

PROCEDURE FOR IRRADIATOR ACCESS

1. All applicants shall complete the Initial Radiation Safety Training. Annual Radiation Safety Refresher Training must be current.
2. Principal Authorized Users (PAUs) and radiation workers, proceed to step 4 (JL Shepherd Irradiator).
3. If your supervisor is not authorized to use radioactive material or if you are not a PAU, a PI or a lab worker's supervisor, you must complete a one-page proposal (Research Proposal for Use of Research Irradiator). The proposal can be accessed at Augusta University's Radiation Safety website:
<http://www.augusta.edu/services/ehs/radsafe/documents/proposalforuseirradiator1.pdf>
4. For access to the **JL Shepherd Irradiator** (CN Building):
 - Review and study the JL Shepherd Irradiator training at:
<http://www.augusta.edu/services/ehs/radsafe/documents/jlshepherdtrainingchecklist.pdf>
 - Contact Fenchong (Vic) Kong at 706-446-3926 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 the receipt of the Training Checklist, the applicant shall take the checklist to Phil Maguire in the Radiation Safety Office (CI-1029). Mr. Maguire will provide a Security T&R Form and two Reference Forms. After completing these forms, the applicant shall return the forms and Checklist to Radiation Safety.
5. After completing step 4, the applicant must make an appointment with Public Safety (706-721-8112) to be fingerprinted. Fingerprints will be sent to NRC/FBI for a criminal history check. The applicant's department will need to submit an IDR for \$26 to Dina Pickett at Human Resources for the applicant's NRC/FBI security review and report.
6. 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.