
UCLA Procedure 994.2: Volunteers and Visitors in Non-Clinical Radiation Use Areas

Issuing Officer: Vice Chancellor for Research
Responsible Dept: Office of the Radiation Safety Committees
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I. BACKGROUND & SCOPE

In accordance with federal and State regulations, UCLA Policy 994 emphasizes the strict controls set for radiation use at UCLA. The UCLA Radiation Safety Committee (RSC), authorized by the Chancellor and required by the UCLA Type A Broad Scope Radioactive Materials License, oversees the use of radioactive materials and radiation-producing equipment. The RSC is responsible for developing and implementing policies and procedures pertaining to the use of radiation.

This Procedure sets forth access restrictions of UCLA Volunteers and Visitors to non-clinical Radiation Use Areas, whether on- or off-campus.

II. DEFINITIONS

For the purposes of this Procedure:

Radiation Use Area is an area approved for radioactive material or radiation-producing equipment use by the UCLA Office of Environment Health and Safety, Radiation Safety Program.

UCLA Volunteer is an individual who meets the following criteria: (1) volunteers services directly to the University, whether on an ad hoc basis or through a formal volunteer program conducted by a University department or unit; (2) provides services under the supervision of the University; (3) receives no compensation for such services; and (4) is authorized to provide volunteer services in campus facilities by registering through the appropriate department or unit. For more information on the criteria, restrictions, and application process of volunteers, see UCLA Administrative Guidelines for the Use of Volunteers.

Visitor is an individual who is *not* a UCLA student, employee, Volunteer, or visiting scholar or other visitor as outlined in UC APM-430.

III. STATEMENT

UCLA strives to ensure regulatory compliance and provide protection to all individuals who work within Radiation Use Areas from potential harm. Only UCLA students, staff or academic appointees are allowed full access to Radiation Use Areas, subject to completion of appropriate training and badging. See UCLA Radiation Safety Manual for additional requirements.

This procedure is intended to prevent a UCLA Volunteer or Visitor from exposure to radiation levels that surpass the public exposure limits as defined by the United States Nuclear Regulatory Commission (NRC) and the California Department of Public Health (CDPH) Regulatory Health Branch (RHB).

The sponsoring department or unit shall follow the access restrictions to Radiation Use Areas as set out below.

Access Restrictions to Radiation Use Areas

Every UCLA Volunteer and Visitor has restricted access to Radiation Use Areas, these restrictions include:

1. UCLA Volunteer or Visitor shall not be issued keys or badge access to Radiation Use Areas;
2. UCLA Volunteer or Visitor shall not be exposed to any radiation beyond the regulatory public limits of 2 millirem in any one hour and 100 millirem in one year;
3. UCLA Volunteer or Visitor shall never directly handle radioactive material due to the potential for accidental intake of the material or external skin dose;
4. UCLA Volunteer or Visitor may not enter or remain in a Radiation Use Area without direct supervision by the Principal Investigator (PI), the PI's designee, or area supervisor, who is responsible for radiation use in the space, unless all radioactive material is shielded to below regulatory public exposure limits and radioactive material or radiation-producing equipment is secured and inaccessible to the Volunteer or Visitor.

Contaminated radioactive material use equipment (*e.g.*, fume hoods, biosafety cabinets, and centrifuges), radioactive waste, and radioactive material work areas must also be secured and inaccessible;

- Direct supervision of a UCLA Volunteer or Visitor requires the physical presence of the PI, the PI's designee, or the area supervisor at all times in the Radiation Use Area where the UCLA Volunteer or Visitor is present.
5. UCLA Volunteer or Visitor, prior to entering a Radiation Use Area, must receive hazard awareness training regarding radiation hazards in a Radiation Use Area. The responsible PI, the PI's designee, or the area supervisor must provide and document the training. Training should include a tour of the affected Radiation Use Area(s), information on how to identify radiation hazards by being aware of labeling, and instruction on what should be done in the event of an emergency. Upon request, the Volunteer or Visitor must be given a copy of the training document; and
 6. UCLA Volunteer or Visitor must always wear appropriate Personal Protective Equipment (PPE), for example, long pants, closed toe shoes, etc., while in an unsealed radioactive material use area. See UCLA Policy 905, Research Laboratory Safety and Protective Equipment.

IV. REFERENCES

1. UCLA Policy 994: Radiation Safety;
2. UCLA Administrative Guidelines for the Use of Volunteers;
3. UC APM 430: Visiting Scholars and Other Visitors;
4. Title 10, Code of Federal Regulations § 20.1301;

5. Title 17, California Code of Federal Regulations, Division 1, Chapter 5, Subchapters 4, 4.5 and 4.6;
6. UCLA Policy 905: Research Laboratory Personal Safety and Protective Equipment;
7. UCLA Radiation Safety Manual.

Issuing Officer

/s/

James S. Economou
Vice Chancellor for Research

**Questions concerning this procedure should be referred to
the Responsible Department listed at the top of this document.**
