

License Number: _____ Licensee Name: _____

Duties and Responsibilities of the Nuclear Pharmacy Radiation Safety Officer 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:

- 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 damage, fire or theft.
- Corrective actions are developed, implemented and documented when violations of regulations or license conditions or program weaknesses are identified.
- Immediate termination of all activities following any unsafe condition or activity that is found to be a threat to public health and safety.
- He or she 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.
- 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.
- Audits of the radiation protection program are performed at least annually and documented.
- 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.
- 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.
- 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.

- When necessary, personnel monitoring devices are used and exchanged at the proper intervals, and records of the results of such monitoring are maintained.
- The performance of fume hoods and gloveboxes 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 nuclear pharmacy 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.
- Packaging and transport of radioactive material is in accordance with all applicable DOT requirements.
- If violations of regulations or license conditions or program weaknesses are identified, effective corrective actions are developed, implemented, and documented
- All required records are properly maintained.
- Up-to-date license is maintained and amendment and renewal requests and notification of new ANP's 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.
- 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: * _____
 Subject: Delegation of Authority

RML Number: _____
 *Management Representative

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) 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 or Vice President of the organization.