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INTRODUCTION

RADIATION SAFETY MANUAL (RSM)

I.1 PURPOSE

The RSM is an integral part of the Department's radioactive materials license which states the requirements Florida Department of Transportation (FDOT) personnel must follow. Non-departmental personnel must follow the requirements of Chapter 9, Non-departmental Personnel, of the RSM, Topic No: 675-050-001 in addition to their own radioactive materials license requirements in using Nuclear surface moisture-density gauges (density gauges) and other equipment containing radioactive materials.

I.2 SCOPE

The RSM has been developed for all Department personnel who will handle, transport, use or assist in the use of equipment containing radioactive materials. Certain portions apply to non-departmental personnel as identified above.

I.3 AUTHORITY

Federal Atomic Energy Act of 1954 (73 Stat. 689), 10 C.F.R. 150, and Rule Chapter 64E-5, F.A.C.

I.4 DEFINITIONS

Authorized Designee - Selected personnel with experience in the Department's Radiation Safety Program, who assist the District Radiation Safety Officer (DRSO) in performing the duties and responsibilities required by the Department's license. Authorized Designees must be qualified gauge operators.

District Radiation Safety Officer - The DRSO serves as an extension of the FDOT Radiation Safety Officer (RSO) within the districts, fulfilling the applicable duties and responsibilities of the RSO as required by the

license. Duties and responsibilities assigned to DRSOs may be performed by authorized designees. DRSOs must be qualified gauge operators.

Radiation Safety Officer - The RSO of record on the Department's radioactive materials license, having the ultimate responsibility for ensuring that the Department has a license to own or possess equipment containing radioactive materials.

Additionally the RSO ensures proper implementation of the license, maintains an operating liaison with DRSOs and maintains the Nuclear Repair & Calibration Facility at the State Materials Office (SMO). The RSO must be a qualified gauge operator. The RSO has duties, responsibilities, and authority to administer a radiation safety program.

RSM Review Files - Files maintained by the RSO containing issues pertaining to the RSM that are to be reviewed and resolved.

Non-departmental Personnel – Individuals having contract with the Department, Consultants, and Contractors including Sub-Contractors and CEI consultants.

Operator – means a FDOT authorized user who possesses a valid State of Florida Department of Transportation Certificate of Qualification.

Apprentice Operators – Those who must handle, operate or transport nuclear equipment before they have obtained a Certificate of Qualification or equivalent are considered apprentice operators. The apprentice operator must be “under the direct supervision of” an operator possessing a valid Certificate of Qualification, at all times.

“Under the direct supervision of” means within sight and hailing (sound) distance from an operator processing a valid certification of Qualification, at all time.

I.5 PROCEDURE

I.5.1 Format

The RSM is published electronically on the Department's Internet and Infonet web sites. The RSM is located at: <http://www11.myflorida.com/statematerialsoffice/QualitySystems/radiation/safety/rsamanual/rsamanualhome.htm>

The RSM will contain a table of contents, chapters and an index. Each chapter may contain several sections and a table of contents.

The RSM will be formatted in accordance with the Standard Operating System, Topic Number 025-020-002, established by the Organization, Forms and Procedures Office.

The process for revising a section is detailed in Section I.5.6.

I.5.2 Distribution

The RSM is available on the Internet and Infonet. The Internet web site address is:
<http://www11.myflorida.com/statematerialsoffice/Administration/Publications/publications.htm>

I.5.3 RSM Registration

To receive updates on the RSM, please submit your email address through the SMO, Publication, RSM web page on Internet or Infonet. The address is
<http://materials.dot.state.fl.us/smo/Administration/Publications/rsamanual/rsaregistration.htm>

I.5.4 Distribution of Responsibilities

(A) The RSO at the SMO, shall be responsible for:

- (1) Maintaining a current list of all DRSOs,
- (2) Providing access to any updates/revisions for all DRSOs,
- (3) Maintaining a group e-mail address of copy holders within the SMO and will be responsible for notification of updates/revisions. E-mail addresses will be acquired when individuals register online for the RSM, and
- (4) Maintaining the RSM review files.

(B) The DRSO shall be responsible for:

- (1) Maintaining a group e-mail address of copy holders within their

jurisdiction, to notify of updates/revisions. E-mail addresses will be acquired when individuals register online for the RSM.

I.5.5 Review

The RSM will require bi-annual review. Each Chapter of the RSM will be reviewed on a two year basis. This review will be coordinated by the RSO. The RSO will maintain separate files for each chapter.

Any comments received during each 24-month period will be filed in the RSM Review Files with each chapter including original draft, final adopted copy, revisions, comments received, and history of any changes made to the section (RSM review files). The RSO will also make sure that any revisions to an existing chapter are reviewed by all DRSOs.

I.5.6 Revisions and Additions

Changes may be mandated by Department of Health (DOH), Bureau of Radiation Control (BRC) because of a change in policy or practice by themselves or U.S. Nuclear Regulatory Commission (NRC). Recommendations for change to the RSM may also come from the RSM users.

Revisions and comments can be submitted to the SMO online. The RSO will review the comments for appropriateness. If appropriate, the RSO will prepare a proposal for change and submit to the DRSOs, District Materials Engineers (DME), and the Forms Office for review. Their final proposal will be The RSO will submit the final proposal to the DOH for approval & implementation.

Comments from district personnel may be submitted through the DRSO for concurrence/comments prior to forwarding to the SMO. RSM holders at the SMO and non-departmental personnel can send their comments directly to the RSO.

When an item appears which cannot be adequately addressed within the RSMs present chapters, then a new chapter or revision may be written by the RSO.

After drafting a proposed item, the draft will be sent to all DRSOs and other known affected parties for comments. After all comments are received and resolved, the draft revision shall be put on the DRSO agenda for approval. Adoption of revisions shall be by majority vote with each

DRSO having one vote, and the RSO having one vote.

All proposed changes to the RSM must be submitted to DOH, BRC. This office determines if proposed changes require a concurrent amendment to the license because of the change's effect on safety and health.

The RSO will process the proposed new item using the latest version of Procedure No. 025-020-002, Standard Operating System.

Revisions will be coordinated with the Organization, Forms and Procedures Office.

I.5.7 Revisions and Additions to the “Authority” Subsection

The “Authority” subsection should cite the statute, rule, or Department policy statement, which requires this office to generate the document. Although this procedure allows a majority of the DRSOs and the RSO to revise/cancel a section, unless the “Authority” portion of a section is revised/canceled, the intent of the “Authority” subsection must be complied with.

Revisions will be coordinated with the Organization, Forms and Procedures Office.

I.5.8 Revisions and Additions Distributions

The RSO will update the Internet and the Infonet to include revisions & additions. The RSO will notify the subscribers through email.

I.6 TRAINING

Training in the use of the RSM is part of the Radiation Safety Class and is required. The Radiation Safety Class is required for all FDOT personnel who are to handle, transport, use, or assist in the use of Nuclear equipment. In addition, it is recommended that the person in responsible charge attend a Radiation Safety Class.

Non-departmental personnel will receive this training in accordance with their radioactive material license requirements.

I.7 FORMS

Available from the SMO website for the RSM.