

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Radiation Safety Program		
Policy Number: 226.05	Effective Date: 9/27/2018	Page Number: 1 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

This Policy establishes a Portal Entry Radiation Safety Program that shall include annual inspections, coordination, and training of Georgia Department of Corrections (GDC) staff and outside personnel. Items described in this policy as X-ray Security Screening Systems may not be moved for any purpose including for waxing or painting without the explicit approval of the GDC Fire Services and Life Safety Division.

II. Authority:

- A. Board of Corrections Rules: 125-2-2-.03, 125-3-1-.04, 125-3-1-.06, 125-3-3-.02, 125-3-3-.06, and 125-3-4-.06;
- B. GDC Standard Operating Procedure (SOP): 226.02, Entry Security Procedures;
- C. ANSI Standard: N43.17-2009;
- D. Department of Community Health (DCH) Rules: 290-5-22.03, 290-5-22.04, and 290-5-22.06; and
- E. ACA Standard: 4-4420.

III. Definitions:

- A. **Operator** - Any employee associated with the operation of the system whose responsibilities include at least one of the following: initiating or stopping the scan, verifying the system is operating correctly, providing information and instructions to the screened individuals, and controlling access to the inspection zone. This does not include other employees, such as individuals who may be remotely viewing the image results, but are not directly responsible for the operating functions.
- B. **Facility Radiation Security Officer** - Officer responsible for making sure that Radiation Program materials will be maintained in specified locations and that signs are posted as described in SOP. Additional duties are described in Section IV. F., of this SOP. The responsibilities of Facility Radiation Security Officer are

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additional job duties and shall not to be classified as a unique position. An officer of rank lower than a Portal Sergeant may not be appointed these duties.

- C. **X-ray Security Screening Systems** - X-ray Security Screening Systems used for screening personnel, packages, and vehicles.
- D. **Personnel Security Screening System** - X-ray Security Screening Systems that are used to for the specific purpose of scanning people.
- E. **Radiation Symbol** - The conventional three-bladed warning sign commonly used by radiological professions with radiation caution colors (magenta or purple on yellow background), Attachment 4 - Radiation Symbol.
- F. **Scan** - The operation necessary to produce one image (e.g., front view) from one radiation source.

NOTE: Several Scans may be required for a single screening of the subject.

IV. Statement of Policy and Applicable Procedures:

- A. The Warden at each facility shall appoint a Facility Radiation Security Officer. It shall be the responsibility of the Facility Radiation Security Officer to manage the facility's Radiation Safety Program by performing the following duties:
 - 1. Accompany auditors as they conduct inspections of X-ray Security Screening Systems, processes, and documentation;
 - 2. Ensure that all signs concerning radiation are posted;
 - 3. Maintain an inventory of radiation producing devices;
 - 4. Maintain radiation safety records in accordance with applicable federal regulations and agency policies;
 - 5. Complete Attachment 1, Quarterly Radiation Inspection Report, and forward to the Chief of Security;

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6. Immediately terminate any unsafe activity involving X-ray Security Screening Systems; and
 7. Report any changes affecting safety to the facility’s Maintenance Engineer. These include any changes in shielding, location of the machine(s), safety operation, or occupancy of adjacent areas to the machine.
- B. Radiation Safety Program: Each facility that uses X-ray Security Screening Systems shall adhere to the following guidelines in managing the facility’s Radiation Safety Program:
1. Inspection Certificates, Caution Signs, and Signals:
 - a. Certificate Locations:
 - i. The Department of Community Health (DCH) inspection certificate shall be posted in a conspicuous location within 3-feet of X-ray Security Screening Systems. A copy shall also be kept on file in the Deputy Warden of Security’s Office;
 - ii. The GDC Fire Services and Life Safety Division semi-annual inspection certificate shall be placed in a folder or notebook and attached to X-ray Security Screening Systems. A copy shall also be kept on file in the Deputy Warden of Security’s Office; and
 - iii. Private vendor annual inspection certificates shall be posted within 3-feet of X-ray Security Screening Systems. A copy shall also be kept in the Deputy Warden of Security’s Office.
 - b. Caution Signs:
 - i. The Department’s sign advising persons of the use of X-ray Security Screening Systems and safety precautions shall be posted at the front entrance area (portal entrance);

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- ii. Radiation Symbol Signs (Attachment 4) shall be conspicuously displayed in each radiation area; and
 - iii. Signs shall be posted on the operator console of all Personnel Security Screening Systems stating who is authorized to operate the screening system.
 - c. Signals: Flashing or Indicator lights shall be utilized on all X-ray Security Screening Systems while in use.
- 2. Equipment Inspections:
 - a. X-ray Security Screening Systems:
 - i. Upon initial installation, DCH will certify X-ray Security Screening Systems;
 - ii. Each facility shall maintain an inventory of all X-ray Security Screening Systems, which shall include the following information: location, year with service date, and the DCH initial test date;
 - iii. Each facility shall be inspected annually by the authorized contractor. The inspector shall record their initials on the X-ray Security Screening Systems inspection tag;
 - iv. Each facility shall be visually inspected semi-annually by the GDC Fire Services and Life Safety Division. The inspector shall record their initials on the X-ray Security Screening Systems; and
 - v. Each facility shall be examined quarterly by the Facility Radiation Security Officer and a report, Attachment 1, Quarterly Radiation Inspection Report, shall be completed. This report shall be kept on file in the Deputy Warden of Security's Office.

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C. Radiation Safety Requirements:

1. Operators shall adhere to the following procedures when using Personnel Security Screening Systems:
 - a. Only authorized individuals who have been trained in Radiation Safety and completed Operator's Training shall be certified to operate Personnel Security Screening Systems;
 - b. Operators shall follow the administrators guide for the particular system at their facility;
 - c. Operators shall sign a Confidentiality Agreement (Attachment 2) annually which shall be maintained in the official personnel file;
 - d. Operators shall complete the Radiation Equipment Checklist (Attachment 3);
 - e. Operators shall document the following information in the security post log during each shift:
 - i. Date and time reported to Post;
 - ii. That the Radiation Equipment Checklist (Attachment 3) was completed;
 - iii. Any refusals that occurred during the Shift;
 - iv. Any equipment failures that occurred during shift; and
 - v. Time relieved from Post;
 - f. Operators shall immediately report any unsafe situation, damage to or malfunction of the security screening system, violation of regulations or radiation safety procedures to their supervisor and the GDC Fire Services and Life Safety Division;

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- g. Operators shall report any changes affecting safety to the facility's Maintenance Engineer. These include any changes in shielding, location of the machine(s), safety operation, or occupancy of adjacent areas to the machine; and
 - h. The Facility's Maintenance Engineer shall coordinate with the GDC Fire Services and Life Safety Division when any changes in shielding, location of the machine(s), safety operations, or occupancy of adjacent areas to the machine occurs. The GDC Fire Services and Life Safety Division shall then alert DCH, if deemed necessary.
- D. Emergency Movement Procedures: X-ray Security Screening Systems shall not be relocated unless there are exigent circumstances. Many factors, such as radiation safety, electrical safety, traffic flow, floor loading, etc., need to be considered when relocating. If any X-ray Security Screening Systems are to be relocated in an emergency, the Director of Field Operations and GDC Fire Services and Life Safety Division must both approve the relocation. This may be done verbally, but shall be followed up in a written report. The GDC Fire Services and Life Safety Division must inspect and approve before any relocated X-ray Security Screening Systems are brought back into operation.
- E. Permanent Removal of Equipment: The GDC Fire Services and Life Safety Division shall be contacted prior to the permanent removal of any X-ray Security Screening Systems. The GDC Fire Services and Life Safety Division may only clear removal of a machine after first contacting DCH.
- F. Responsibilities of GDC Fire Services and Life Safety Division:
- 1. The GDC Fire Services and Life Safety Division has been designated as the Unit responsible for radiation safety within the department. The GDC Fire Services and Life Safety Division shall ensure initial and annual refresher radiation safety training is provided to system operators and other personnel concerning X-ray Security Screening Systems. The following are additional responsibilities of the GDC Fire Services and Life Safety Division:

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- a. Formulate, implement, and exercise staff supervision over the Radiation Safety Program;
- b. Formulate, implement, and supervise an active, documented program to keep ionizing radiation doses to levels that are at a safe rate;
- c. Advise and assist the agency management and personnel in all matters regarding radiation safety;
- d. Review current and proposed uses of the system for compliance with applicable regulatory requirements and guidance;
- e. Ensure radiation safety considerations are incorporated into system operating procedures;
- f. Review and approve the location and relocation of X-ray Security Screening Systems to ensure compliance with radiation safety criteria, and the manufacturer's recommendations, and specifications. This must then be signed off on by the Director of Field Operations;
- g. Maintain an inventory of radiation producing devices;
- h. Maintain radiation safety records in accordance with applicable federal and state regulations and agency policies;
- i. Coordinate investigations of radiation safety related system defects, damages, malfunctions, and violations of radiation safety procedures;
- j. Immediately terminate any unsafe activity involving X-ray Security Screening Systems; and
- k. Review the radiation safety program at least annually. This review shall ensure that the program is being followed for the safety of personnel and visitors.

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V. Attachments:

- Attachment 1: Quarterly Radiation Inspection Report
- Attachment 2: Confidentiality Agreement
- Attachment 3: Radiation Equipment Shift Checklist
- Attachment 4: Radiation Symbol

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be maintained for seven (7) years after the last annual audit in the office of the Deputy Warden of Security and then destroyed.

Attachment 2 shall be maintained permanently in the official personnel file.

Attachment 3 shall be maintained for one (1) year in the Deputy Warden of Security's office. After one (1) year the form shall be stored in the Facility's File Retention Area for six (6) years for a total of seven (7) years retention. All other forms shall be utilized per the SOP until such time the SOP is revised or becomes obsolete.