies, procedures and protective measures required by the NIH Radiation Safety Program. Compliance with the NIH Radiation Safety Program is mandatory. Employees shall be properly trained in protective measures for their safety, the safety of patients and members of the general public, and employees shall be monitored, if appropriate, as required under applicable regulations, for potential exposure to ionizing radiation.

Registration for training can be found at the following website:

http://drs.ors.od.nih.gov/training/orientation/training_registration.htm

E. Records Retention and Disposal:

Record Retention and Disposal: All records (e-mail and non e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual Chapter 1743. "Keeping and Destroying Records," Appendix 1, NIH Records Control Schedule; Section 1300- Station Management (all items that apply) and Section 2600 Procurement, Property and Supply Management (all items that apply).

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NIH e-mail messages: NIH e-mail messages (messages, including attachments, that are created on the NIH computer systems or transmitted over the NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, the NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages.

E-mail messages must also be provided to the Congressional Oversight Committees, if requested, and are subject to the Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

F. Management Controls:

- 1. Office Responsible for Reviewing Management Controls:** The Division of Radiation Safety, Office of Research Services has the operational responsibility for the NIH Radiation Safety Program
- 2. Frequency of Review (in years):** Ongoing.
- 3. Method of Review:** The DRS will maintain oversight and ensure effective implementation and compliance with this policy through review of a number of resources, e.g., training, posting of policy and procedures, facilities, and other requirements of the U.S. Nuclear Regulatory Commission, U.S. Department of Labor, U.S. Department of Transportation, U.S. Food and Drug Administration and the U.S. Environmental Protection Agency.
- 4. Review Reports:** Reports are sent to the Science Resource Manager ORS, the Associate Director for Research Services (ADRS) and the Deputy Director for Management, NIH. Review reports will indicate that controls are in place and working well. Issues of special concern will be brought immediately to the attention of the ADRS.