

Radiation Emergency Information

Telephone Directory



Contact	Telephone Number
Local Supervisor	Day Night
Radiation Protection Office Del Aquino, RSO	(323) 442-2200 (213) 923-5157 (cell phone)
Division of Nuclear Medicine Peter Conti, M.D., Ph.D Technologists	(323) 442-5940 (323) 865-3201
Division of Radiation Oncology Parvesh Kumar, M.D.	(323) 865-3072
Department of Public Safety Non-emergencies Emergencies	(213) 740-6000 (213) 740-4321

How to Report an Emergency



Step	Procedure
1	Call Radiation Protection. After hours call Public Safety
2	Give your name
3	Give your location: building and room
4	Give the phone number you are using
5	Describe the nature of the Emergency: Is there a threat of or personal injury? Is there a radioactive spill? What radionuclide and activity is spilled?

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Purpose and Distribution of the Radiation Safety Manual

Purpose

This manual is intended to provide information about the Radiation Safety Program at The University of Southern California. It contains the information you need to use radioactive material in accordance with USC policies and California regulations. Copies of the California Radiation Control Regulations are available in Radiation Protection. If you have questions not covered in this manual, contact Radiation Protection.

Who Needs A Manual?

The Radiation Safety Manual is issued through Radiation Protection. It is available to:



- ❖ All personnel at USC who use, supervise, or control the use of radioactive materials or radiation-producing machinery (such as X-ray machines).
- ❖ Personnel who might have reason to enter areas where sources of radiation are present

Location of Manuals

Manuals must be located in:

- ❖ Every laboratory authorized to use radioactive materials.
- ❖ Areas where radiation producing machines are present.
- ❖ Certain Nursing Stations.
- ❖ Certain department offices (e.g., Custodial Services, Public Safety and Facilities Management Services)

Updates to this manual can be found at <http://srm.usc.edu/labsafety/safety/radsafety/radsafety.html>. Call Radiation Protection at (323) 442-2200 with any questions.

Accountability

Manuals are numbered for purposes of inventory and updating. Individuals to whom manuals are issued are asked to return their manuals if they terminate employment at USC. Individuals who have possession of manuals issued to particular departments divisions, offices, work stations, etc., should pass these on to their successors or return them to Radiation Protection when they terminate employment at USC.

Updates To The Manual

Changes and corrections to this manual will be issued by the Radiation Protection when needed. Such updates will be distributed to all individuals who possess a copy of the manual. Upon receipt of the update, make changes in accordance with instructions accompanying the update and notify all individuals affected.

Radiation Safety Committee

Purpose

The Radiation Safety Committee (RSC), is appointed by the Senior Vice President for Administration with the advice of the Senior Associate Vice President for Career and Protective Services. It is responsible for ensuring that radioactive materials and radiation-producing devices are used safely and in accordance with State and Federal regulations.

Responsibilities

The RSC is responsible for:

- ❖ Formulating general policy governing the use of radiation-producing equipment and radioactive materials at USC.
- ❖ Reviewing and approving all requests for the use of radiation-producing machines and radioactive material at USC.
- ❖ Determining that all individuals authorized to use radiation-producing machines and radioactive materials have sufficient training and experience to enable them to perform their duties safely.
- ❖ Establishing a program to ensure that all individuals whose duties may require them to work in the vicinity of radioactive material or radiation-producing machines are properly instructed about all appropriate health and safety matters.

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- ❖ ~~Conducting an annual review of the Radiation Safety Program to~~ determine that all activities are being conducted safely and in accordance with California Radiation Control Regulations and the University's License.

Authority

The RSC has the authority to:

- ❖ Disapprove all proposals that do not meet the University policies or the federal, state or city regulations.
- ❖ Cease the use of radioactive materials of individuals who do not comply with all federal, state or city regulations.
- ❖ Apply other restrictions on the use of radioactive materials and radiation-producing equipment to comply with all regulations and policies.

Meetings

The Radiation Safety Committee meets at least once each quarter.

Membership

Members include:

- ❖ A representative of the administration.
- ❖ The Radiation Safety Officer.
- ❖ A representative of the nursing staff.
- ❖ Physicians with expertise in the use of radioactive materials and radiation-producing machines for diagnosis and therapy.
- ❖ Individuals with expertise in the use of radioactive materials for non-human research.

Other members shall be appointed at the discretion of the Senior Vice President for Administration.

Reports and Recommendations

Reports and recommendations of the Radiation Safety Committee are directed to the Senior Associate Vice President for Career and Protective Services and the Senior Vice President for Administration for review and implementation.

Radiation Safety Officer and Staff

Radiation Safety Officer

The Radiation Safety Officer is appointed by the Senior Associate Vice President for Career and Protective Services and directs the Radiation Protection Program.

Radiation Protection Staff

The Radiation Protection staff:

- ❖ Assists in the development of general policies for control of radiation.
- ❖ Collects and disseminates information relative to radiation protection.
- ❖ Evaluates equipment and physical facilities.
- ❖ Evaluates operational techniques and procedures.
- ❖ Conducts training programs in radiation protection.
- ❖ Conducts an inspection program to ensure that laboratory facilities and procedures are in accordance with USC policies and California Radiation Control Regulations.
- ❖ Conducts testing programs for containment systems, (e.g. fumehoods, glove boxes).
- ❖ Provides advice on decontamination of facilities and equipment following spills or prior to remodeling or modification of facilities.
- ❖ Responds to emergencies and investigates accidental exposures.
- ❖ Aids in the completion of the "Application for Permit to Use Radioactive Material."
- ❖ Conducts a contamination survey program in laboratory areas where radioactive materials are handled.
- ❖ Conducts a bioassay program for internal deposition of radionuclides.

General Information

- ❖ Issues personnel dosimetry devices.
- ❖ Receives and inspects packages containing radioactive materials.
- ❖ Maintains and updates an inventory of radioactive materials and radiation producing machines.
- ❖ Processes outgoing shipments of radioactive materials in accordance with present federal and state regulations.
- ❖ Calibrates portable radiation survey instruments.
- ❖ Tests sealed sources for leakage.
- ❖ Provides advice on the safe use of radioactive materials and radiation-producing machines.
- ❖ Provides contracted services for the Norris Cancer Hospital and the Positron Emission Tomography (PET) Center.

General Information
