

Form: HPF-ADM-005 Revision #4 Date: 3/8/2012	Jefferson Lab Sealed Source Users Agreement	App. To Proc.: HPP-ADM-013
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SEALED SOURCE USERS AGREEMENT

As a radioactive sealed source user, I agree to the following responsibilities. I acknowledge that failure to comply with these responsibilities may result in the confiscation of sources, the revocation of training, the restriction of further source use and/or other administrative actions.

- I will ensure I maintain my RadWorker I qualification **current.**
- Upon request from the source custodian or the RCD, I will make all radioactive sources logged out to me available for inspection, inventory or leak tests.
- I will utilize the specified sealed source locker for storage of sealed sources. I will not transfer or loan a source checked out to me to another user. I will maintain control of my person ID (prox card ID badge) and will not allow its use by others to obtain sources.
- For sources requiring an RWP or RCOP, I will ensure the applicable procedure is posted at the location of the source usage, and will maintain control of the source configuration in accordance with the requirements in the procedure. I will notify the RCD immediately if the permit or procedure needs updating, or is in jeopardy of violation.
- I will not machine or otherwise modify any sealed source without explicit permission from the RCD.
- I will ensure that the RCD has all keys/lock combinations/access authorizations to allow unfettered access to any sealed sources 24 hours a day.
- I will ensure that sources are only used and stored in posted Radioactive Materials Areas.
- I will ensure that no sealed sources will leave Jefferson Lab premises without consent of the RCD, and appropriate transportation documentation.
- I will ensure that all postings are visible and accurate for all set-ups utilizing sealed sources. The source "Sealed Source Tracking Form" must be displayed prominently at the use location.
- I will ensure that all radioactive sources are in locked storage, or secured in their use location when they are not in the physical presence of a user, **even during brief periods such as lunch hours.** Tool boxes are not acceptable storage containers.
- I will ensure that any source I have checked out is returned to the source custodian or the RCD immediately when it is no longer needed.
- I will ensure that I am wearing a dosimeter while handling sources.

By signing below, I have read HPP-OSP-007 and understood the requirements therein and agree to adhere to the responsibilities of a radioactive sealed source user as listed above:

Sealed source user (print) _____ E-mail _____
Signature _____ Phone # _____
RCT signature _____ Date _____