

## LABORATORY RULES - SEALED SOURCES

1. Always **USE** the **MINIMUM ACTIVITY SOURCE** required for the experiment.
2. **SOURCES EMITTING PENETRATING RADIATIONS SHOULD NEVER BE MANIPULATED DIRECTLY BY HAND.** Only trained operatives should mount sources in equipment.
3. To **CONTAIN PENETRATING RADIATIONS** use appropriate **SHIELDING** to keep **DOSE RATES BELOW**  $2.5\mu\text{Sv h}^{-1}$  whenever reasonably practicable.
4. **WEAR YOUR BODY BADGE AND FINGER DOSIMETERS** if these have been issued to you.
5. Any **SOURCE NOT PERMANENTLY MOUNTED** should be **KEPT** in properly **LABELLED CONTAINERS** and in an **APPROVED LOCKED STORE** when not in use. Procedures for taking sources out of store should be strictly adhered to.
6. All **SOURCES** should be **ENGRAVED** or otherwise permanently marked with a **UNIQUE IDENTIFICATION CODE**. If permanently mounted in a source holder, this should bear the identification mark along with details of the isotope, activity and a radiation trefoil, if this is reasonably practicable.
7. If a **SOURCE** is **PERMANENTLY MOUNTED** in a piece of equipment, it should **NOT BE READILY REMOVABLE**, the **EQUIPMENT** should have a suitable **WARNING LABEL** and the **LABORATORY MUST BE KEPT LOCKED WHEN UNOCCUPIED**.
8. **DO A FULL MONITORING SURVEY** of the **LABORATORY** when directed by your **D.R.P.S.** or as specified in your **WORK CERTIFICATE**. The results of these surveys should be recorded for future reference.
9. **KEEP ACCURATE RECORDS OF ALL RECEIPTS AND CURRENT STOCK.** It is an offence under the Radioactive Substances Act 1993 not to have these **UP-TO-DATE AT ALL TIMES**.
10. **LOCATION OF SOURCES** should be **CHECKED** on at least a **MONTHLY** basis.
11. In the event of any **ACCIDENT** or **INCIDENT** involving radioactive materials **INFORM** your **D.R.P.S.** or **SAFETY SERVICES IMMEDIATELY**.

Further information can be found in the local rules, and help and guidance is always available from Safety Services - telephone numbers below:

**Safety Services:** 2222000 Ext 26203 or 26190 or 26198

**Your Departmental Radiation Protection Supervisor (D.R.P.S.) is:**

Tel. Internal: Home: