

**Statement of Work  
Radiation Safety Program  
VA Palo Alto Health Care System**

**Section 1: General Information**

1.1 General: This is a non-personal services contract to provide a radiation safety program for the VA Palo Alto Health Care System (VAPAHCS). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government. The contractor shall perform to the standards in this contract.

1.2 Period of Performance: October 1, 2016 to March 31, 2017

1.3 Place of Performance:       VA Palo Alto Health Care System  
  3801 Miranda Ave.  
  Palo Alto, CA 94304

1.4 Hours of Operation: The majority of the work under this Statement of Work will be between regular business hours of 8:00 A.M. to 5:00 P.M. Monday thru Friday except Federal holidays. Please note that the contractor is required to provide **24 hour support** for radiation emergencies such as spills, fires and other radiologic incidents.

1.5 Type of Contract: The government will award a Firm Fixed Price contract.

1.6 Invoicing: All invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

VA's Electronic Invoice Presentment and Payment System – The FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: <http://www.tungsten-network.com/US/en/veterans-affairs/> to begin submitting electronic invoices, free of charge.

More information on the VA Financial Services Center is available at <http://www.fsc.va.gov/einvoice.asp>.

Vendor e-Invoice Set-Up Information:

Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center for payment processing, free of charge. If you have question about the e-invoicing program or Tungsten, please contact the FSC at the phone number or email address listed below:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: [VA.Registration@Tungsten-Network.com](mailto:VA.Registration@Tungsten-Network.com)
- FSC e-Invoice Contact Information: 1-877-353-9791

- FSC e-invoice email: [vafscshd@va.gov](mailto:vafscshd@va.gov)

## **Section 2: Definitions & Acronyms**

### **2.1 Definitions:**

*Contractor.* A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

*Subcontractor.* One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

*Work Day.* The number of hours per day the Contractor provides services in accordance with the contract.

*Work Week.* Monday through Friday, unless specified otherwise.

### **2.2 Acronyms:**

ACOS	Associate Chiefs of Staff
CO	Contracting Officer
COR	Contracting Officer Representative
FDA	Food and Drug Administration
NCRP	National Council on Radiation Protection
NRC	Nuclear Regulatory Commission
PWS	Performance Work Statement
VA	Veterans Affairs
VHA	Veterans Health Administration
VAPAHCS	Veteran Affairs Palo Alto Health Care System

## **Section 3: Government Furnished Property, Equipment, and Services**

None

## **Section 4: Contractor Furnished Items and Services**

Personnel assigned by the Contractor to perform the services identified shall be appropriately licensed by a State, Territory or Commonwealth of the United States of America, District of Columbia or by a national licensing organization in their field. Qualifications of such personnel shall also be subject to review by VAPAHCS Chief of Staff or approval by the Director, VAPAHCS.

## Section 5: Specific Tasks

### 5.1 Services required for Nuclear Medicine

- A. Perform initial review of proposed usage of radioisotopes. Evaluate hazards, propose necessary safety measures and issue licenses to possess isotopes.
- B. Perform on-site inspections of facilities and recommend changes or improvements which may be required for radiation safety purposes.
- C. Inspect incoming radioisotope shipments for contamination, radiation levels and authorization to possess materials. Provide training of new employees assigned to inspect radioisotope shipments.
- D. Maintain centralized inventory record system for radioisotopes which have been received, used and disposed of by VAPAHCS.
- E. Periodically monitor each laboratory room for contamination, external radiation and compliance with posting and labeling requirements.
- F. In accordance with the frequency stipulated by the Nuclear Regulatory Commission (NRC) license, or VA permits issued under the Master License (when so issued by NRC), the contractor will review each radiation research project to assess new or unforeseen hazards to insure compliance with regulations and licenses.
- G. Provide copies of any new regulations to the Clinical Radiation Safety Committee as soon as possible but no later than 30 days after the regulation takes effect.
- H. Train VA employees in radiation safety protection and when any deficiencies occur. Such training shall include training prior to the use of radioactive materials and periodic updates. Min-courses on topics related to specific research projects may be provided.
- I. Provide assistance in developing and updating standard operating procedures and advise care-giving staff on radiation protection methods applicable to care of patients who have received radioactivity as part of treatment or diagnosis.
- J. Respond to radiation emergencies such as spills, fires and other radiologic incidents on a **24-hour basis**. Develop radiation emergency procedures for admitting patients who have been involved in radiation incidents. Respond, advise, and assist medical personnel in the event of such an admission.
- K. Advise and assist the Pathology Service in autopsy procedures on patient remains containing radioisotopes, including preparation of special documents.

- L. Perform routing thyroid radioassays for radioiodine users, urine radioassays, or radioassays for other radioisotopes to assure compliance with legal limits on internal exposure. Investigate causes of unusually high contamination levels.
- M. Calibrate laboratory radiation monitoring instruments annually or according to manufacturer recommendation and maintain a calibration log.
- N. Provide technical assistance in radioactive sample analysis where specialized equipment is required.
- O. Conduct site inspection tours with VA staff and staff from regulatory agencies.
- P. Prepare any required reports to the appropriate regulatory agency. Copy of report shall be forwarded to the Chief of Nuclear Medicine Service.
- Q. Review facilities and notify appropriate VA managers of deficiencies in safety or compliance related issues. Maintain histories of usage for radioactive materials and incidents involving releases of materials in accordance with decommissioning requirements of the NRC.
- R. Prepare applications for renewal and amendment to NRC licenses for execution by the Director of the VAPAHCS.
- S. Perform annual evaluations of airborne releases of radioactive materials as required by the NRC.
- T. Provide staff support for radiation safety committees and for Food and Drug Administration (FDA) radioactive drug research committees.
- U. Specify personnel radiation monitoring dosimeter requirements, review monthly exposure reports, investigate unusual exposures, maintain required dosimetry reports, and advise on any corrective action that is needed.
- V. Assemble and maintain exposure history and provide to employees upon request, in accordance with all applicable laws.
- W. Provide dosimetric calculations and risk-to-patient assessments for research physicians who plan to perform investigational procedures using radiopharmaceuticals.
- X. Provide on-site pick-up, packaging, transportation and disposal of radioactive waste and containers from Nuclear Medicine Service (weekly) and VAPAHCS research laboratories as requested. Additional waste pick-up shall be provided as requested.

## 5.2 Services required for Radiology Service

- A. Provide the routine services of the radiologic hazard survey program for all diagnostic radiographic imaging equipment located through VAPAHCS and its divisions.

- B. Perform annual radiation protection survey inspections of all diagnostic radiographic imaging systems.
- C. Provide compliance testing of x-ray machines.
- D. Review patient fluoroscopic skin dose to properly alert radiology of possible skin burns.
- E. Perform radiation protection inspections of personnel protection devices (aprons, gloves, shields).
- F. Inspections shall be directed to ascertain compliance with the National Council on Radiation Protection (NRC), Joint Commission, and Federal, certified equipment only, requirements or regulations.
- G. Provide a written report on the findings of each survey, including recommendations for any required corrective measures. Provide a recommendation on whether the contractor believes further surveys are deemed necessary. Report shall be issued to the Chief of the Radiology Service for corrective action and for filing.
- H. Specify personnel radiation monitoring dosimeter requirements, review monthly reports of personnel radiation doses, investigate unusual exposures, maintain required dosimetry reports, and devise corrective action to prevent unnecessary exposures.
- I. Assemble previous exposure history and provide to employee upon request in accordance with all applicable laws.
- J. Ensure safety topics and best management practices are discussed and vetted by the Clinical radiation Safety Committee.
- K. Advise Radiology management and Clinical Radiation Safety Committee of methods of reducing exposures to staff and patients.
- L. Evaluate new facilities for adequacy of shielding in accordance with standards established by the NRC and VAPAHCS and prepare a written report on the adequacy of the shielding.
- M. Prepare evaluations of patient doses and associated risks of doses for research involving exposure of human subjects to machine produced ionizing radiation in accordance with policies promulgated by the Clinical Radiation Safety Committee.

### 5.3 Services required for other Clinics (inc Research)

- A. Act as liaison between the National Health Physics Program and the Nuclear Regulatory Commission providing license oversight for the research areas that use radioactive materials.
- B. Perform license renewals and amendments.
- C. Respond to radiation emergencies such as spills, fires and other radiologic incidents on a **24-hour basis**.
- D. Develop radiation emergency procedures for admitting patients who have been involved in radiation incidents. Respond, advise, and assist medical personnel in the event of such an admission.
- E. Routine work, reports and special topics such as the decommissioning of buildings scheduled for remodel or demolition are brought to the Non-Human Radiation Safety Committee for review.
- F. Specify personnel radiation monitoring dosimeter requirements, review monthly exposure reports, investigate unusual exposures, maintain required dosimetry reports, advise on any corrective action as needed for the following services:
  - 1) Surgery
  - 2) Urology
  - 3) Speech
  - 4) Dental
  - 5) Physical Medicine and Rehabilitation
  - 6) GI
  - 7) Cardiology
  - 8) Biomedical Engineering
  - 9) Research

### 5.4 Special Requirements for Nuclear Medicine and Radiology Services

Services performed by the Contractor will be conducted under the direction of the Chief, Nuclear Medicine Service, Chief, Radiology Service and Associate Chiefs of Staff (ACOS) for Research or their designee.

### 5.5 Confidentiality and Nondisclosure

- A. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which has been generated by the contractor in the performance of this contract are the exclusive property of the U.S. Government and shall be submitted to the Contracting Officer (CO) at the conclusion of this contract.
- B. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this

contract. No information shall be released by the contractor. Any request for information relating to this task order, presented to the contractor, shall be submitted to the CO for response.

- C. Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

#### 5.6 Contractor Personnel Security Requirements

- A. All contractor employees who require access to the Department of Veterans Affairs' computer systems shall be the subject of a background investigation and must receive a favorable adjudication from the VA Office of Security and Law Enforcement prior to contract performance. This requirement is applicable to subcontractor personnel requiring the same access.