

H. Radiation Safety Surveys and Quarterly Program Records Check

1. Monthly radiation surveys performed by the Radiation Safety are done for the purpose of maintaining a broad surveillance program at the facility level, and to alert the individual programs to potential problem areas if a contamination or deficiency is found. These surveys are neither frequent nor sufficiently thorough enough to serve as the only laboratory monitoring, which is why the programs' staff members must also perform their own contamination surveys.
2. Contamination swipe tests, as well as survey meter tests where appropriate, will be performed and documented by RSO/RSS for each radiation program at NCI-Frederick on a monthly basis. Radiation Safety will check for:
 - a. Labeling—Entrance to room
 - b. Labeling—Refrigerator/freezer/storage area
 - c. Labeling—Waste containers
 - d. Labeling—Radioactive materials
 - e. Labeling—Hoods
 - f. Labeling—Contaminated equipment
 - g. Use of absorbent paper as needed
 - h. Routine use of shielding as needed
 - i. Routine use of PPE (lab coat, gloves, eyewear)
 - j. Use of dosimeter as needed
 - k. No food or drinks in lab
 - l. Survey meter available/current calibration/batteries ok
 - m. Security
 - n. Other problems
3. Maximum permissible removable contamination level is 500 dpm/100 cm² or 10 dpm/100 cm² for beta/gamma and alphas respectively. If any swipe results meet or exceed these levels, they will be re-read to check for accuracy by RSS. The staff, via phone message as well as survey report, will report contaminations to the respective laboratory personnel.
4. All contaminations found by the RSO/RSS must be cleaned and re-swiped by laboratory personnel belonging to the radiation program in which the contamination was found. The radiation program PI/RAS is then responsible for making sure that the Contamination Clean-up Sheet that is attached to the Monthly Survey Report is properly filled out with post clean-up dpm results. The Contamination Clean-up Sheet must be forwarded back to the RSO/RSS within 72 hours (3 days) of receipt.

5. Any deficiencies noted by RSS will be addressed in the Monthly Survey Report as well. All deficiencies will be noted on a Deficiency Memo. A written response to the Deficiency Memo, indicating corrective actions taken, must be forwarded back to the RSO/RSS within 5 days of receipt.
6. Approximately four times per year, records checks will be performed by RSS. Records checks will be performed during routine surveys. RSS will check all documented monthly surveys performed by the program and the program's radioactive material inventory.
 - a. RSS will verify that the program is documenting a contamination survey for all authorized areas on the program at a minimum of once each month. RSS will also verify that any contaminations found by the program are appropriately decontaminated and that positive and negative controls are documented with each survey.
 - b. Radioactive Material Accounting Records (yellow sheets) will be checked to ensure the use of licensed material is being accurately recorded.