

ACCELERATOR DIVISION PROCEDURE

ADSP-10-0104

Movable Shielding Inventory

RESPONSIBLE DEPARTMENT _____ ES&H

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TABLE OF CONTENTS

1	PURPOSE OF THIS PROCEDURE.....	1
2	DEFINITIONS	1
3	RESPONSIBILITIES	1
4	OVERVIEW	1
5	PROCEDURE	2
6	DISTRIBUTION	2

1 PURPOSE OF THIS PROCEDURE

This document establishes an inventory of movable shielding used for radiation protection within the Accelerator Division. Movable shielding is routinely placed in or near beamlines and may consist of various materials, such as concrete, steel, lead, or polyethylene. Details such as quantities, locations, and configurations are normally specified in shielding assessments. It is important that configuration control of such shielding be maintained since it may be used for personnel protection.

2 DEFINITIONS

Movable shielding is any material that is placed for radiation protection purposes and is not an integral component of permanent structures, such as buildings, roads, and berms. Examples of movable shielding include pre-cast concrete shielding blocks, steel plates, steel bricks, lead sheets, and polyethylene beads and blocks.

3 RESPONSIBILITIES

- Accelerator Division Head

The Accelerator Division Head is responsible for ensuring movable shielding is maintained under configuration control in accordance with the approved shielding assessment for the area.

- Accelerator Division Systems Department Heads

The applicable Systems Department Head is charged by the Accelerator Division Head with ensuring that movable shielding for an accelerator under his/her control is configured in accordance with the approved shielding assessment as documented in this procedure. Any disturbance or modification of that movable shielding is done under the supervision of the AD Radiation Safety Officer (RSO).

- Accelerator Division Radiation Safety Officer

The AD RSO is responsible for approval of movable shielding if it is not required by a shielding assessment. The AD RSO is responsible for providing Accelerator Division Department Heads with recommendations on necessary movable shielding. Also, he/she is responsible for its configuration control so that it is not removed inadvertently. The AD RSO is responsible for updating this procedure and documenting movable shielding in accordance with this procedure.

4 OVERVIEW

The nature of accelerator operation requires that radiation shielding be placed in specific locations to protect against radiological hazards. Since permanent shielding is not always practical, movable shielding is sometimes used in areas that are difficult to shield or in areas where operational conditions may change. The quantities and locations of movable shielding in the Accelerator Division must be documented to ensure that it is properly configured and that it is returned to this configuration if it is disturbed or modified.

A list is used in conjunction with this procedure to document the Accelerator Division Movable Shielding Inventory. This list, *Accelerator Division Movable Shielding Inventory*, describes movable shielding serial number, location, type, quantity, purpose, and contains any relevant photos, drawings,

or configuration control details. If additional information is needed, it may be entered as a comment or referenced.

5 PROCEDURE

1. Once movable shielding requirements are determined, the as-built details of the shielding are listed on the *Accelerator Division Movable Shielding Inventory*.
2. The *Accelerator Division Movable Shielding Inventory* list is maintained at:
[Y:\public\Movable Shielding Inventory\Movable Shielding Inventory.](#)
3. The *Accelerator Division Movable Shielding Inventory* is updated by the AD RSO, or designee, whenever movable shielding is added, reconfigured, or permanently relocated.

6 DISTRIBUTION

An electronic controlled copy of this procedure is maintained on the ES&H Department web site at:
<http://www-bdnew.fnal.gov/esh/adsp/index.html>.