

License Number: _____

Business Name: _____

Duties and Responsibilities of the Radiation Safety Officer and Delegation of Authority for Portable Nuclear Gauges

The Radiation Safety Officer's (RSO) duties and responsibilities include ensuring radiological safety and compliance with Title 17, California Code of Regulations (17 CCR), ; DOT regulations, the conditions of the license, and reviewing the guidelines of NUREG 1556, Volume 1, Appendix E. These duties and responsibilities include ensuring the following:

- 1- Radiation exposures and practices are ALARA.
- 2- Follows the State of California 17 CCR; Department of Transportation (DOT) Regulations; and Title 10, Code of Federal Regulations, Part 20 (10 CFR Part 20), and investigational levels as applicable.
- 3- Develop, review, and implement a Radiation Safety Program.
- 4- Possession, use, and storage of licensed material are consistent with the limitations in the license, the regulations, the Sealed Sources and Device (SS&D) Registry Certificate(s), and the manufacturer's recommendations and instructions.
- 5- Individuals installing, relocating, maintaining, or repairing portable nuclear gauge devices containing sealed sources are trained and authorized by the State of California or the Nuclear Regulatory Commission (NRC).
- 6- Personnel training including hands-on and refresher training are conducted annually and commensurate with the individual's duties regarding licensed material, and the training records are maintained for inspection.
- 7- Activities involving licensed material that the RSO considers unsafe are stopped.
- 8- Documentation is maintained to demonstrate personnel monitoring devices are provided.
- 9- Personnel monitoring devices are used and exchanged at the proper intervals as recommended by the manufacturer, and records of the results of such monitoring are maintained.
- 10- Licensed material is properly secured at all times.
- 11- Documentation is maintained to demonstrate - By direct radiation survey measurement and/or calculation, the total effective dose equivalent (TEDE) to the individual from licensed operations does not exceed the annual limit specified in 10 CFR 20.1301 (for members of the public), and that all dose records are reviewed quarterly.
- 12- Proper authorities are notified of incidents such as loss or theft of licensed material, damage to or malfunction of gauges and/or sealed sources, or fire, by a 24-hour report.
- 13- Events and incidents are investigated and reported to the California Department of Public Health, Radiologic Health Branch (RHB), as specified in 17 CCR, and in 10 CFR Part 20, sections , 20.2201, 20.2202, 20.2203, 20.2205.

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Duties and Responsibilities of the Radiation Safety Officer and Delegation of Authority for Portable Nuclear Gauges – Page 2.

- 14- Respond timely to Notice of Violations and requests for more information from the Department.
- 15- Ensures audits of the radiation safety program are performed at least annually and the audit records are maintained. Portable Gauge Audit Checklist of Appendix F of NUREG 1556, Volume 1, can be used as a guideline.
- 16- If violations of regulations, license conditions or program weaknesses are identified, effective corrective actions are developed, implemented, and documented.
- 17- Licensed material is transported in accordance with all applicable DOT requirements.
- 18- Licensed material (sealed in the gauged device), disposed of or transferred or returned to the manufacturer, is properly handled and receipt acknowledgements provided for such activities.
- 19- Appropriate records are maintained at the location identified on the license.
- 20- Up-to-date license is maintained and amendment/renewal requests are submitted in a timely manner, i.e. prior to the license expiration date.
- 21- Provide periodic on-site direct supervision over the implementation of the Radiation Safety Program (RSP) in technical and administrative issues by physically visiting the site(s) where operations are conducted.
- 22- A written 30-day notification is submitted to RHB prior to vacating a facility where portable nuclear gauges are stored.
- 23- New authorized users and uses of portable nuclear gauges are reviewed prior to first use.
- 24- Leak tests are performed with the frequency specified in the license (twelve months) and action taken on any measurements equal to or exceeding the specified limit of 0.005 μCi , removable contamination.
- 25- Up-to-date operating and emergency procedures are developed, maintained, implemented, and distributed to the radiation workers.
- 26- Non-Routine operations are performed by the manufacturer, distributor, or person specifically authorized by the State of California or the NRC.
- 27- Ensure posting of documents required in 17 CCR 30255 (such as 17 CCR regulations, RH-2364 (Notice to Employees), license documents operating procedures, or a notice indicating where these documents can be located.
- 28- All radiation workers and gauge operators have read the RSP and understand the applicable regulations and procedures.
- 29- A written consent to release a location for unrestricted use is obtained from the Radiologic Health Branch, prior to vacating the facility(s) indicated in Condition 10 of the license. Until the consent is given, all applicable sections of the license still apply, including payment of any outstanding fees.
- 30- Compliance with 17 CCR 30105 on deliberate misconduct.

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Duties and Responsibilities of the Radiation Safety Officer and Delegation of Authority for Portable Nuclear Gauges – Page 3.

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

_____ Initials _____ Date

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Delegation of Authority:

Memo To: _____ Radiation Safety Officer

From: _____ Chief Executive Officer

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 involving the use of radioactive materials 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 Public Health, Radiologic Health Branch at anytime. You will directly manage the RSP and be physically present at this facility (and any other use locations listed in Condition 10 of the Radioactive Materials License) whatever time as may be necessary to ensure that the radiation protection activities are performed.

_____/_____
Signature of Management Representative * Print or Type Name/Title/Date

I accept the above responsibilities,

_____/_____
Signature of Radiation Safety Officer / Print or Type Name/Date

cc: Affected department heads

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