LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

INCREASED CONTROLS FOR RADIOACTIVE SOURCES

Purpose:
LSUHSC-Shreveport shall control access at all times to radioactive material quantities of concern and devices containing such radioactive material, and limit access to such radioactive material and devices to only approved individuals who require access to perform their duties.

Policy:
A. Access control

1. Unescorted access to restricted areas (and the radioactive sources) will be limited to approved individuals who require access to perform their duties.

2. Approved individuals are defined as those persons who, after proper review of their background as defined in this document, are deemed "trustworthy and reliable" (T&R) by the Hospital T&R official.

3. In order for an employee to be granted access to a restricted area, a Radioactive Material Access Request form must be completed by the department director and submitted to Hospital Administration for processing. A designated T&R Official will review the completed FBI fingerprint check results and background information to determine if access is required and that the employee meets the T&R requirements. The T&R Official will deem an individual as "trustworthy and reliable" and add them for approved access through UPD.

4. The Hospital Radiation Safety Committee chair shall maintain a current file of all applicants who have been approved for access to restricted areas. Approval for access shall be limited to those personnel with job duties that require access.

5. Personnel requiring access to perform a job duty, but who is not approved by the RSC for unescorted access must be escorted by an approved individual. The approved individual must remain with the unapproved individual for the duration of job.

6. All unapproved individuals entering the restricted area must sign in on the visitor log book; required information includes their full name, purpose for entering, date and time of both entering and leaving the area; the approved individual escorting the visitor must also sign the logbook, verifying date and time.

7. Vendors and service providers not associated with a Manufacturer and Distribution (M&D) license must be escorted by an authorized person with unescorted access at LSUHSC Hospital. M&D license holders and their agents with proper identification and verification may have unescorted access to provide maintenance and service. If this information is not
available, all service personnel and others requiring access to restricted areas will be escorted during the extent of their access to the unit by an approved individual.

B. Physical Security Measures

1. Access to all restrictive areas containing radioactive sources will be secured.

2. Access to the keys will be limited to approved individuals and controlled by the Assistant Administrator of Professional Services.

3. Restricted areas shall remain locked when not in use by an approved individual.

4. In the event of an alarm, the University Police protocol will be activated (see UPD department specific policy for response procedures). The following individuals shall be notified:
   a. Administrative house manager (if after normal business hours)
   b. Administrator on call
   c. Radiation safety officer

5. The Radiation Safety Officer (or designee) shall notify the DEQ at 225-765-0160

C. Documentation

1. Each unauthorized incident of attempted or successful access will be fully documented and filed. Each incident will be reviewed by the Radiation Safety Committee and any necessary corrective actions will be taken and documented to prevent future instances.

2. T&R documentation on employees will be maintained for three years after the individual’s employment ends.

3. Each time the list of approved individuals is revised, the previous documentation will be kept for three years after the revision.

4. Each time changes are made to the physical security program. The previous documentation will be kept for three years after the revision.

5. After the license is terminated, the Hospital shall retain all documentation required by these increased controls for three years.

D. Protection of Information

Detailed information describing the physical protection of the restricted areas and radioactive sources is considered sensitive information and shall be protected from unauthorized disclosure.
Hospital Policy Manual
Policy number: 2.39
Effective Date: 10/01/12

[Administrator's signature]
Administrator

9/19/12
Date

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