This template should be used to document the results of an internal self-assessment. If a field is not applicable, just enter N/A.

Assessment information

Start date:	End date:	Organization:
2/4/19	2/5/19	ES&H Section

Assessment Team

Name:	Fermi ID#:	Title:
Kathy Graden	8304N	Radiation Physicist

Participants

Name:	Fermi ID#:	Title:
Source Monitors and Users	See R.P. Form #106	

Report

Scope:

Review of sealed radioactive source use and storage at all locations where radioactive sources are used and stored.

Criteria/Requirements:

10 CFR Part 835.1202, FRCM Chapter 4, Part 3.

Documents Reviewed:

1. Fermilab Sealed Radioactive Source Access Log (R.P. Form # 37) at each source box location.
2. Persons Qualified to Use Radioactive Sources list to verify training.
3. Fermilab Radioactive Source Inventory Field Copy dated 1/24/19.

Report:

All locations where sealed radioactive sources are used and stored were evaluated using Review Checklist for Sealed Source Use and Storage (R.P. Form # 106). Items reviewed include the following items taken directly from R.P. Form # 106:

1. Does the sealed source inventory list match the actual inventory of sources in the box, in use, or installed in equipment? *No discrepancies were identified.*
2. Are tags/labels attached to sources intact and clearly visible? *No discrepancies were identified.*
3. Are sources being signed in and out on the source access log correctly? *Several locations showed that radioactive sources have not been used in over one year.*
4. Source monitor names & Fermi IDs who are making entries to access log & verify training is current. *No discrepancies were identified.*
5. Are radiological postings on equipment with sources installed correct? *No discrepancies were identified.*
6. Are radiological postings on the source box and in the area correct? *No discrepancies were identified.*
7. Are you able to observe an individual using a sealed source? *One person was observed using radioactive sources. No discrepancies were identified.*

Opportunities for Improvement:

Since many radioactive sources have not been used in over one year, a lab-wide source collection is needed. Because of this identified opportunity for improvement, emails were sent to all persons who currently have sources issued in their name. Based on responses and Source Access Log entries and lack of entries, a list of radioactive sources to be

returned was generated. Radioactive source return forms were completed for each source to be returned (R.P. Form #44). A lab-wide source collection was conducted on 2/19/19, 2/20/19, and 2/21/19. A total of 26 sources were returned to ES&H Section storage.

Best Practices Observed:

Periodic lab-wide radioactive source collections improve program efficiency and reduce risk of source incidents by returning unneeded sources to ES&H Section storage. It also provides a larger number of inventory of sources that can be issued to source users as the need arises.

Lessons Learned:

No lessons learned were identified from this self-assessment.

Non-Conformities

*Space is provided below for non-conformities; non-conformities that will be entered and followed through to completion in iTrack. Non-conformities should be limited to **substantive issues** that are clearly worthy of being addressed. They should be worded as "**statements of fact**" rather than instructions and should define a clear endpoint to be addressed. Observations, recommendations, suggestions, noteworthy practices, best management practices, and lessons learned that are clearly not "non-conformities" should be included in the Report section above.*

No non-conformities were identified as a result of this self-assement.

Date:	Location:	Title:	Description:
N/A	N/A	N/A	N/A