

BROOKHAVEN NATIONAL LABORATORY
NATIONAL SYNCHROTRON LIGHT SOURCE

MEMORANDUM

DATE: April 7, 2000 (Rev. 1/7/2002)

TO: NSLS Staff and NSLS Users

FROM: Nicholas F. Gmür, NSLS ES&H Coordinator

SUBJECT: Process Knowledge Certification Form

[Download Word.doc form](#)

(gmur/d:/mydocuments/esh.dir/PKCFmem.doc)

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A site-wide procedure governs the release of material from radiologically controlled areas. This procedure replaces the old "Green Tags" and assures that radioactive material is controlled at the source. The procedure requires that material leaving a radiologically controlled area be assessed to determine if it is radioactive. Typically this is done either by a process knowledge form or a radiological survey. Attached to this memo is a form known as a "Process Knowledge Certification Form" (PKCF) that relies on your knowledge of the material you are shipping offsite or sending to other groups on site.

For the purposes of the NSLS, ATF and SDL, we do not anticipate that any material has the potential to be contaminated or activated unless;

- a) the material has been physically attached to the electron beam chambers and electron beam stops during operations;
- b) the material is a radioactive source stored in a Radioactive Material Area;
- c) the material has been inside a Contamination Area;
- d) the material contains a radioactive source as part of its components; or
- e) the material was obtained from another location with unknown history .

Note: all materials exiting locations described in (a) currently undergo radiation surveys before they are released for disposal.

If your material is none of the above (a-e) and/or you check NO in the box(es) at the top of the PKCF, then sign & date under "A. Clean Material", and attach the PKCF to the material you are shipping offsite or sending onsite that requires such a form.

If your material has been in any of the above locations (a - e) and/or you check YES in any of the box(es) at the top of the PKCF, then sign & date under "B. Potentially Radioactive Material", and contact the Radiological Control Technicians to conduct a survey of your material:

Marlon McAvoy (x6389, pager 9-453-6234) or
Rudy Zantopp (x5565, pager 9-453-6244)

If the material is clean, it is "Releasable" and the form should be attached to the material you are shipping. If the material is contaminated or activated, it is "Unreleasable". The RCT's can supply information about shipping or you may contact John Aloï (x7018) for disposal information.