

RADIOLOGICAL CONTROL

155.01 Radiological Control Administrative Correspondence and Reference File

Dates: 1975 -
Volume: 3/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains correspondence and license challenge and inspection information from both the U.S. Nuclear Regulatory Commission and the Illinois Department of Nuclear Safety, including information about inspections of the individual departments of the university which have permission to use radioisotopes.

This item supersedes State Records Application 87-63, item 35, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then transfer any material with long-term historical or legal value but no current administrative value to the University Archives, and dispose of any material that had only short-term administrative value, provided that no litigation is pending or anticipated.

155.02 Financial Records (Duplicates)

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the monthly computer printouts from General Accounting and purchase orders. A summary

expenditure report for each fiscal year is retained, while rest of material is disposed.

This item supersedes State Records Application 87-63, item 36, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then dispose of all material except the end-of-fiscal-year summary, provided that all audits have been completed under the supervision of the Auditor General, and no litigation is pending or anticipated.

155.03 Property Control File

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the annual property inventory computer printout of the equipment and furniture and their location and value in the Radiological Control Office.

This item supersedes State Records Application 87-63, item 37, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain two (2) years after completion of annual inventory, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

155.04 Personnel File

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the personnel file for the student workers and graduate assistants who worked in the Radiological Control Program. The student workers keep track of the exposure records and enter information into the master reports. Graduate assistants are trained to radiological laboratory surveys (i.e., how to do the "wipes" in the labs) to detect radiation contamination.

This item supersedes State Records Application 87-63, item 38, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently. Consider transfer to the University Archives twenty (20) years after separation from employment.

155.05 Minutes of Radiological Control Committee Meetings (Originals)

Dates: 1964 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the minutes of the Radiological Control Committee whose members are appointed by the University President and also includes the Radiological Safety Officer. This committee is required to meet quarterly by the Nuclear Regulatory Commission in order to set policy and to approve or revoke authorizations to use radiological isotopes.

This item supersedes State Records Application 87-63, item 39, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then transfer to the University Archives for permanent retention.

155.06 Personnel Occupational Exposure Rate Records (Originals)

Dates: 1967 -

Volume: 21 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

As the in-house regulator between the U.S. Nuclear Regulatory Commission (NRC) and the programs at Southern Illinois University - Carbondale that use radioisotopes, Radiological Control maintains the occupational exposure rate records for employees of the university. This record series contains four forms: "Southern Illinois University Statement of Training and Agreement" (RCC-2), "SIU Occupational External Radiation Exposure History" (RCC-4), "Acknowledgement of Instruction" in Regulatory Guide 8.13 and appendix published by the Nuclear Regulatory Commission (RCC-5), and the Nuclear Regulatory Commission's "Current Occupational External Radiation Exposure" (NRC-5). All SIU employees working with radioisotopes must sign the statement of agreement to abide by safety regulations which is attached to the bottom of statement of training (RCC-2). The information about training that is recorded includes the type of training, where trained, duration of training and whether training was formal course or on-the-job. The four areas of training are (a) principles and practices of radiation protection, (b) radioactivity measurement, monitoring techniques and instruments, (c) mathematics and calculations basic to the use and measurement of radioactivity and (d) biological effects of radiation. This statement of training also lists experience the employee has had with the actual use of isotopes, including the type of isotope, maximum amount, where experience was gained, duration and type of use or formal courses taken. The occupational external radiation exposure history form (RCC-4) must also be filled out by each employee. This form includes the name, birth date, social security number and age as well as the occupational exposure history, the accumulated occupational dose and the calculations of permissible whole body dose. The occupational exposure history section contains name and address of previous employers where the person received radiation exposure, dates of employment, periods of exposure and previous dose history showing whole body dosage and whether the dose was recorded or calculated. The Nuclear Regulatory Commission's Current Occupational External Radiation Exposure Report (NRC-5) is for women who work with radioisotopes. The form details the part of the body the dose is recorded for, the method of monitoring (whether film badge, pocket chamber or calculations), the period of exposure with dose for different isotopes, the running total for calendar quarter and lifetime accumulated dose information.

This item supersedes State Records Application 87-63, item 40, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently. Consider transfer to University Archives for permanent retention fifty (50) years after separation from employment.

155.07 Lab Survey Report File (Originals)

Dates: 1975 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By building and room number

This record series contains the "Laboratory Survey Report" (RCC-6), which is used to record the series of wipes taken in the laboratories to check for radiological contamination. The name of the supervisor of the lab, the building, the room and the date head the report. Additional information includes the following: the names of all personnel using the isotopes; the type of isotopes present; the amount of isotope present and the amount authorized for use; notes about the accuracy of the inventory log; whether the materials were properly labeled; the amount of radioactivity being released at the shielding surface and information about whether all personnel were wearing monitoring devices along with the name of anyone who was not wearing the device. A sketch of the room is made on the back of the report form with the wipes numbered sequentially and the readings are recorded on the front. The information contained in the record series is cross-referenced to the supervisor and all personnel working in the room. See the "Occupational Exposure Rate Records" this application.

This item supersedes State Records Application 87-63, item 41, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently. Consider transfer to the University Archives for permanent retention fifty (50) years after completion of the report.

155.08 Radiological Safety Authorization File

Dates: 1975 -
Volume: 2 1/4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by name of radiological laboratory supervisor's name

This record series contains the documents required to grant authorization for use radioisotopes in laboratories on SIU's campus. These documents are the "Application for Procurement and Use of Radioisotopes" (RCC-1), "Application Radiation Equipment and Facilities Approval" (RCC-3), "Radioisotopes Activity Approval" (RCC-9) and "Application: Use of Radionuclides in Live Animals (RCC-11). Each of the three applications contain the signature of the radiological laboratory supervisor, chairperson of the department and radiological control officer along with a section to record the actions of the Radiological Control Committee. Form RCC-1 lists the isotopes, the chemical and physical forms of each isotope, the maximum possession limit of each source, location of use, the proposed plan of use, plan for personnel monitoring, and waste disposal procedures. Form RCC-3 describes the radiation equipment and laboratory facilities, storage and fume hoods to be used along with an explanatory scale sketch of the facilities. In addition, the type, number and sensitivity of the radiation detection instruments to be used are detailed as well as the radiation protection program, including a description of the overall protection plan, shielding, control measures, leak test procedures for sealed sources and personnel and lab monitoring instruments and procedures. Form RCC-11 is the application for use of radioactive materials with live animals and contains the following information: the radioisotope and its chemical form, the animal to be utilized (mouse, rat, etc.), the number of animals needed to complete the experiment, the maximum activity per animal and method of administration, which building and room animals would be housed in, whether housing would be Metabolism Cages and a description of cage construction, materials and proposed method of decontamination, how feces and urine would be collected and stored, whether any radioactivity will be breathed out by animals (as $^{14}\text{CO}_2$, $^3\text{H}_2\text{O}$ or other) and the specific methods and precautions to be used, whether animals will be sacrificed, whether selected organs or tissues would be removed, and the proposed method of interim storage of carcasses. The file also contains correspondence

seeking changes in the original terms of the application as well as preprints or reprints of articles about the research conducted. Form RCC-9 is the official authorization form stating the maximum amounts of specified nuclides that a given lab is allowed to possess. The original is on file with the Radiological Control Officer, and a copy is maintained by the Radiological Laboratory Supervisor.

This item supersedes State Records Application 87-63, item 42, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently. Consider transfer to the University Archives for permanent retention fifty (50) years after the term of the last application for a supervisor expires.

155.09 Radiological Waste Disposal File

Dates: 1975 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This file is a log book, recording information about radiological decay, disposal, incineration or storage which accounts for all radioactive material handled by Radiological Control Office. Materials are no longer shipped for commercial disposal.

This item supersedes State Records Application 87-63, item 43, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently. Consider transfer to University Archives for permanent retention after twenty (20) years.

155.10 Minutes of the Biological Control Committee

Dates: 1978 -
Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This record series contains the minutes of the Biological Control Committee which sets policy for DNA Recombinant and other potentially dangerous biological research. The committee is inactive because the one laboratory that was doing the type of research has been closed down due to ventilation problems.

This item supersedes State Records Application 87-63, item 44, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain three (3) years in office, then transfer for permanent retention to the Biological Science Department.

155.11 Biological Safety Authorization File

Dates: 1978 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical by name of principal investigator

The file contains the "DNA Recombinant Memorandum of Understanding and Agreement" and the "Memorandum of Understanding and Agreement Involving Use of Biological Materials (Other Than for DNA Recombinant Research)." The minutes of the Institutional Biological Control Committee which operates under guidelines from the National Institute for Health are also included in this file, but the entire project is not in operation now because the one laboratory that was doing this type of research has been closed down due to ventilation problems.

This item supersedes State Records Application 87-63, item 45, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

Recommendation: Retain permanently. Consider transfer to the University Archives for permanent retention fifty (50) years after the term of memorandum of understanding has expired.