

License Number: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

## **Duties and Responsibilities of the Radiation Safety Officer (Medical and Academic) and Delegation of Authority**

### **RSO Duties and Responsibilities**

The RSO's duties and responsibilities include ensuring radiological safety and compliance with California and DOT regulations and the conditions of the license. These duties and responsibilities include ensuring the following:

- Radiation exposures are ALARA
- Follows 10 CFR Part 20 and investigational levels
- Up-to-date radiation protection procedures in the daily operation of the licensee's radioactive material program are developed, distributed, and implemented
- Possession, use, and storage of licensed material is consistent with the limitations in the license, the regulations, the SSDR Certificate(s), and the manufacturer's recommendations and instructions
- Individuals installing, relocating, maintaining, or repairing devices containing sealed sources are trained and authorized by an NRC or Agreement State license
- Personnel training is conducted and is commensurate with the individual's duties regarding licensed material
- Activities involving licensed material that the RSO considers unsafe are stopped
- Documentation is maintained to demonstrate that individuals are not likely to receive, in one year, a radiation dose in excess of 10% of the allowable limits or that personnel monitoring devices are provided
- When necessary, personnel monitoring devices are used and exchanged at the proper intervals, and records of the results of such monitoring are maintained
- Licensed material is properly secured
- Documentation is maintained to demonstrate, by measurement or calculation, that the total effective dose equivalent to the individual likely to receive the highest dose from the licensed operation does not exceed the annual limit for members of the public
- Proper authorities are notified of incidents such as loss or theft of licensed material, damage to or malfunction of sealed sources, or fire
- Medical Events are investigated and reported to the California Department of Health Services, Radiologic Health Branch as specified in title 10, Code of Federal Regulations, Part 35, section 35.2, and section 35.3045.
- Audits of the radiation protection program are performed at least annually and documented

- If violations of regulations or license conditions or program weaknesses are identified, effective corrective actions are developed, implemented, and documented
- Licensed material is transported in accordance with all applicable DOT requirements
- Licensed material is disposed of properly
- Appropriate records are maintained
- Up-to-date license is maintained and amendment and renewal requests are submitted in a timely manner
- Provide periodic on-site direct supervision over the implementation of the Radiation Safety Program in technical and administrative issues by physically visiting the site.
- Dose records and surveys are reviewed quarterly
- ALARA practices are being followed
- New users and uses of radioactive material are reviewed prior to first use

In the event of a proposed change in the facility's RSO or license termination, you are aware of and agree to remain the licensee's RSO until RHB amends this license to reflect this request.

## **Delegation of Authority**

Memo To: Radiation Safety Officer

From: \* \_\_\_\_\_ \*Management Representative  
Subject: Delegation of Authority

You, \_\_\_\_\_, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radiation. You are responsible for managing the radiation protection program; identifying radiation protection problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with regulations. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of radioactive material by employees who do not meet the necessary requirements and shutting down operations where justified by radiation safety. You are required to notify management of situations where staff are not cooperating and not addressing radiation safety issues. In addition, you are free to raise issues with the California Department of Health Services, Radiologic Health Branch at anytime. You will directly manage the radiation safety program and be physically present at this facility (and any other use locations listed in the Radioactive Materials License) whatever time as may be necessary as to ensure that the radiation protection activities are performed.

Title: \_\_\_\_\_

\*Signature of Management Representative: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

I accept the above responsibilities,

Signature of Radiation Safety Officer: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

cc: Affected department heads

\* Examples of Management representative with signature authority are: Owner, Chief Executive Officer, Chief Operating Officer, President, Vice President, Chancellor or Director of the organization.