

# XXXX Nuclear Laboratory

## Designation and Acceptance of Radiation Safety Officer Duties

### Duties and responsibilities of the Radiation Safety Officer

1. The RSO is responsible for implementing the radiation safety program. The RSO shall ensure that the radiation safety activities are being performed in accordance with approved procedures and regulatory requirements in the daily operation of the licensee's byproduct material program.
2. The RSO shall:
  - a. Investigate: overexposures, accidents, spills, losses, thefts, unauthorized receipts, uses, transfers, disposal, misadministrations, and other deviations from approved radiation safety practice and implement corrective actions as necessary
  - b. Establish written policy and procedures for:
    - i. Authorizing the purchase of byproduct material
    - ii. Receiving and opening packages of byproduct material
    - iii. Storing byproduct material
    - iv. Keep an inventory record of byproduct material
    - v. Using byproduct material safely
    - vi. Taking emergency action if control of byproduct material is lost
    - vii. Performing periodic radiation surveys
    - viii. Performing checks of survey instruments and other safety equipment
    - ix. Disposing of byproduct material
    - x. Training personnel who work in or frequent areas where byproduct material is used or stored
    - xi. Keep a copy of all records and reports required by the commission regulation, a copy of these regulations, a copy of each licensing request and license and amendments, and the written policy and procedures required by the regulations.
  - c. Brief management and the president of the US once each year on the byproduct material program
  - d. Approve or disapprove minor changes in radiation safety procedures that are not potentially important to safety with the advice and consent of management
  - e. Review quarterly all incidents involving byproduct material with respect to cause and subsequent actions taken.
  - f. Review annually the radiation safety program.
  - g. Review quarterly a summary of the occupational radiation dose records of all personnel working with byproduct material
  - h. See to the performance of a quarterly audit
  - i. Review annually the quality management program if applicable.

I, \_\_\_\_\_ accept the responsibilities as the radiation safety officer for  
\_\_\_\_\_ in No Town, Maryland.

\_\_\_\_\_  
XXXXXXX,  
Radiation Safety Officer

\_\_\_\_\_  
Date

The Management Committee unanimously agrees that \_\_\_\_\_ shall be  
designated as radiation safety officer. In his absence, \_\_\_\_\_ will be the acting  
radiation safety officer. If the radiation safety officer declares any action necessary for radiation  
safety, then the physicians and management will abide by this decision.

\_\_\_\_\_  
XXXXXXX  
President

\_\_\_\_\_  
XXXXXXX.  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

