



Procedure Template Style Guide

Use of Radiation Resources Procedure [Heading 1]

I. Procedure Statement [Heading 2 – Do not alter title]

The purpose of this procedure is to protect staff, students, and visitors from radiation harm while ensuring a safe environment for research and teaching. The University of Texas at Arlington (UTA or University) [Provide the acronym's full spelling with the first instance and include the acronym in parenthesis] aims to prevent hazardous waste from contaminating the environment while complying with applicable federal, state, and local guidelines and regulations. [PO Text 2]

II. Application of Procedure [Heading 2 – Do not alter title]

This procedure is a guideline for research involving radiation sources and applies to all personnel, students, visiting professionals, volunteers, or other individuals working at or on the premises of all University facilities. [PO Text 2]

III. Definitions [Heading 2 – Do not alter title]

Class 3B (IIIb) Laser: [PO Bold] Any laser that permits human access during operation to levels of radiation in excess of the accessible emission limits of Class 3A lasers in ANSI Z136.1-2000, Safe Use of Lasers but does not permit human access during operation to levels of laser radiation in excess of the emission limits of Class 3B lasers contained in ANSI Z136.1, Safe Use of Lasers. [PO Text 2]

All definitions should be listed in alphabetical order. If a word(s) is listed in the definitions section, it should be capitalized throughout the policy.

IV. Procedure [Heading 2 – Do not alter title]

Radioactive materials, radiation-producing machines, and laser devices in University facilities must be used in compliance with the *University's Radiation Safety Manual, Radiation Producing Machine Safety Manual, Laser Safety Manual*. [PO Italics] [PO Text 2]

A. Licensing of Radioactive Materials [Heading 3]

1. Radioactive required. [PO List 1]
2. A Principal process. [PO List 1]

B. Responsibilities [Heading 3]

1. Radioactive Materials [Heading 4]

The responsibilities *Manual*. [PO Text 4]

2. Radiation Producing Machines [Heading 4]

The responsibilities *Manual*. [PO Text 4]

C. Required Training [Heading 3]

1. Radioactive Materials [Heading 4]

a. Every individual Training. [PO List 2]

b. Individuals site. [PO List 2]

V. Relevant Federal and State Statutes [Heading 2 – Do not alter title]

Texas Administrative Code, Title 25 Health Services, Part 1 Department of State Health Services, [Chapter 289 Radiation Control](#) [PO Text 2] [Text to Display and Screen Tip must be completed for **every** hyperlink]

VI. Relevant UT System and UTA Documents [Heading 2 – Do not alter title]

UTA Policy [CO-CS-PO-06 University Environmental Health and Safety Policy](#) [PO *Italics*] [PO Text 2] [Text to Display and Screen Tip must be completed for **every** hyperlink]

UT System Policy [UTS 174 Environmental Health and Safety](#) [PO Text 2] [Text to Display and Screen Tip must be completed for **every** hyperlink]

[Environmental Health & Safety Forms, Manuals, & Documents:](#) [PO Text 2] [Text to Display and Screen Tip must be completed for **every** hyperlink]

See DE-GA-LA-EX-05 *Department Form Links* on the [Legal Affairs Forms](#) website for your department forms link.

UTA Form DF-CO-EHS-F701 *Laser Device Registration* [PO Text 2]

VII. UTA Office Responsible for Procedure [Heading 2 – Do not alter title]

Responsible Officer: Vice President for Administration & Economic Development [PO Text 2] See DE-GA-LA-EX-10 *Titles* on the [Legal Affairs Forms](#) website for your department title listing. The Responsible Officer should be VP level or above. This is often referred to as the “document owner”.

Sponsoring Department: Environmental Health & Safety Office [PO Text 2]

VIII. Dates Approved or Amended [Heading 2 – Do not alter title]

October 21, 2004 [Do not alter date]