

RADIATION PROCEDURES MANUAL

Procedure Cover Sheet

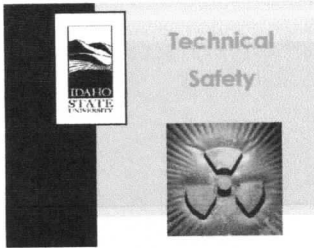
Procedure Title: **MAGNETIC SOURCE TAG**

Procedure Number: TSO-12-11-REV 0

Effective Date: 11/06/2012

Approved by: 
Technical Safety Office Director

Date: 11/5/12



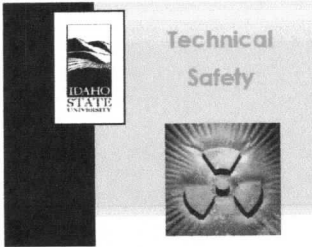
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Purpose

Using the magnetic source tag tracking system to track the location of each radioactive source at all times

Using the System when using sources in an accelerator vault/room

1. Follow all current logging protocols as normal.
2. When removing a source from storage, also remove the magnetic tag corresponding to the source from the exterior of the storage space.
3. Place the tag on the dry erase board labeled "Sources Currently in this Room/ Laboratory"
4. Use the source.
5. When moving the source out of the room or laboratory, remove the magnetic tag from the dry erase board.
6. If placing the source into storage, place the tag on the exterior of the storage unit door.
7. If using it in a different accelerator vault, place the tag on the dry erase board labeled "Sources Currently in this Room/ Laboratory"
8. For storage or use at a location planned for more than a week, the location of the source must be changed in the HP Assistant record.



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REVISION TRACKER

Revision 0	DATE	11/06/12	Original Procedure
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