

# UTA Office of Legal Affairs

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## Procedure Template Style Guide



CO-LS-PR-04

### Use of Radiation Sources Procedure [Heading 1]

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#### 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) [“uta” must be typed in lower case then use the Change Case button in the Font menu to make it “UTA”. **This will need to be repeated for EVERY word that is in capital letters.**] 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]

#### 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] and 25 Tex. Admin. Code § 289 Subchapter C, Texas Regulations for Control of Radiation

(TRCR) [as adopted by the State Board of Health in accordance with the Texas Radiation Control Act. [\[PO Text 2\]](#)]

**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 [\[PO Text 2\]](#)

**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* [\[PO Italics\]](#) [\[PO Text 2\]](#)

UT System Policy UTS 174 *Environmental Health and Safety* [\[PO Text 2\]](#)

Environmental Health & Safety Forms, Manuals, & Documents: [\[PO Text 2\]](#)

UTA Form 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 [\[PO Text 2\]](#)

**Sponsoring Department:** Environmental Health & Safety Office [\[PO Text 2\]](#)

**VIII. Dates Approved or Amended [\[Heading 2 – Do not alter title\]](#)**

October 21, 2004 [\[PO Text 2\]](#)