USTUR 030: Document Control and Record Storage

Purpose	Record Storage	**Method Number**	USTUR 030
Original Date	10/10/95	**Author**	USTUR Radiochemistry Staff
Revision Number	1	**Approved By**	James T. Elliston
Revision Date	3/1/00	**Approval Date**	1/31/01

1. Procedure Manuals and Updates

1.1. Procedure Updates and Tracking

1.1.1. All USTUR procedures are identified by a unique 3 digit code.

1.1.2. Each procedure contains the following information in its header:

1.1.2.1. Purpose

1.1.2.2. Original Date: The date the procedure was approved in its first version.

1.1.2.3. Revision Number: Number of revisions which have occurred since the original version. By default, the original version is referred to as Revision Number 0.

1.1.2.4. Effective Date: Date at which the revision was implemented.

1.1.2.5. Method Number: USTUR method number.

1.1.2.6. Author

1.1.2.7. Approved By

1.1.2.8. Approval Date: approval date of current revision.

1.1.3. Upon the approval of a revised procedure, the working procedure manuals will be updated internally to include the new information and the old procedure will be discarded.

1.1.4. A copy of all approved versions of the procedures shall be maintained indefinitely.

1.2. Procedure Manual Updates

1.2.1. Upon such time as several procedures have been modified, or at some other convenient point, all modifications to procedures will be updated for all registered owners of control copies of the USTUR Analytical Procedure Manual. This version of the procedure manual will include all updated procedures for insert into the existing manual, a new Table of Contents indexing the current revision numbers and effective dates of the procedures, and a new title page indicating the Date of first issue, the Procedure manual update version number (0 for first edition), and the date of issue for the version.

1.2.2. A control copy of all issued versions of the procedure manuals will be maintained by the USTUR Radiochemistry Staff at the WSU NRC.

2. Case Logs

2.1. All information for USTUR cases is kept in a Case Log.

2.2. Information to be kept in the case log includes:

2.2.1. Case status sheet

2.2.2. Sample transfer form (if available)

2.2.3. Radiochemical analysis sheets (hard copy) for each sample and element

2.2.4. Hard copy printout of Excel sample database

2.2.5. Excel files for both the analysis sheet and the sample database

2.2.6. Any additional case information provided.

2.3. Case logs are retained indefinitely at the WSU NRC.

4. Alpha Spectrometry Logs

4.1. Alpha spectrometry logs record the samples which were run in a particular detector. The information included is the sample number, date, analyst, count time, and shelf of the detector used for analysis.

4.2. Alpha spectrometry logs are retained indefinitely at the WSU NRC.

5. Standard Sources

5.1. Tracers

5.1.1. A working standard log of all radionuclide solutions (both original certificates and dilution forms) in the possession of the USTUR is kept in room 119 of the WSU NRC. This working log contains information on all solutions which are currently in use by the USTUR.

5.1.2. Information for standards which have been completely used or have been discarded will be removed from the working log and are stored by principal isotope indefinitely.

5.2. Primary and Secondary Counting Standards

5.2.1. Certificates for counting standards are maintained indefinitely at the WSU NRC along with all other radionuclide certificates.

6. Counting Information

6.1. Background and Energy Calibration Information

6.1.1. Background and energy calibration information for the alpha spectrometry unit is kept for each detector.

6.1.2. Background and energy calibration will be kept in the active file system during the calendar year it was produced.

6.1.3. Background and energy calibration information will be placed in storage at the Nuclear Radiation Center for the calendar year it was produced.

6.1.4. Background and energy calibration records will be maintained in storage indefinitely.

6.2. Blanks

6.2.1. Blank information is maintained for each element of interest. These files are maintained together for review.

6.2.2. Blank information for each element will be stored indefinitely at the WSU NRC. This filing will occur on an as needed basis.