

**BY ORDER OF THE
MOUNTAINHOME AIR FORCE BASE
COMMANDER**



**AIR FORCE INSTRUCTION 40-201
MOUNTAIN HOME AIR FORCE BASE
Supplement
8 SEPTEMBER 2016
Aerospace Medicine
RADIOACTIVE MATERIALS (RAM)
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Michael Haines)

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This publication implements Air Force Instruction (AFI) 40-201, *Radioactive Materials Management*. It provides guidance and procedures on information specific to the implementation of AFI 40-201 at Mountain Home AFB (MHAFB). A copy of AFI 40-201, along with this supplement, establishes procedures on how to acquire, receive, store, distribute, use, transfer or dispose RAM on MHAFB, and prescribes how non-Air Force (AF) organizations get approval to use RAM on MHAFB. Responsibilities outlined in this supplement apply to all permittees, attached and tenant units, contractors who own or use a radiation source within the confines of MHAFB, Air National Guard (ANG) units and the Air Force Reserve Command (AFRC), RSAF units and any other foreign tenant unit on base using and/or possessing RAM. OPR determines that no waivers may be granted. Consult with the installation RSO on significant issues. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been revised to align paragraph numbers with the latest release of AFI 40-201. These revisions include: Paragraphs 2.28.22.-2.28.28. were changed from 2.28.19.-2.28.25. Paragraphs 3.8.5.-3.8.7. were changed from 3.8.4.-3.8.6. Paragraphs 3.15.3.-3.15.3.1. were changed from 3.15.-3.15.3. and consolidated. Adopted Forms 3.19. was changed from 3.18. Paragraphs 2.21.4.1., 2.25.15.1.-2.25.15.2., 2.28.10.13.1., and 3.8.4.1. were added.

2. 21.4.1. (Added) Ensures shipping documents include swipe sample results, if applicable, which determine package and item contamination levels. Consult the IRSO to determine if swipe surveys are required to ship a particular item.

2.25.15.1. **(Added)** Request authorization from the IRSO if radioactive material or radiation-producing devices are brought on the base. The request must include the following:

2.25.15.1.1. **(Added)** Description of the RAM or device

2.25.15.1.2. **(Added)** Use of the RAM or radiation-producing device

2.25.15.1.3. **(Added)** List of authorized users

2.25.15.1.4. **(Added)** Copy of the RAM permit, if applicable

2.25.15.1.5. **(Added)** Point of contact

2.25.15.1.6. **(Added)** Security procedures for the RAM or device

2.25.15.1.7. **(Added)** Date of the RAM or device coming on to the base

2.25.15.1.8. **(Added)** Duration of time the RAM or device will be used on the base

2.25.15.2. **(Added)** If the duration of time the RAM or device will be used on the base exceeds one year, a separate request must be submitted to the IRSO each year.

2.28.10.13.1. **(Added)** Ensure shop personnel receive initial and annual refresher site- or workplace-specific radiation safety training. The training must incorporate information from the radiation exposure survey and written radiation protection program. Initial training must be conducted within 60 days of assignment and training documentation will be maintained for three years.

2.28.22. **(Added)** To qualify as a PRSO, the appointed person must obtain the PRSO training materials, which can be downloaded from the following site: <https://kx2.afms.mil/kj/kx5/RadiationPrograms/Pages/home.aspx>. After studying the materials, contact the IRSO to administer an open-book test. The RSO at MHAFB is the 366th Aerospace Medicine Squadron, Bioenvironmental Engineering Flight (366 AMDS/SGPB) Commander and can be reached at 828-7274. A passing grade of 70% must be obtained. The PRSO candidate can contact the IRSO if there are any questions on the materials provided. After passing the exam, the PRSO candidate is submitted to the United States Air Force (USAF) RIC for final approval and to have the RAM permit amended to include the candidate's name.

- 2.28.23. **(Added)** Responsible for completion of annual ALARA training commensurate with the permit level of radiation risk.
- 2.28.24. **(Added)** Responsible for completion of annual internal audits IAW the permit.
- 2.28.25. **(Added)** Coordinates with IRSO on use of the ADM-300 for surveys.
- 2.28.26. **(Added)** Has the authority to order cease and desist of permit activity if unsafe practices are being used, gross negligence is observed, or failure to follow CFRs is identified.
- 2.28.27. **(Added)** Assists IRSO with required annual permit audits and inventories.
- 2.28.28. **(Added)** Workers, to include RSAF or other hosts or tenants on MHAFB who use RAM, must obey the permit authorizing the materials, AFI 40-201 along with this supplement, AFI 48-148, and ALARA principles.
- 3.8.4.1. **(Added)** Measure radiation levels or take swipe samples taken prior to shipment, IAW the RAM permit and 49 CFR 173.441. The swipe results must be received and analyzed prior to shipment to ensure compliance with federal, state, and Air Force regulations.
- 3.8.5. **(Added)** Shipping Low-Altitude Navigation and Targeting Infrared for Night (LANTIRN) and SNIPER Pods: The pods do not have to be leak tested prior to shipping, but the exterior of the packing crate must be swipe tested in order to comply with DOT shipping requirements.
- 3.8.6. **(Added)** Coordinate shipping off site through the IRSO to ensure compliance with AFI 40-201 and any RAM permit requirements. Basic shipping instructions for LANTIRN/SNIPER pods include the following steps. The steps outlined are for pods only. Contact the IRSO for other RAMs being shipped.
- 3.8.6.1. **(Added)** Verify the recipient is authorized to receive LANTIRN/SNIPER pods by obtaining a copy of their RAM Permit.
- 3.8.6.2. **(Added)** Obtain written authorization to ship from the recipient.
- 3.8.6.3. **(Added)** If exterior is visibly damaged, check with the IRSO prior to shipping.
- 3.8.6.4. **(Added)** Package to DOT specifications. Check with the Transportation Management Office for packaging instructions
- 3.8.6.5. **(Added)** Contact 366 AMDS/SGPB (828-7270) for swipe sampling of package for DOT compliance. Swipe results must accompany the shipment.
- 3.8.7. **(Added)** Coordinate all shipments of RAM with receiving agency before shipping. A written authorization to ship RAM must be received before shipping. Forward an electronic copy of the authorization to the IRSO.
- 3.10.12. **(Added)** Contact the IRSO at DSN 728-7270, commercial (208) 828-7270, before disposal or shipping of RAMs.
- 3.12.12. **(Added)** Report incidents or accidents involving or potentially involving radioactive materials immediately to the installation RSO at DSN 728-7270, commercial

(208) 828-7270. After 1630 contact 208-599-1715 (after hours cell), or DSN 728-7100 (unit control center).

3.12.13. **(Added)** Report incidents involving host tenants at MHAFB, to include RSAF or other foreign governments, immediately to the RSO as identified above.

3.13.6. **(Added)** Report incident as described in 3.12.12 and 3.12.13.

3.13.7. **(Added)** Do not remove casualties confirmed deceased on scene from site until cleared by IRSO or appointed representative.

3.14.7. **(Added)** Report any incident as described in 3.12.12 and 3.12.13.

3.15.3. **(Added)** The PRSO working with personnel assigned to track RAM at the squadron/flight level must perform inventories and retain records in compliance with all requirements of the RAM Permit.

3.15.3.1. **(Added)** Provide the IRSO a list of RAMs IAW permit requirements.

3.16.3. **(Added)** IRSO may inspect all RAM Permits used on or under control of the 366th Fighter Wing for compliance without prior notification.

JEFFERSON J. O'DONNELL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DOE/NRC Form 741, *Nuclear Material Transaction Report*

DOE/NRC Form 742, *Material Balance Report*

NRC Form 3, *Notice to Employees*

NRC Form 241, *Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Jurisdiction or Offshore Waters (NRC Reciprocity Form)*

NRC Form 313, *Application for Materials License*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AMDS—Aerospace Medicine Squadron

ANG—Air National Guard

IAW—In Accordance With

LANTIRN—Low-Altitude Navigation and Targeting Infrared for Night

MHAFB—Mountain Home Air Force Base

RAM—Radioactive Material

RDS—Records Disposition Schedule

RSAF—Republic of Singapore Air Force

SGPB—Bioenvironmental Engineer Flight

USAF—United States Air Force