

ATTACHMENT B

Duties of the Radiation Safety Officer

The Radiation Safety Officer shall:

1. Assure that all uses of radioactive material are:
 - a. Conducted safely,
 - b. Adhere to the conditions of the license and license application, and
 - c. Result in exposures to personnel which are as low as reasonably achievable (ALARA).
2. Assure the radioactive material possessed by the licensee is limited to the types and possession quantities authorized by the license.
3. Be familiar with all applicable state and federal regulations, and regulatory guides and standards.
4. Act as liaison agent with regulatory authorities, be available for assistance during inspections and audits, and notify the Department:
 - a. In writing before making any changes which would render the Application for Radioactive Materials License, or Radioactive Materials License no longer accurate,
 - b. Immediately in the event of any radiation accident or incident (including high dosimeter reading),
 - c. Within five (5) days of any positive leak test result of a sealed source, and/or
 - d. Within thirty (30) days submit a report stating remedial action taken after accident or incident.
5. Assure that radioactive materials are used only by or under supervision of individuals authorized by the license.
6. Assure that radioactive materials are properly secured against access by unauthorized persons and/or unauthorized removal.
7. Maintain a running inventory of all radioactive material possessed under the license, including radioactive waste.
8. Assure that a semi-annual inventory of all sealed sources possessed by the licensee is performed.
9. Post "Notice to Employees" RHF-3 and notices of items of noncompliance resulting from Department inspections conspicuously, in an area where users of radioactivity will see them.
10. Assure that radiation workers are instructed in and have documented training in radiation safety rules, procedures and the ALARA program, including:
 - a. Prior to working with radioactive material,
 - b. With each change in license condition or in the safety program, and
 - c. Annually in a refresher course.
11. Train ancillary staff commensurate with duties, including posting and emergency procedures, see attachment F, item #2.
12. Assure that individuals working with radioactive materials have appropriate protective devices, including shielding, ventilation, clothing, gloves, remote handling equipment (where necessary), and facilities which aid in keeping exposures As Low As Reasonably Achievable (ALARA).

Attachment B- continued.

13. Perform a quarterly review of occupational doses to workers to determine if the doses are within the limits established for the ALARA program.
14. Perform an annual review of the radiation safety program, including adherence to the ALARA concepts and to make sure that the radiation safety program is followed by all workers dealing with radioactive materials.
15. Advise occupational workers of each high dose report, and conduct a survey to determine the cause of all overexposures so as to preclude reoccurrence.
16. Provide occupational workers documentation of their annual accrued dose from internal and external exposures.
17. Supply terminated occupational workers with radiation dose records as required by regulation.
18. Procure and maintain an adequate number of operable and properly calibrated radiation survey instruments/ counting equipment, of the appropriate range and type.
19. Assure all surveys, calibrations, and leak tests are performed on time.
20. Assure that all incoming and outgoing radioactive shipments are properly packaged and labeled according to DOT requirements, and that shipments are accompanied by proper shipping papers.
21. Assure that radioactive materials are disposed of properly.
22. Establish and maintain record systems as applicable for:
 - a. Radiation area surveys,
 - b. Leak tests,
 - c. Instrument Calibrations,
 - d. Personnel dosimeter reports,
 - e. Receipts of incoming radioactive material,
 - f. Surveys of incoming and outgoing radioactive material shipments,
 - g. Radioactive materials use and inventory,
 - h. Radioactive waste disposed,
 - i. Personnel training, and
 - j. Audits, incidents, and ALARA reviews.
23. Develop and maintain up-to-date operating and emergency procedures.
24. Take charge in all emergency situations (spills, or release of radioactive material, etc.) to make sure correct protection procedures and emergency decontamination procedures are carried out.
25. Investigate and implement corrective actions for incidents.
26. Investigate any deviations from the radiation safety program and take remedial action as necessary.
27. Apprise and inform management of radiation safety status and their responsibilities in maintaining an adequate radiation safety program.

RSO Signature _____ Date _____

Delegation of RSO 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 and conditions of the radioactive materials license. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of radioactive material by personnel who do not meet the necessary requirements, and terminating operations where justified by radiation safety. You are required to notify management if staff do not cooperate and do not address radiation safety issues. In addition, you are free to raise issues with the Washington State Department of Health Office of Radiation Protection at any time. It is estimated that you will spend _____ hours per week conducting radiation protection activities.

I accept the above responsibilities,

Signature of Management Representative

Signature of Radiation Safety Officer

Management Representative Printed Name

Radiation Safety Officer Printed Name

Job Title of Management Representative

Job Title of Radiation Safety Officer

Date

Date

cc: Affected administrators / department heads as appropriate.