



DEPARTMENT OF THE NAVY  
HUNTERS POINT NAVAL SHIPYARD  
SAN FRANCISCO, CALIFORNIA 94135

IN REPLY REFER TO:

SUPDEPTINST 5100.6A  
502

MAR 2 1973

SUPDEPT INSTRUCTION 5100.6A

From: Supply Officer

Subj: Control and Accountability of Radioactive Material;  
requirements and procedures for

Ref: (a) NAVSHIPYDHUNTERSPTINST 5100.4A

Encl: (1) Procedures for Control and Accountability of Radio-  
active Material

1. Purpose. To establish policy and outline procedures for the control and accountability of radioactive material.

2. Cancellation. SUPDEPTINST 5100.6

3. Designation. The Technical Division, Code 540, is designated as the Supply Department Radioactive Material Coordinator.

4. Application. This instruction applies to all Supply Department personnel who issue, procure, receive, identify, handle, store, maintain, or dispose of the following categories of material:

a. Material issued by the (AEC) Atomic Energy Commission.

b. Radioactive Industrial Materials not controlled by the AEC such as Radium-226.

5. Information

a. Because of the extensive application of ionizing radiation and the increasing movement of radioactive materials, the risk involved in complacency and in failure to comply with regulations in the handling of radioactive materials cannot be over emphasized. A loss, improper handling and/or erroneous labeling of radioactive materials can result in the excessive exposure of personnel and contamination of equipments and areas. Radiological control procedures are necessary to ensure the control of radiation exposure and radioactive material. The lack of understanding and imprudent actions of improperly trained personnel directly involved with the handling of radioactive material can cause serious problems, including a hazard to health of those involved. Past experience has verified that radioactive materials can be handled as safely as other hazardous materials without harm to worker, if adequate precautions are strictly observed.

SUPDEPTINST 5100.6A

b. Reference (a) outlines the Shipyard policy, assigns departmental responsibilities, and provides the basic procedures for control, management, and security of radioactive material.

6. Policy

a. In the event of an emergency such as a fire, an accident, an incident involving radioactive material, the reporting procedures set forth in reference (a) shall apply.

(1) During Regular Working Hours

(a) Personnel involved or happening on the scene will immediately report the situation to their respective branch or division heads.

(b) Division and branch heads will:

1 Notify the Radioactive Material Coordinator,  
Code 540.

2 Notify the Supply Officer, Code 500, and the  
Material Officer, Code 560.

(2) Outside Regular Working Hours

(a) Personnel involved or happening on the scene will immediately report the situation to the Supply Department Duty Officer, Code 560.03, extension 2724, and/or the Shipyard Duty Watch Officer, Code 812.4, extension 2525.

(b) The Supply Department Duty Officer will:

1 Notify the Radioactive Materials Coordinator,  
Code 540.

2 Report the situation to the Shipyard Watch  
Officer, Code 812.4, (if he has not already been informed) and  
to the Supply Officer, Code 500.

3 Report to and remain at the scene until relieved  
by higher authority.

b. Personnel will not be assigned to work with sources of ionizing radiation unless they have been medically cleared, trained and qualified for the work as prescribed in Chapter 3 of reference (a).

c. Film badges will be worn at all times by personnel who are working with sources of ionizing radiation.

d. The Supply Department Radioactive Materials Coordinator, Code 540, will be notified immediately upon receipt of radioactive materials.

e. Radioactive materials will be stored only in designated areas.

f. Emergency procedures will be posted at the entrance to all radioactive material storage and radiation areas.

7. Responsibilities

a. Radioactive Materials Coordinator, Code 540

(1) Maintain procedures, controls, and methods applicable to the handling of radioactive materials, ensuring Supply Department compliance with responsibilities and procedures, as outlined in reference (a).

(a) Review and approve division level directives as required.

(b) Control and monitor the assignment of personnel assigned to work with sources of ionizing radiation materials.

(c) Coordinate formal and on-the-job training for personnel, ensuring certification of employees completing formal training, and maintain control of the issuance of film badges to qualified personnel.

(d) Exercise technical supervision over personnel who are assigned primary duties involving the control of radioactive material, including scheduling of periodic medical examinations of personnel for exposure to ionizing radiation.

(e) Secure approval, as applicable, from Radiation Health Division, Code 740, for the assignment of permanent or temporary storage areas; establishing and posting emergency procedures for all radiation storage areas.

(f) Control the procurement, issue, shipment, and receipt of radioactive material.

(g) Supervise the handling of all radioactive materials and comply with the reporting requirements of reference

(a) when material is received or shipped; received or shipped in a damaged condition, or when it is lost.

(h) Provide assistance to Division Heads and Branch Supervisors as requested or required.

b. Division Heads Concerned

(1) Forward all correspondence pertaining to radioactive material to Code 540 for review and/or action as required.

(2) Forward proposed division instructions applicable to radioactive material to Code 540 for review.

(3) Ensure compliance with Chapter 3 of reference (a).

(4) Ensure that all radioactive materials are properly labeled and marked in accordance with reference (a), and that any lost, unmarked, and uncontrolled radioactive materials are reported to Code 540 immediately upon discovery.

(5) Provide access to personnel for the purpose of conducting periodic monitoring of radioactive material storage and radiation areas as directed by Code 540.

(6) Notify Code 540 of all regulation or instruction violations involving the handling and control of radioactive material.

(7) Accomplish the clean up of carrier's vehicles, sweeping of floors, removal of paper floor covering, etc., in radioactive material storage and radiation areas, as directed by Code 540.

(8) Notify Code 540 when qualified employees who have been working in radiation areas appear to be in poor health or are returning from an illness lasting longer than one week.

(9) Make arrangements with Code 540 for the required medical clearance, training, and qualification of personnel prior to their assignment to work in a radiation area and/or to handle radioactive material.

(10) Ensure personnel compliance with film badge procedures and notify Code 540 of any lost badges. Badges that are no longer required will be returned to Code 540.

(11) Notify Code 540 when employees who have been working in radiation areas are being reassigned to work not involving further exposure to ionizing radiation.

8. Action. Concerned codes will comply with the procedures outlined in reference (a) and enclosure (1) in the assignment of personnel to radioactive material storage and radiation areas and for the control and accountability of radioactive material.

9. Forms Availability. Supplies of the following forms may be obtained from the Services Section, Code 502.02.

<u>Form Number</u>	<u>Title</u>
DD Form 6	Report of Packaging and Handling of Deficiencies
DD Form 1348-1	DOD Single Line Item Release/Receipt Document
Standard Form 361	Discrepancy in Shipment Report

  
R. H. RUSLETT

Distribution:  
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Copy to:  
Code 130

PROCEDURE FOR THE CONTROL AND ACCOUNTABILITY OF RADIOACTIVE MATERIAL1. Radioactive Materials Coordinator, Code 540.

a. Ensure that purchase requisitions include the requirement for compliance with specification MIL-M-19590 concerning the labeling of radioactive material.

b. Ensure compliance with regulations and instructions when material is moved in and out of storage areas.

NOTE: All cases of noncompliance with regulations and instructions will be reported, in writing, to the appropriate division head.

c. Monitor all Supply Department areas for sources of radiation, and monitor incoming and outgoing radioactive material, in accordance with reference (a).

d. Inspect incoming receipts of radioactive material (aboard the carrier if necessary) for adherence to current regulations and provide necessary information to the Receiving and Delivery Section, Code 570.1, for preparation of the required reports when a discrepancy exists.

e. Provide information to the Shipping Branch, Code 506.1, to ensure proper packaging and shipment of radioactive material.

f. Obtain signed receipts from the authorized consignee for radioactive materials shipped, and maintain an official file of these receipts.

g. Maintain accountable records for radioactive sources which are part of radiac sets located on the Shipyard for calibration and return to Twelfth Naval District Activities, and for industrial radioactive material transferred off the yard.

h. Control and schedule the disposal of radioactive material.

2. Shop Stores Material Section, Code 590.3

a. Refer request for the establishment of a new item containing radioactive material to Code 540 for approval.

b. Refer requests for the issue of radioactive materials to Code 540.

3. Outfitting Unit, Code 510.03

a. Ensure that all radioactive materials listed on allowance lists are identified and documented as hazardous materials.

b. Refer requests for the release of radioactive materials to Code 540.

4. Material Liaison and Expediting Branch, Code 515, will obtain approval from Code 540 for the special pick up of any radioactive material.

5. Material Centers Branch, Codes 590.1/590.2, will refer requests for the issue or delivery of radioactive material to Code 540.

6. Purchase Branch, Code 530

a. Refer all requests (including requests for services) for radioactive by-product materials, equipments with radioactive sources or radium to Code 540 for screening prior to purchase negotiations.

b. Mark all purchase contracts for radioactive material under the control of AEC with the applicable license number.

7. Receiving and Delivery Section, Code 570.1

a. Inspect (on carrier if possible), upon initial receipt, any material marked as radioactive, or suspected of being radioactive for evidence of damage to the container or signs of leakage or loss of contents.

NOTE: 1. In the event of evidence of damage or leakage of the contents neither the item nor the carrier will be moved and Code 540 will be notified at once.

2. Inspections or other operations requiring the opening of packages will be made under the direct surveillance of the Radioactive Materials Coordinator, Code 540.

b. Offload the material into the Radioactive Material Receiving Area if the inspection on the carrier reveals no damage to the container, and immediately notify Code 540 of the receipt.

c. Prepare a report of Packaging and Handling Deficiencies (DD Form 6) or Discrepancy of Shipment Report (SF361), as applicable, upon the receipt of a request from Code 540, and accomplish routine distribution. In addition, route copies of the report to Code 540 and Code 740.