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Subject Area: **Off-Site Radiological Work Permits**

Contents: Off-Site Radiological Work Permits

Effective Date: **August 2000**

Point of Contact: [Radiological Control Division Manager](#)

Section	Overview of Content (see section for full process)
Introduction	
1. Generating Off-Site Radiological Work Permits	<ul style="list-style-type: none"> ≪ Prepare RWP and obtain approval. ≪ Complete work description form. ≪ Determine training, procedures, and job prior to issuance of RWP.
2. Field Use of Off-Site Radiological Work Permits	<ul style="list-style-type: none"> ≪ Verify training required by RWP. ≪ Verify signatures indicating compliance with RWP. ≪ Notify personnel of revisions to RWP and request signatures. ≪ Review radiological work operations.
Definitions	
Exhibits None	
Forms Off-Site Radiological Work Description Form	

Training Requirements and Reporting Obligations

This subject area contains training requirements. See the [Training and Qualifications](#) Web Site.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

References

FS-SOP-4031, [Radiological Work Permit](#)

FS-SOP-4035, [Offsite Radiological Work Permit](#)

PM-SOP-147. Offsite Radiological Monitoring

.....,

[Radiological Work Permits](#) subject area

Standards of Performance

Managers shall analyze work for hazards, authorize work to proceed, and ensure that work is performed within established controls.

Managers shall manage work to control risks and hazards, ensure customer satisfaction, and provide a benefit to BNL.

All staff and guests shall ensure that personnel radiation exposure is maintained As Low As Reasonably Achievable (ALARA).

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

Management System

This subject area belongs to the management system.

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Subject Area: *Off-Site Radiological Work Permits*

Introduction: Off-Site Radiological Work Permits

Effective Date: **August 2000**

Point of Contact: [Radiological Control Division Manager](#)

This subject area discusses the requirements for the generation and field use of an Off-Site Radiological Work Permit (RWP) for radiological work conducted at facilities other than BNL involving ionizing radiation, radioactive materials and radiation producing devices. Additional RWP requirements can be found in the [Radiological Work Permits](#) subject area.

Alternatives to the RWP mechanism are allowed, provided that all the elements required by FS-SOP-4031, [Radiological Work Permit](#) internal procedure are addressed and concurrence of the [Radiological Control Division Manager](#) is received.

References

FS-SOP-4031, [Radiological Work Permit](#)

[Radiological Work Permits](#) subject area

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Subject Area: *Off-Site Radiological Work Permits*

1. Generating Off-Site Radiological Work Permits

Effective Date: **August 2000**

Point of Contact: [Radiological Control Division Manager](#)

Applicability

This information applies to the work planner/supervisor of the group responsible for the planned activity, Facility Support (FS) staff, and all individuals working under an Off-Site Radiological Work Permit.

Required Procedure

Step 1	The work planner or supervisor of the group responsible for the planned activity initiates the preparation of the Radiological Work Permit (RWP) by completing the shaded area of the Radiological Work Permit from the Radiological Work Permits subject area.
Step 2	The work planner or supervisor obtains department specific approval of the RWP.
Step 3	The work planner or supervisor completes the Off-Site Radiological Work Description Form .
Step 4	Facility Support (FS) staff determine facility specific training, knowledge of procedures and the job prior to issuance of the RWP.

Guidelines

For Off-Site RWPs, survey data may not be available, so the [Facility Support Representative](#) should rely on published facility information and information gathered by the RWP initiator.

References

[Radiological Work Permits](#) subject area

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2. Field Use of Off-Site Radiological Work Permits

Effective Date: **August 2000**

Point of Contact: [Radiological Control Division Manager](#)

Applicability

This information applies to the work planner or supervisor of the group responsible for the planned activity, Facility Support (FS) staff, and all individuals working under an Off-Site Radiological Work Permit.

Required Procedure

Step 1	The work planner/supervisor verifies that all individuals that sign the Radiological Work Permit (RWP) have the training required by the RWP, prior to signing the RWP.
Step 2	Individuals working under an RWP are responsible for reading, understanding, and complying with the requirements of the RWP. The worker verifies by signature (using the Sign-In Log for Radiological Work Permit from the Radiological Work Permits subject area), prior to initial travel, that they have read, understood and will comply with the requirements of the RWP.
Step 3	Individuals working under an Off-Site RWP bring a copy of the RWP, the Off-Site Radiological Work Description Form , and sign-in log to the off-site location. All other documentation remains with the original RWP at BNL.
Step 4	The RWP initiator/requestor notifies personnel who have signed the RWP of any changes or revisions made to the RWP. If revisions to the RWP occur, workers must read and resign the RWP.
Step 5	The Facility Support Representative and the work supervisor periodically review the radiological work operations at the off-site facility to ensure the adequacy of the RWP and to ensure compliance with the RWP requirements.

References

[Radiological Work Permits](#) subject area

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Off-Site Radiological Work Description Form

1. Work Team Leader:	2. Life #:	3. Phone:	4. Bldg.:
5. Facility Location (one form per facility):			
Country _____ City/Province: _____			
Name of Facility: _____			
Type of Facility (Power Reactor, Reprocessing, etc.): _____			
6. Job Description /Work to be Performed (Touring Facility, Inspection, Equipment Installation, etc.) _____			

6a. Travel Begins:		6b. Travel Ends:	
7. Conditions Present at the Work site (Include potential for whole body exposure and/or uptake from contamination and any radiological data that is known) _____			

8. Radionuclides Present or Used at the Facility: _____			

9. List Any Personal Protective Equipment that may be Required to be Worn:			

9. Check Monitoring Performed at This Facility:			
? Film Badges	? Urine Bioassays	? Other:	
? TLDs	? Health Physics Surveys		
? Whole Body Counts	? Air Sampling		



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Definitions: Off-Site Radiological Work Permits

Effective Date: **August 2000**

Point of Contact: [Radiological Control Division Manager](#)

Term	Definition
Off-Site Radiological Work Permit	Establishes radiological controls for BNL staff who are involved in off-site programs or projects that involve work with radioactive material or in radiological areas that could result in occupational radiation exposure. Work performed in radiological areas in foreign countries must be compliant with 10 CFR 835. Offsite radiological monitoring must be in accordance with PM-SOP-147, Offsite Radiological Monitoring.
Radiological Work Permit (RWP)	A permit that identifies radiological conditions, establishes worker protection and monitoring requirements, and contains specific approvals for radiological work activities. The Radiological Work Permit serves as an administrative process for planning and controlling radiological work and conveying radiological conditions to the worker.

References

PM-SOP-147, Offsite Radiological Monitoring

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Subject Area: *Off-Site Radiological Work Permits*

Revision History: Off-Site Radiological Work Permits

Point of Contact: [Radiological Control Division Manager](#)

Revision History of this Subject Area

Date	Description	Management System
August 2000	This is a new subject area.	Radiological Control

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