PROCEDURES FOR IRRADIATOR ACCESS

1. All applicants shall complete the Initial Radiation Safety Course. Annual Radiation Safety refresher training must be current.

2. Principal Authorized Users (PAUs) and Radiation Workers go to Step #4 (Nordion Irradiator) or Step #5 (JL Shepherd Irradiator).

3. If your Supervisor is not authorized to use radioactive material or if you are not a Principal Authorized User, a PI or a lab worker’s supervisor must complete a one page proposal (*GRU Research Proposal for Use of an Irradiator on Animals or Cells*). The one page proposal may be accessed at GRU’s Radiation Safety web site (http://www.gru.edu/services/ehs/radsafe/irradiatorprop-form-app-b-2014.pdf).

4. For access to **Nordion Irradiator** (CB Building):

   Review and study Nordion Irradiator training at: http://www.gru.edu/services/ehs/ehstraining/radtrain/irradiatortraining.php. Contact Dr. Patricia Schoenlein (1-6281) to make an appointment for hands-on training on the Nordion Irradiator. Dr. Shoenlein will confirm that the applicant has studied the training material and will provide a signed Training Checklist for the applicant.

   After receipt of the Training Checklist, the applicant shall take the checklist to Phil Maguire in the Radiation Safety Office (CI Building). Mr. Maguire will provide a Security T&R Form and two Reference Forms. After completing the Security T&R Determination form and two Reference Forms the applicant shall return the Forms and the Checklist Form to Radiation Safety.

5. For access to **JL Shepherd Irradiator** (CN Building):

   Contact Dr. Lei Huang (1-8748) regarding an appointment to receive training instructions and a training DVD for the JL Shepherd Irradiator.

   After hands-on training is completed, the trainer will provide a signed Training Checklist verifying that the applicant has completed the required irradiator training.

   After receipt of the Training Checklist, the applicant shall take the checklist to Phil Maguire in the Radiation Safety Office (CI Building). Mr. Maguire will provide a Security T&R Form and two Reference Forms. After completing the Security T&R Determination form and two Reference Forms the applicant shall return the Forms and the Checklist Form to Radiation Safety.

6. After completing step steps #5 or # 6, the applicant must make an appointment with GRU Public Safety (721-8112) to be fingerprinted. Fingerprints will be sent to the NRC/FBI for a criminal history records check. The applicant’s department will need to submit an IDR for $26 to Dina Pickett at GRU Human Resources for the applicant’s NRC/FBI security review and report.
7. Until the applicant receives notification from the Radiation Safety Office that their clearance for unescorted access has been approved and the applicant receives instructions for the issuance of a PIN number by Public Safety for access to the irradiator, the applicant **must** be escorted into the irradiator by someone authorized unescorted access to the irradiator room. The authorized escort **must remain** with the applicant during the entire time the applicant remains in the irradiator room.