

License Number: _____ Licensee Name: _____

Duties and Responsibilities of the Academic Radiation Safety Officer And Delegation of Authority (Non-Medical)

Radiation Safety Officer (RSO) duties and responsibilities include ensuring radiological safety and compliance with California and Department of Transportation (DOT) regulations and the conditions of the license. These duties and responsibilities include ensuring that:

- General surveillance is provided over all activities involving radioactive material, including routine monitoring, special surveys and responding to events
- Incidents are responded to, investigated, and cause(s) and appropriate corrective action(s) are identified and timely corrective action(s) are taken
- Proper authorities are notified of incidents such as loss or theft of licensed material, damage to or malfunction of sealed sources and fire
- Violations of regulations or license conditions or program weaknesses are identified, effective corrective actions are developed, implemented and documented, as needed
- Immediate termination of all activities following any unsafe condition or activity that is found to be a threat to public health and safety
- RSO is the primary source of radiation protection information for personnel at all levels of responsibility
- Radiation exposures are ALARA and ALARA practices are being followed
- 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
- Audits of the radiation protection program are performed and documented at least annually
- 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 an NRC or Agreement State license
- Training is personnel conducted and is commensurate with the individual's duties regarding licensed material
- Documentation that individuals are not likely to receive, in one year, a radiation dose in excess of 10% of the allowable limits
- 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
- When necessary, personnel monitoring devices are used and exchanged at the proper intervals, and records of the results of such monitoring are maintained

- Fume hoods and glove boxes used for volatile radioactive material work are monitored for proper operation
- The receipt, opening and delivery of all packages of radioactive material arriving at the laboratory are overseen and coordinated
- An inventory of all radioactive materials is maintained and the types and quantities of radionuclides at the facility are limited to the forms and amounts authorized by the license
- Sealed sources are leak-tested at required intervals
- There is effective management of the radioactive waste program, including effluent monitoring
- License materials is transported in accordance with all applicable DOT requirements
- Violations of regulations or license conditions or program weaknesses are identified, effective corrective actions are developed, implemented, and documented, as needed
- Appropriate records are properly maintained
- Up-to-date license is maintained and amendment and renewal requests are submitted
- On-site direct evaluations of the Radiation Safety Program are made by the RSO by physically visiting the site on a monthly basis or more frequently as needed
- Dose records and surveys are reviewed quarterly
- The qualifications of the new users are reviewed prior to their first use of radioactive materials first use

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 and not addressing radiation safety issues. In addition, you are free to raise issues with or seek guidance from the Radiologic Health Branch at anytime. 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 the radiation protection activities are performed as specified by the regulations of the State of California and the facility's 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, Vice President, Chancellor or Director of the organization.