Key access to labs containing Radioactive Material or Radiation Generating Devices

Summary/Purpose: The Policy on Key Access to Radioactive Laboratories details the minimum requirements and procedures to receive key access to areas that use or store Radioactive Materials or Radiation Generating Devices.

Key access to labs containing Radioactive Material or Radiation Generating Devices

- Health & Safety is responsible for the compliance and enforcement of the regulations that apply to The University of Mississippi's license to use radioactive material and radiation generating devices.
- In order to meet Mississippi State Department of Health, Division of Radiological Health regulations, only people authorized to work in Radioactive Material or Radiation Generating Device Labs are allowed to possess keys to these labs. Current University of MS Radiation Safety Manual policy allows unauthorized people to enter these labs only when accompanied by an authorized individual.
- Therefore, Health & Safety requires the following to assure the State that the University has taken all reasonable steps to ensure the security of all areas covered under our radioactive license:
  1. The Health & Safety Department will supervise key access to areas on the Oxford campus, where Radioactive Materials or Radiation Generating Devices are used or stored. This will ensure that a log will be maintained of all keys issued, the name of each person to whom a key is issued, the date the key was issued and the date the key was returned.
  2. Keys will only be issued to personnel when authorization to use Radioactive Materials or Radiation Generating Devices is complete and after prior approval from the area supervisor, the Department Chair and the Radiation Safety Officer. Other requirements may be necessary to insure safety to all personnel.
  3. In order to request a key to an area where Radioactive Materials or Radiation Generating Devices are used or stored, a completed form DHS-11, "KEY RECEIPT FOR RADIOACTIVE LABS" must be turned in to Health and Safety for review. After final approval from the Radiation Safety Officer, a key to the area will be issued. For your convenience, the Instructions for Completion of Form DHS-11, Key Receipt for Radioactive Labs are included with the Key Receipt Form.
  4. All areas where Radioactive Materials or Radiation Generating Devices are used or stored must be removed from building master keys.
  5. If any issued keys are lost, stolen, misplaced, or otherwise unreturned, the locks to that area must be rekeyed as soon as it is reasonably possible. Departments or supervisors responsible for those areas affected will be responsible for any costs associated with these replacements.
6. If all current keys cannot be accounted for, Health & Safety will initiate steps to have the locks changed in those areas where Radioactive Materials or Radiation Generating Devices are used or stored on the Oxford Campus. We will cover the initial costs for these services.

- Emergency access to these keys will be under the authority of Health & Safety.
- When Non-authorized personnel require access to a restricted area for routine, non-emergency maintenance operations, repairs, inventory, etc., they should first attempt to contact the Area Supervisor to gain access. If the supervisor is not available, any person authorized to work in Radioactive Material or Radiation Generating Device Labs with the appropriate keys may grant access to maintenance personnel. Due to the high hazards associated with work in these areas, the authorized user should be in the immediate area to supervise or render assistance during these routine procedures.
- *Health and Safety personnel will not respond to non-emergency requests for access to restricted areas for procedures that can be rescheduled or delayed.*
- If you have any specific concerns about these changes, or if you require separate locations to be keyed alike, please contact Mr. W. Scott Rone, the Radiation Safety Officer, 915-5433