JOINT COMPANY/UNION SAFETY COMMITTEE CONCERN FORM

This Form May Be Used By All RFETS Employees
(NOTE: All lines MUST be completed)

Employee Name

Employee Company (Matrix)   Local 8031

Job Title   PCTJF Committee

Supervisor

Employee Number

Department

Phone

Shift

I have previously discussed Concern with Supervision: Yes ❑ No

Location of Concern

Recommendation

Employee Signature

Steward

Supervisor Response Within 5 Working Days (attach all pertinent documentation)

I have discussed above response with concerned employee

Manager

Satisfied with response: Yes ❑ No ❑ Give brief reason if not satisfied:

The e-mail provides a complete closure. Thank you.

Employee Signature

Assigned to:

Union

Company

Date

APR 4 2000
Employee Identifies Safety Concern

Concern Brought to Supervisor's Attention

Employee Determines if Supervisor's Response Satisfies Concern

If Satisfied, No Further Action

If Not Satisfied, Safety Concern Put in Writing

Written Concern Given to Supervisor

Supervisor Has 5 Working Days To Answer

Supervisor Discusses Response With Employee

Employee Reviews Supervisor's Response For Acceptability

If Satisfied, See Below

Check Satisfied Box and Mail Form to JCUSC, T690N

If Not Satisfied, Check Box Giving Reason for Dissatisfaction

Mail Completed Form to JCUSC, T690N

Company and Union Investigators Assigned

Employee Determines if Supervisor's Response Satisfies Concern

JCUSC Safety Concern Process

DISTRIBUTION:

Original: JCUSC

Copies: Employee

Subcontractor POC

Manager

Steward

Supervisor
c. **IF a HAZ-3 or higher hazard classified SRS is being transferred permanently or temporarily, THEN RSPA approval must be obtained before relocation by utilizing a Radioactive Source Transaction Form (or equivalent as authorized by RSPA), to include change of location and any other relevant information such as Custodian transfer, status classification, etc.**

**NOTE:** Transfer of any SRS on-Site by means of company owned vehicles may require packaging and transport in compliance with DOT regulations, for further guidance refer to MAN-T91-STSMM-001, Site Transportation Safety Manual. Personal vehicles can not be used under any conditions to transport SRSs.

d. **WHEN transferring SRSs beyond assigned building, THEN comply with one of the following requirements:**

1) SRSs attached to portable radiological survey instruments can be transferred by means of an RCT, Health Physics Technicians, Radiological Engineer or other designated radiological professionals as designated by the RSPA.

2) HAZ-1 and HAZ-2 SRSs may be transferred between buildings by a Source Custodian, a Radiological Engineer, qualified RCT, Health Physics Technicians or by other personnel as designated by the RSPA, in writing. This is for SRSs contained within any closed container or device of an adequate size to prevent inadvertent loss of control (e.g. whose minimum dimension is greater than or equal to 3 inches). The container must be labeled as to its contents regarding nuclides, activities, and registry numbers as available. Such transfers may be by government vehicle or hand carried, must be a part of normal assigned duties and must be direct and without delay.

3) Qualified personnel may hand carry HAZ-1 and HAZ-2 SRSs or higher HSCs when approved in writing by the RSPA, between buildings on their person in their normal course of duty which actually requires the use of the SRSs. These SRSs must be carried in such a fashion as to prevent unnecessary exposure and to maintain positive control of the SRSs at all times.

4) HAZ-3, 4, or 5 SRSs shall be transferred/transported by the Transportation Department, unless the Director of Radiological Safety approves alternative methods for transfer/transportation. Such transfers by the Transportation Department must be approved by the RSPA and in accordance with the STSM for on-Site radioactive material shipments.

e. The Source Registrar enters applicable transfer information into Source Database and retains documentation in the RSAP files.
Earlier this week it was identified that individual RCT(s) were transporting radiological instrumentation in their personal vehicles. Some of these instruments were Electras and had the check source attached to them. This practice was formerly approved by a Rad Safety Manager and a Rad Engineer (it was not against any of the procedures at that time). Currently Module 2 is training on the new Source Procedure as is the Source User training class. The procedure clearly states that this practice is not acceptable. Since these particular RCTs had not been trained to the procedure yet, nor been to Module 2, and the practice was approved by their management no RIR was written. However, this practice has since been stopped. In reference to an employee concern in relation to this, please brief any personnel whom have not been through the Module 2 training that this practice (if occurring) shall cease immediately. I understand that most of you agree that this practice should not of occured in the first place. I did not give the justification. I am only answering an employee concern.

Curtis K. Bean  
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Radio-2619