University of St. Andrews

Guidelines For Commencing Work With Ionising Radiation

Research Worker or Student

Consult project supervisor about the scope of the work activity

Member of Staff

Meet the DRPS to discuss the following aspects of the project:
1. Where the work can be carried out;
2. Check whether the radionuclide(s)/quantity are within the Building's SEPA Registration;
3. Check that there is an appropriate SEPA Authorisation for the disposal of the radionuclide(s)/quantity and for the route of disposal.

Does the radionuclide(s) and quantity to be used in the work comply with the SEPA Registration and Authorisation ?

NO

If the project **exceeds** limits set by the SEPA Registration and/or Authorisations for the Building, then **WORK CANNOT PROCEED.**
You **must** then consult the URPA.

YES

Have you worked with Ionising radiation before ?

YES

You should provide the URPA with evidence of:
1. Suitable training in Radiation Protection;
2. If requested, the dose records from your previous employer.

NO

Then you must attend the University Radiation Protection training course **OR** obtain permission from the URPA.

The following forms should now be completed:
- Personal Registration Form (Form Number URPS1)

AND
- Appropriate 'Application For Approval of Project' Form (Form Numbers URPS2 / RM / SS)

These forms should be checked and signed by the Worker/Supervisor/DRPS and then sent to the Safety Office for approval by the URPA.

Project Supervisors/Workers/DRPS will be notified when the URPA approves their project and advised that the project can commence.

If deemed necessary by the URPA/DRPS, an appropriate personal dosimeter will be supplied to the worker.

Training in the School/Unit procedures for handling, using and disposal of radionuclide(s) will be provided locally. Workers should familiarise themselves with the School/Unit Rules for Working with Ionising Radiation.

The University undertakes an annual review of all ratified ionising radiation projects.