

License Number: _____

Licensee Name: _____

Duties and Responsibilities of the Radiation Safety Officer And Delegation of Authority

RSO Duties and Responsibilities for Medical Use

RSO duties and responsibilities include ensuring radiological safety and compliance with California, US Nuclear Regulatory Commission (NRC) and Department of Transportation (DOT) regulations and the conditions of the license. These duties and responsibilities include ensuring that:

- Radiation exposures are ALARA.
- 10 CFR Part 20 and investigational levels are followed.
- Radiation protection procedures in the daily operation of the licensee's radioactive material program are developed, distributed, implemented and are up-to-date.
- Possession, use, and storage of licensed material are consistent with the limitations in the license, the regulations, the NSSDR Certificate(s), and the manufacturer's recommendations and instructions.
- Individuals installing, relocating, maintaining, or repairing devices containing sealed sources are trained and authorized by a NRC or an Agreement State license.
- Training of personnel is conducted and is commensurate with the individual's duties regarding licensed material.
- Any activity involving licensed material, that the RSO considers unsafe, is stopped.
- Determinations that individuals are not likely to receive, in one year, a radiation dose in excess of 10% of the allowable limits.
- Documentation as to issuance of dosimetry if an individual(s) is determined to be likely to receive, in one year, a radiation dose in excess of 10% of the allowable limits.
- 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.
- The RSO is to verify that the total effective dose equivalent does not exceed the annual limit for members of the public. This determination is to be documented by measurement or calculation.
- Proper authorities are notified of incidents such as loss or theft of licensed material, damage to or malfunction of sealed sources, and fire.

- Medical Events are investigated and reported to the California Department of Public Health, 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 and documented at least annually.
- Violations of regulations or license conditions or program weaknesses are identified, effective corrective actions are developed, implemented, and documented, as needed.
- Licensed material is transported in accordance with all applicable DOT requirements.
- Licensed material is disposed of properly.
- Appropriate records are maintained.
- An up-to-date license is maintained and that amendment and renewal requests are submitted.
- On-site evaluations of the Radiation Safety Program are made by the RSO physically visiting the site on a monthly basis and more frequently as needed.
- Dose records and surveys are reviewed quarterly.
- ALARA practices are being followed.
- The qualifications of new users are reviewed prior to their first use of licensed materials.
- When considering a new use of radioactive material or radiation-producing equipment, the RSO will review to assure that exposure is ALARA.
- Commitments made in the license submittal and Radiation Safety Manual are implemented.

In the event of a RSO ending employment at a facility, the licensee must immediately notify the RHB of the event. Additionally, the facility must find a qualified individual to serve as the acting RSO and submit a completed Delegation of Authority to the RHB.

Delegation of Authority

Memo To: Radiation Safety Officer

RML Number: _____

From: * _____

*Management Representative

Subject: Delegation of Authority

You, _____, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radiation and radioactive materials. 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 stopping operations where justified.

You are required to notify management of situations where staff are not cooperating or not addressing radiation safety issues. In addition, you are free to raise issues with or seek guidance from the Radiologic Health Branch at any time. You are directly responsible for the radiation safety program and shall be physically present at this facility (and any other use locations listed in the Radioactive Materials License) as necessary, and no less than once a month, so as to ensure that radiation protection activities are performed as specified by the regulations of the State of California and the facility Radioactive Materials License.

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 or Vice President of the organization.