



The University of Sheffield

Safety Services



RECORD KEEPING

The following records are required by the Ionising Radiations Regulations 1999 and its Approved Code of Practice, or by Certificates of Registration or Authorisation issued under the Radioactive Substances Act 1993, or by the Radioactive Material (Road Transport) (Great Britain) Regulations 2002. They have to be kept for a varying number of years, and for some the Department has a responsibility (*NB, SS = Safety Services*).

Record	Time to be retained	Keeper
Classified Personnel		
Health Record	50 years after last entry	SS
Radiation Dose Record	50 years after last entry	SS
Non-Classified Personnel		
Dose assessment records	2 years from date of report	SS/Dept
Annual monitor tests	2 years from date of test	SS/Dept
Biennial leakage tests	until next record or 2 years from disposal date	SS/Dept
Laboratory monitoring	2 years from date of report	Dept
Isotope records relating to ordering, storage & disposals	until 4 years after date of disposal	SS/Dept
Incident report re spillage, release, loss or theft	indefinitely/50 years	SS/Dept
Transport document or record of transfer	2 years from date of transfer	Dept

Of particular importance here are those records where the department and the individual radiation worker have a major role to play, i.e. in laboratory/equipment monitoring, and in the maintenance of isotope records.

Monitoring Records

Information on monitoring techniques and requirements is [available](#). All radiation workers have a role to play in monitoring and in keeping satisfactory records. The monitoring requirements vary according to the grade of the work and are stated in the Work Certificates. The guidelines given should be strictly adhered to, along with any further instructions from the Radiation Protection Supervisor.

Radioisotope Records

There are three main forms in use at the University, which provide all the details required to be kept by the Regulations. These are:-

1. RPS/IR/6 Radioisotope Record for Unsealed Sources
 - paper record version
 - version for computer entry
 - version for computer entry (aliquoted stock)
2. RPS/IR/7 Radioisotope Record for Sealed Sources
3. RPS/IR/8 Radioisotope Monthly Return

1. Unsealed Sources (RPS/IR/6)

Each batch of isotope should have a record form that shows its usage. Important points to note are:

- a. Record unique packet reference number.
- b. Activity should be recorded as the activity on the date received not the ordering amount or the activity on the reference date unless using record forms for computer entry.
- c. Where decay is not significant, people can record day-to-day usage in volume terms if this is more convenient.
- d. At the end of each month, rule a line across the form and then work out the decay, total amount used, waste produced and balance in hand for that month unless using record forms for computer entry. In which

case, make sure all your usage has been entered on the computer and confirm that to your DRPS.

e. For every experimental technique, you should know approximately what proportion of waste will be generated in each category.

f. Remember that it is the activity at the time of disposal which should be recorded, whenever possible

2. Sealed Sources (RPS/IR/7)

A record of all sealed sources in a department should be kept by the Departmental Radiation Protection Supervisor, and this form is to facilitate this. Where departments hold a large number of sealed sources, they may wish to have a sealed source register, and Safety Services can advise how this can best be set up. All sealed sources are affected by this record keeping requirement - even reference sources and those in liquid scintillation counters. The exemption limits of the Radioactive Substances Act are very low indeed (0.4 Bq/g) and, therefore, of no help in easing this requirement.

3. Monthly Return (RPS/IR/8)

As soon as possible after the end of each month, each department using unsealed sources is required to complete, and send to Safety Services, one of these forms or a computer-generated equivalent, giving details of all isotopes received during that month, the waste discharged and the subsequent balance in hand. This is normally the responsibility of the Departmental Radiation Protection Supervisor. It is essential that prompt returns are made, so that Safety Services can collate all the figures and demonstrate compliance with the Department of the Environment's Authorisation and Registration Certificates.
