

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

<u>Assessment information</u>		
Start date:	End date:	Organization:
5/30/2018	5/31/2018	ESH&Q Section

<u>Assessment Team</u>		
Name:	Fermi ID#:	Title:
Kathy Graden	8304N	Radiation Physicist

<u>Participants</u>		
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 5/24/18.

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? *There were two instances where source monitors did not sign a radioactive source back in on the access log. The source monitor was emailed and reminded to sign sources back in on the access log. The source monitor indicated that these were the occasions when the source was returned to the lower source box because the source monitor was not available at the time to return the source to the main source box.*
4. Source monitor names & Fermi IDs who are making entries to access log & verify training is current. *Two source users were found to have expired Radiological Worker (FN000470 and FN000471) and Radioactive Source (FN000048) training. Users were emailed to notify them of their expired training. Both ITNAs indicated that these training courses were not required. Therefore, the users didn't get an expired training notification.*
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? *Two people were observed using radioactive sources. No discrepancies were identified.*

Opportunities for Improvement:

Several users don't get notified that training has expired because their supervisors have not indicated that they use radioactive sources. Supervisors should update ITNAs to correctly reflect training requirements needed to use radioactive sources.

Best Practices Observed:

Over 3,500 entries to source access logs were reviewed and all but two log entries were made correctly. The accuracy rate for entering information on source access logs is 99.93%.

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.

N/A

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