

ADVANCED MEDICAL SYSTEMS OPERATING PROCEDURE

PREPARATION OF USED SOURCES FOR RESALE

ISP-16 Rev. 01/95

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1.0 PURPOSE: To establish the inspection criterion for assuring that used sources meet the requirements of the Nuclear Regulatory Commission.

2.0 PRECAUTIONS AND LIMITATIONS:

2.1 This procedure is to be followed when preparing any used radioactive source for resale.

2.2 This inspection procedure is to be performed in the Hot Cell.

3.0 INSTRUCTIONS:

3.1 Inspection

3.1.1 Remove the outer international standard source capsule.

3.1.2 Visually examine the welded source capsule for weld defects or other damage.

3.1.3 Examine the outer capsule for damage to the threads or spanner wrench holes.

3.1.4 Any defects found shall cause the source to be rejected for resale until repairs have been made.

3.2 Leak Testing.

3.2.1 Perform a leak test of the welded source capsule per the smear test of ANSI N542 - 1977, A2.1.1 or A2.1.2.

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- 3.2.2 No source shall be resold if an activity of greater than 0.005 microcuries of removable contamination is discovered.

3.3 Reassembly.

- 3.3.1 If the source passes the inspection and leak testing procedures, it shall be reassembled and processed the same as a newly manufactured source.

3.4 Record Keeping Requirements.

- 3.4.1 Record the following used source information on Form ISP-16A:

- a. Date of inspection.
- b. Date of leak test and results.
- c. Manufacturer's name, model and serial number.
- d. Quantity of Curies contained and date of evaluation.
- e. Diameter of the active source as specified by the manufacturer.
- f. The measured radiation output in REM/hr.
- g. Customer's name, address and license number of person or facility authorized to receive this used source.
- h. For export sales, include the country and name of the facility.

- 3.5 Shipment of a used source shall be made only in USNRC approved packages. Packaging and labeling requirements of DOT shall be adhered to.

ADVANCED MEDICAL SYSTEMS OPERATING PROCEDURE

AGREEMENT STATES NOTIFICATION FOR SERVICE WORK

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1.0 PURPOSE: To provide a uniform procedure for notification to Agreement States of the intent to install, service, repair, maintain or exchange sources in teletherapy equipment containing radioactive materials.

2.0 PRECAUTIONS AND LIMITATIONS:

2.1 This procedure is to be followed each time licensable work is required in any of the following states:

Alabama, Arizona, Arkansas, California, Colorado, Florida, Georgia, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Mississippi, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Oregon, Rhode Island, South Carolina, Tennessee, Texas, Utah and Washington.

2.2 Written notification is required prior to the work date.

2.3 Different states require different amounts of prior notification time. Verify the current state notification requirements by contacting the numbers listed in Attachment B.

2.4 Emergency work can be done sooner by obtaining permission via telephone and confirming in a letter.

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USED SOURCE FOR RESALE RECORD

ISP-16A

SOURCE DATA

Manufacturer's Name: _____

Model Number: _____ Serial Number: _____

Date of Inspection: _____ Leak Test Results: _____

Quantity of Curies: _____ Date of Evaluation: _____

Diameter of Active Source: _____

Radiation Level: _____ REM/hour Date: _____

BUYER'S INFORMATION

* Customer: _____

Customer's License Number: _____

** Include facility name, address (including country), person or facility authorized to receive the source and any other information available (i.e. phone number of responsible receiving party).*

COMMENTS: _____

Reviewed by RSO: _____ Date: _____

3.0 INSTRUCTIONS:

3.1 Determine that the notification is required by referring to the flow chart in Attachment A.

3.2 Gather the following information required for notification:

3.2.1 Name and address of the hospital or job site and contact person.

3.2.2 Dates that the work will be done and the total days required to perform the work.

3.2.3 Description of the work to be done. State whether source removal is required or not.

3.2.4 USNRC license under which the work will be done.

3.2.5 Name of the service person who will be performing the work.

3.3 Make notification as follows:

3.3.1 If this is an emergency job, make a telephone call and request permission to perform the service, confirm state notification requirements for emergency service, and follow up with a confirming letter. Telephone numbers may be found in Attachment B.

3.3.2 If this is a routine job, contact the state agency for the specific notification requirements and mail a notification letter. A standard format letter may be found attached to this procedure. The letter must contain all the information in Section 3.2 as well as any additional information requested by the state agency. In addition, a copy of the NRC license must be attached to the letter. A list of current mailing addresses may be found in Attachment B.

3.4 Additional Requirements

3.4.1 Send a copy of all letters written as a result of this procedure to the RSO and to the scheduled service person.

- 3.4.2 Rescheduling - Once notification has been given, if the job must be rescheduled, the state must be notified by telephone and informed of the changes. Individual states may require corrected written notification.