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BASELINE
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ORGANIZATIONAL ISSUANCE

AS20

TRITIUM EXIT SIGNS AT THE MARSHALL SPACE FLIGHT CENTER (MSFC)

**APPROVING
AUTHORITY**

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
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1. PURPOSE

This issuance is required to document and track the locations of Tritium Exit Signs on the Marshall Space Flight Center (MSFC).

2. APPLICABILITY

This Organizational Instruction (OI) is applicable to the Facilities Management Office (FMO) and Facilities contractors associated with the Tritium Exit Signs and lighting. This OI applies to all Tritium Exit Signs at MSFC.

3. AUTHORITY and APPLICABLE DOCUMENTS

3.1 AUTHORITY

10 CFR Part 30, Rules of General Applicability to Domestic Licensing of Byproduct Material

10 CFR Part 31, General Domestic Licenses for Byproduct Material.

3.2 APPLICABLE DOCUMENTS

MPR 1860.1, "MSFC Radiation Safety Procedural Requirements"

4. DEFINITIONS

4.1 Tritium Exit Signs. Exit signs at the MSFC that are self-luminescent due to radioactive tritium.

4.2 RSO. Radiation Safety Officer

5. INSTRUCTIONS

5.1 Tritium Exit Sign Documentation

5.1.1 The Tritium Exit Signs shall be documented for the FMO, Operations and Maintenance Office, by the Center Operations Support Services (COSS) receiving official, and ultimately be signed for by the COSS Electrical Foremen assigned the responsibility to order, store, install and track Tritium Exit Signs for the COSS Contract. Bulk purchases are to be made by the COSS contractor.

5.1.2 The designated COSS Electrical General Foreman shall designate the individual responsible to issue and track Tritium Exit Signs.

5.1.3 Data from FMO's vendor and from contract construction groups shall be passed to the COSS Engineering Branch responsible for the Tritium Exit Signs and be placed into the

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Computerized Maintenance Management System (CMMS). Initial information for each sign must include as a minimum the expiration date, distributor, manufacturer, model number, and serial number. The Engineering Branch manager is responsible for ensuring the information is placed into the database.

5.1.4 The COSS Electrical Department shall furnish all information for each Tritium exit sign installed, replaced, or removed to the COSS Systems Engineering Group to be entered into the CMMS. The information provided should include as a minimum:

- a. Building and location within the building where installed.
- b. Manufacturer’s model and serial number.
- c. Date installed.
- d. Expiration date.

5.1.5 Construction contracts requiring the installation of tritium exit lights require a submittal from the Contractor containing the required information to be submitted to the Construction inspector. The Construction Inspector shall transmit a copy to COSS System Engineering to ensure the CMMS is kept up-to-date. The submittal should include as a minimum:

- a. Building and location within the building where installed.
- b. Manufacturer’s model and serial number.
- c. Date installed.
- d. Expiration date.

5.1.6 New Tritium Exit Signs shall be stored at Building 4650 in the COSS Electrical Maintenance Department in a cabinet designated as “Tritium Exit Sign Storage Only.” The cabinet must be secured, labeled a “Radioactive Material Area,” and notification placed on the cabinet for access.

5.1.7 When the exit signs are replaced due to signs becoming inoperable or if the life cycle has expired per the CMMS, Systems Engineering shall initiate a trouble call for replacement to the COSS Electrical Department. All Tritium Exit Signs are to be removed, relocated, or disposed of by the COSS contractor.

5.1.8 Removed Tritium Exit Signs shall be stored in the Tritium Exit Sign Storage Cabinet and be sent back to the manufacturer when new signs are procured. The COSS Electrical Department then provides the information to the Systems Engineering Group and the RSO for the lights to be returned to the manufacturer.

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6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

7.1 Tritium Exit Signs shall only be disposed of by return to the manufacturer/manufacturer's agent or transfer to a licensed radioactive waste broker and cannot be disposed of via regular trash.

7.2 The RSO shall be informed of and approve the return of all Tritium Exit Signs to the manufacturer/ manufacturer's agent, or the transfer to a licensed radioactive waste broker for disposal.

7.3 The RSO shall be responsible for the 30-day notification to the Nuclear Regulatory Commission.

7.4 The RSO shall be immediately contacted in the case of damage to a Tritium Exit Sign which could possibly cause the release of tritium from the sign.

7.5 Tritium Exit Signs stored for disposal shall be kept separate from new signs or those intended for reuse.

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

All records are to be maintained in the CMMS.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

Training for all personnel involved in the Tritium light process shall be administered by FMO, COSS, or the MSFC RSO.

12. FLOW DIAGRAM

None