



DEPARTMENT OF THE NAVY
NAVAL MEDICAL CENTER
34800 BOB WILSON DR.
SAN DIEGO, CALIFORNIA 92134-5000

IN REPLY REFER TO:
NAVMEDCEN SDIEGOINST 6470.6C
EEA
5 OCT 1999

NAVMEDCEN SDIEGO INSTRUCTION 6470.6C

From: Commander

Subj: RADIATION HEALTH PROTECTION PROGRAM

Ref: (a) NAVMED P-5055
(b) Title 10, Code of Federal Regulations
(c) Command Navy Radioactive Material Permit Number
04-00259-11NP
(d) Nuclear Regulatory Commission Regulatory Guide
10.8, Revision 2

1. Purpose. To issue guidelines for Naval Medical Center, San Diego (NMCS) Radiation Health Protection Program as a comprehensive standard to protect the health of personnel from exposure to ionizing radiation.

2. Cancellation. NAVMEDCEN SDIEGOINST 6470.6B.

3. Background. This instruction applies during peacetime to all civilian and military personnel who are exposed to ionizing radiation monitored by NMCS, except personnel who as patients undergo diagnostic or therapeutic procedures. Reference (a) provides guidelines for the Radiation Health Protection Program. The appropriate documentation of radiation medical examinations, radiation exposure results, and associated administrative reports requires specific attention to detail. Reference (b) defines the regulations for safe use of by-product radioactive materials. References (c) and (d) provide guidelines for the use of radioactive materials at NMCS.

4. Policy. The Navy Department's policy is to reduce occupational exposure to ionizing radiation to a level As Low As Reasonably Achievable (ALARA).

5. Responsibilities. The following areas of responsibility are delineated:

a. The Radiation Safety Committee is responsible to the Commander for ensuring that a comprehensive radiation protection program is conducted at NMCS. Specific responsibilities include, but are not limited to:

(1) Ensuring NMCS compliance to references (a) through (c). Guideline for membership, frequency of meetings and duties for the committee in reference (d) will be used.

(2) Monitoring NMCS's ALARA program: The Command Navy Radioactive Material Permit program (NRMP) will follow model ALARA

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procedures in reference (d). Other ALARA guidelines may be established for the medical x-ray program, as deemed necessary by the Command Radiation Safety Committee.

(3) Providing management recommendations and guidelines for the NMCS D Radiation Health Protection Program. Consistent with the requirements of reference (c), the Radiation Safety Committee is delegated the authority to take action(s) necessary to carry out its responsibilities.

b. The Head, Radiological Physics and Safety Division is responsible to the Commander and to the Radiation Safety Committee for the following:

(1) Act as the principal point of contact between NMCS D and higher authority. To act as NMCS D liaison between operational forces, state and federal agencies in matters involving occupational and environmental exposure to ionizing radiation or the use of radioactive material.

(2) Serve as the Radiation Safety Officer (RSO) for radioactive material under reference (c) and for medical/dental x-ray diagnostic and therapeutic x-ray equipment. Note: Designation as RSO under reference (c) requires approval by the Navy Radiation Safety Committee.

(3) Function as the Radiation Health Officer for NMCS D under reference (a).

(4) Take action(s) necessary to ensure compliance to the Radiation Health Protection Program and will have access to the Commander, as necessary.

(5) Supervise all personnel and maintain the daily operation of the Radiation Health Protection Program at NMCS D.

(6) Supervise the Director for Branch Clinic Operations' Radiation Health Protection Program.

(a) Perform semi-annual evaluations for each branch medical clinic (BMC) maintaining a radiation health protection program.

(b) Provide training and technical assistance visits for each BMC as necessary and/or as requested.

(c) Coordinate periodic oversight evaluations of the radiation health protection program. The program will be evaluated, at a minimum, at the frequency specified by reference (a).

(d) Ensure corrective actions are taken based on the result of evaluations.

c. Director for Branch Clinic Operations is responsible to appoint in writing a Radiation Health Protection Program Coordinator (RHPC) to work for the Head, Radiological Physics and Safety Division, Radiology Department in coordinating the Directorate's Radiation Health Protection Program. Provide a copy of the appointing letter to the Head, Radiological Physics and Safety Division.

d. Director for Branch Clinic Operations' RHPC is responsible to:

(1) Centrally manage the consolidated Radiation Health Protection Programs for the BMCs/Branch Dental Clinics (BDCs) at Naval Station, San Diego; Marine Corps Air Station, Miramar; Naval Training Center; Marine Corps Recruit Depot; Naval Air Facility, El Centro; Naval Air Station, North Island. Administer the Radiation Health Protection Program for BDC, Fleet Anti-submarine Warfare Pacific and BDC Naval Submarine Base, San Diego.

(2) Review all dose estimations and evaluations in coordination with the Radiation Health Protection Program Representative at each command, using the standard format for all programs under the supervision of the NMCSO RSO.

(3) Ensure administrative reports under reference (a) are prepared and submitted and all required files are maintained as described in enclosure (1).

(4) Ensure radiation medical examinations are completed and documented per reference (a).

(5) Coordinate with the RSO, NMCSO in conducting the semi-annual accident/incident response training/drills for the BMCs Clinics ambulance crews.

(6) Provide training for BMC Radiation Health Protection Program Representatives to enable them to perform their technical and administrative duties.

(7) Require a written memorandum of understanding from all activities supported by NMCSO clearly describing the responsibilities of both parties.

e. Each Head, BMC is responsible to:

(1) Appoint in writing a senior petty officer (E-6 or above) as a Radiation Health Protection Program Representative with a copy of the appointment letter to the Directorate RHPC and the RSO.

(2) Ensure that the Directorate RHPC provides the Radiation Health Protection Program Representative the training as necessary.

(3) Ensure that all records of radiation exposure are properly documented in the radiation worker's medical record.

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(4) Ensure that all authorization lists are mailed or faxed to the Directorate RHPC so that they will arrive ten days before the dosimeter (badge) issue and collection date.

(5) Ensure all reports mailed to each command from the Directorate RHPC are reviewed and returned within ten days after receipt.

f. Radiation Health Protection Program Representatives are responsible to:

(1) Maintain a file for each member of his or her Radiation Health Protection Program. The file will contain the name, social security number, rate, projected rotation date, physical examination due date and date of last training completed.

(2) Inform the Directorate RHPC when any member in the program is scheduled to transfer, go on leave, or has left the Command.

(3) Collect all individual and posted dosimeters for pick-up by the Directorate RHPC.

(4) Ensure that all dosimeters are issued to the correct individual and all posted dosimeters are in the correct location and position.

(5) Ensure that no one engages in any activity that could result in radiation exposure unless they have been cleared by the Directorate RHPC to verify whether they are qualified to receive occupational exposure and be issued a personal dosimeter. No dosimetry is required for Dental Technicians.

(6) Inform the Directorate RHPC or Radiological Physics and Safety Division, NMCSD, of any unplanned event that could result in unusual radiation exposure.

(7) Ensure that personnel who are occupationally exposed to ionizing radiation are wearing dosimeters.

6. Procedures. The Radiation Health Protection Program will, at a minimum, conform to the following procedures:

a. ALARA. All exposure will be kept ALARA consistent with operational requirements and technical feasibility. The NMCSD ALARA efforts will be guided by Appendix G of reference (d).

b. NMCSD Exposure Guidelines. Occupational exposure guidelines in reference (a) will be followed.

c. Exposure of the Pregnant Radiation Worker. Per reference (a), the total exposure to the pregnant radiation worker is limited to 00.500 Rem for the entire period of pregnancy not to exceed 00.050 Rem per month.

d. Dosimetry and Monitoring. Appropriate area radiation measurements, personnel dosimetry, bioassay, and calibration procedures will be integral parts of the NMCS Radiation Health Protection Program.

e. Medical Surveillance and Record Keeping. NMCS will follow the applicable medical surveillance procedures and record keeping requirements under reference (a).

f. Training. Personnel issued dosimetry will receive training appropriate to their anticipated exposure to ensure that they understand risks associated with radiation exposure and their responsibility to follow ALARA concepts.

7. Action

a. The Radiation Safety Committee and Head, Radiological Physics and Safety Division will ensure the requirements of this instruction are implemented. They will ensure only qualified workers use sources of ionizing radiation and will restrict from such work any personnel who do not comply with appropriate guidelines.

b. Head, Radiological Physics and Safety Division will exercise overall supervision of the administration of the NMCS Radiation Health Program and the personnel assigned to it.

c. Directors/Assistant Directors and Chairmen/Department Heads will ensure the requirements of this instruction and any guidelines issued by the Radiation Safety Committee or Head, Radiological Physics and Safety Division are followed for any use of radioactive material or ionizing radiation sources within their area of cognizance. They will further ensure that their personnel who are issued dosimetry and/or in the Medical Surveillance Program conform to the requirements of this instruction and complete required training classes.

d. Individuals in the Radiation Health Protection Program will report to their supervisor and/or radiation health personnel any physical condition which could affect their qualification to receive occupational exposure, any radiation therapy treatment, any radiopharmaceutical received for diagnosis or treatment, any occupational exposure received from secondary or temporary employment and any open wounds or lesions. Additionally, individuals are responsible for correctly wearing proper dosimetric devices, reporting lost or damaged dosimetric devices, knowing their quarterly and lifetime occupational exposure, completing required medical surveillance, knowing when their training is due, arrange for training and attending training classes. Personnel will comply with the requirements of references (a) through (d) and this instruction.


W. M. ROBERTS
Acting

Distribution:
Lists 1 and 3

LIST OF REQUIRED FILES

<u>Forms</u> <u>Period</u>	<u>Retention</u>
Annual report to BUMED 6470/1 Indefinitely	
Situational report to BUMED 6470/1 Indefinitely	
Termination letters	3 years
Dosimetry reports 6470/1	3 years
Dose transmittal	3 years
Receipts for dosimetry shipment	2 years
Semi-annual program evaluations with letters of corrective action	3 years
Reports of dose estimates	Indefinitely
Radiation Safety Officer approval of dosimetry reports	2 years