

## Cyclotron & Radiochemistry Facility Visitor Policy and Procedure

Visitors are allowed to tour the Cyclotron & Radiochemistry Facility (CRF), but precautions must be taken to ensure that radiation doses to the visitors are ALARA and below regulatory limits. For visitors, their dose shall not exceed:

1. 100 mrem in 1 year.
2. 2 mrem in 1 hour.

To ensure these stipulations are met, the following rules and procedures shall be followed. "Visitors" are defined as any person coming to the facility who does not have radiation safety training. Note that GE personnel who are brought in to service the facility and have dosimetry assigned by their employer do not qualify as visitors. However, Stanford employees assigned to work in the facility (such as Facilities employees brought in to fix something) do qualify as visitors if they do not have radiation safety training.

### Rules:

1. All visitors and tours must be approved by the Facility Director.
2. Visitors will only be allowed access to the Facility while the beam is off.
3. Each visitor shall be assigned an Electronic Personal Dosimeter (EPD). If a group of more than 6 has arrived for a tour, they can be assigned one EPD only if the group stays together for the duration of their visit. See the EPD and briefing procedure.
4. Visitors shall be escorted by a CRF staff member at all times. If this is not practical (such as in the case of an employee from Facilities needing to work on something for an extended period of time), they should be given clear instructions to not stray from the area they need to work in. The employee should give an estimate of when they will finish, and a CRF staff member shall check on them at this time. The cyclotron cannot be energized until they have left.
5. No minors are permitted within the Facility.

### Procedure for Allowing Access:

1. Before the visitor arrives for access, confirm that the beam is off. Ensure that any other CRF users in the Facility are aware that visitors will be arriving.
2. Perform a radiation survey to confirm there is no radioactive contamination throughout the facility (double-check the workshop) and that all radiation dose-rates in areas accessible to the visitor are less than 2 mrem per hour.

3. Ensure all hazardous materials are stored properly, including radioactive materials (in shielded storage), sharps (in a proper sharps container), hazardous liquids (in secondary containment), etc.

EPD and Briefing Procedure:

1. Ensure the EPDs are properly functioning before the visitors arrive and that they are not low on battery power.
2. EPDs shall be set to display accumulated dose (mR) instead of dose-rate (mR/hr).
3. Clear the dose history of the EPDs before they are assigned so that they read "0 mR". Otherwise, make sure to record the initial dose reading before they enter on the Visitor Dosimetry Log.
4. Each visitor will be assigned an EPD, unless there are more than 6 visitors arriving. Each group shall be assigned one representative EPD. **Groups must stay together.**
5. Explain to visitors that:

"Because the CRF is a Radioactive Materials Facility, there is the potential for you to be exposed to radiation. You will be assigned a dosimeter to monitor your radiation dose while you visit the Facility. Generally, the radiation dose received during the tour is comparable to natural background radiation levels. If you have any concerns about your exposure, please contact the Facility Director and Stanford Health Physics (650-723-3201)."
6. Instruct visitors to keep any bags or belongings on them at all times during the facility. They should not set anything down while they are in the facility to avoid the possibility of contamination. An exception can be made for equipment brought by outside-employees. **Visitors shall not bring any food or water into the facility.**
7. When the tour/visitation has ended, collect the EPDs and record the data in the Visitor Dosimetry Log. If a visitor has questions about their dose, instruct them to contact Health Physics.