



PROPOSED WORK WITH IONISING RADIATIONS AT OTHER ORGANISATIONS*

SECTION 1 – IMPORTANT INFORMATION

Anyone wishing to work unsupervised with radiation or radioactivity under the auspices of the University of Edinburgh must complete a Proposed Scheme of Work (PSoW) form. This is intended to ensure that the work can be undertaken in relative safety and in compliance with specific radiation safety legislation. The local Radiation Protection Supervisor (RPS) and the University Radiation Protection Adviser (RPA) must countersign the form before work can commence.

For work involving ionising radiations at other organisations, both inside and outside the UK, whether it is with a nuclear reactor, particle accelerator, sealed source or unsealed radioactive material, the University may have little or no control or influence over what radiation safety procedures, or training arrangements, are in place. As the University cannot dictate the radiation safety procedures adopted at these external sites, it has to expect the researcher to comply with the safety procedures and training requirements established by the host organisation.

If the work is carried out at a location where there is no host site, for example using unsealed radioactive material on-board a vessel at sea or using a sealed source on an arctic expedition, the proposer must refer to the PSoW forms for sealed/unsealed sources **as if they were using them in University premises**.

This form is for University personnel, who work, or visit, external organisations outside the University for the purpose of carrying out research involving ionising radiations. **It is only intended to act as a record** for where researchers are working and what experiments they are carrying out rather than a full Prior Risk Assessment for the proposed work. More information on working with ionising radiations outside the UK can be found in Radiation Protection Code of Practice RP CoP016 “*Research work involving ionising radiation sources outside the UK*”.

One form must be completed for each person who wishes to undertake work. **More than one experimental procedure or site can be put onto the one form**. On completion, the form must be handed to the RPS for signature. He/she will send it to the University RPA who will check it and return it with any comments. The RPS will return a copy to the proposer.

SECTION 2 – DETAILS ABOUT THE PROPOSER

Surname: _____ Forename: _____

School: _____ Name of School/Area RPS⁽²⁾: _____

Have you attended the University’s Basic Course in Radiation Protection in Research and Teaching⁽³⁾? Yes: No:

If NO, please provide the date of the Basic RP Course you are booked to attend: _____

OR The name of the establishment where you have attended similar training and the date of that training: _____

Do any of the Host sites require you to be a *Classified Worker* to carry out your research work on their site(s)⁽⁴⁾? Yes: No:

Do any of the Host sites require you to have a *medical examination* to work on their site(s)? Yes: No:

If Yes, please refer to the section “*Medical Examination Arrangements*” in Radiation Protection Code of Practice CoP016.

SECTION 3 – DETAILS OF PROPOSED SITE(S)

	Host Site ⁽⁵⁾	Sub-location / experiment ⁽⁶⁾	Source of Radiation / Radioactive Material ⁽⁷⁾
SITE 1			
SITE 2			
SITE 3			

* The numbers in the superscript refer to specific paragraphs in the accompanying guidance note

SITE 1: Brief outline of proposed work⁽⁸⁾:

SITE 2: Brief outline of proposed work⁽⁸⁾:

SITE 3: Brief outline of proposed work⁽⁸⁾:

What are the type and energies of radiations to which you might be significantly exposed?⁽⁹⁾

SITE 1:

SITE 2:

SITE 3:

	Site 1	Site 2	Site 3
Will you be working in an area subject to special rules for the purposes of protection against ionising radiation or for preventing the spread of radioactive contamination and to which access is controlled? ⁽¹⁰⁾ <i>This may be referred to as a "Controlled Area" in the EU or a "Restricted Area" in the USA (A Controlled Area in the USA has a different meaning to that in the EU).</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Does the host site issue their own dosimetry? If Yes, please provide details of the dosimeter issued. e.g. TLD, Electronic Personal Dosimeter, Film Badge, etc.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is there any local radiation safety training provided by the host site?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

How are you informed about any radiation dose you have received on the Host site?⁽¹¹⁾:

SITE 1:

SITE 2:

SITE 3:

Please provide a contact name at the Host Site's Radiation Safety Office **AND** their address⁽¹²⁾:

SITE 1:

SITE 2:

SITE 3:

DECLARATIONS

PROPOSER

I declare that the information above is accurate and to the best of my knowledge. I agree to work in accordance with any Local Rules, or local radiation safety arrangements, provided by the Host site. I understand that any changes in the details of the scheme will require further authorisation.

Signature of Proposer: Status⁽¹³⁾: Date:

RADIATION PROTECTION SUPERVISOR

Have you issued the University of Edinburgh recommended dosimeter (Mirion Technologies Genesis Ultra Type-35) to the proposer? Yes: No:

I declare that the above proposal is satisfactory to the unit and that the proposer has satisfied the basic instructional requirements of the University.

Signature of Unit RPS: Date:

RADIATION PROTECTION ADVISER

This proposal has been acknowledged without conditions / with conditions as attached.

Signature of University RPA: Date:

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Guidance Note on Completion of Form

There are some questions on the form where there is no “don’t know” box. This is because acknowledgment by the RPA will not be given unless these questions can be answered by either a Yes/No answer.

To remove the ‘*Click here to enter text*’ simply click inside the field and press the spacebar. This will remove the text.

Guidance on specific sections of the form is as follows:

1. Fill in this box if more than three sites are intended to be visited under this Proposed Scheme of Work (PSoW). For example, if the intention is to visit nine sites then the first form would say ‘Form 1 of 3’ and the additional site information for sites 4 to 9 would be on additional PSoW forms with this box filled in as ‘Form 2 of 3’ & ‘Form 3 of 3’ respectively. **Users only need to fill in Section 3 for any additional forms submitted.**
2. This should be your Radiation Protection Supervisor (RPS) contact at the University. If in doubt as to who your RPS is, contact the Radiation Protection Unit at radiation@ed.ac.uk or 0131 650 2818/9.
3. The University may have little or no control over the radiation safety arrangements at other organisations but it still has an obligation to provide staff and students with sufficient information, instruction and training to carry out their work safely. The University’s Basic Course in Radiation Protection in Teaching and Research provides instruction on the nature of radiation and radioactivity, the hazard and risk it presents, the necessary control measures, and the application and method of compliance with relevant radiation safety legislation. Courses are booked through MyEd and more information can be found at the link below:
<http://www.ed.ac.uk/schools-departments/health-safety/radiation-protection/training/course-list/radiation-protection>
4. If you are unsure as to the definition of a Classified Worker then please refer to Radiation Protection Code of Practice RP CoP015 – “*Classified Radiation Workers*”.
5. This should be the main host site, such as CERN, Argonne National Laboratory, ILL, Eckert & Ziegler, etc.
6. As many of the main sites are large and complex enter in the sub-location or experiment where you will be working such as ATLAS, GELINA, ALS, ESRF, Braunschweig, etc.
7. Please enter in the ‘*source of the radiation*’ or ‘*the source of radioactive material*’ to which the scheme of work relates. For example, Particle Accelerator (include the type of particle accelerator also, i.e. Cyclotron, Synchrotron, LINAC, etc), or Nuclear Reactor, or x-ray set, or sealed source (include radionuclide) or other source of equipment/material emitting radiation.
8. This is intended to allow the RPA and RPU to gain an understanding of the type of work being carried out with ionising radiations on the host site(s). Things to include might be whether the work is inside accelerator enclosures, as part of a maintenance programme following a shutdown, or work at/near the beamline. **Please include the Max. Operating Energy of the equipment in MeV.** Attach an extra sheet if necessary.
For work with unsealed or sealed sources, use this section to outline the nature of the handling of the radionuclide(s)/sources(s) rather than the reason for its/their use. Explain the purpose for which the source(s) is/are being used and where fitted in equipment, the nature of that equipment. **Please include the Max. Activity Handled in Becquerels (Bq) or multiples thereof.** Attach an extra sheet if necessary.
9. Enter the types of ionising radiations to which you may be exposed, i.e. alpha, beta, gamma, X radiation, neutron, etc. and the different energies of those radiations. Also consider whether there could be a radiation risk from activated components or from activated air in/around a particle accelerator.
For sealed/unsealed sources, the isotope will provide the information regarding the energy of the radiation(s).
10. This wording is the definition of a “Controlled Area” in the European Basic Safety Standards for the health protection of the general public and workers against the dangers of ionising radiations. The RPU have deliberately used the **definition** of a controlled area here and not the word ‘Controlled Area’ as a controlled area can have different meanings depending on where you are in the world.
11. If you are provided with some form of dose monitoring by the Host site please enter how you are informed about the dose you have received. For example, if you are issued with an electronic personal dose meter, are you informed of your dose verbally at the end of the wear period or are you given a printout?
12. Please provide information (i.e. email address, website, or telephone number) on the radiation safety office at the host site. This information should be available from your local contact at the host site or from your RPS who may have a list of contact details for frequently visited sites.
13. eg. Research Fellow, Post-graduate. Do not merely put “student”; we need to know whether you are a post or undergraduate.

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