

APPENDIX B

Typical Duties and Responsibilities of the Radiation Safety Officer (RSO)

The RSO's duties and responsibilities include ensuring radiological safety and compliance with Arkansas Department of Health and Human Services' and DOT regulations, and with the conditions of the license. Typically, these duties and responsibilities include ensuring the following:

- RSO stops licensed activities which the RSO considers unsafe
- Possession, use, storage, and maintenance of approved radiographic devices are consistent with the limitations in the license and the manufacturer's recommendations and instructions
- Training programs are reviewed and approved and management oversight of training is performed to insure effective radiation safety practices are taught
- Radiographic devices are only used by properly trained and certified personnel
- Radiographic devices are only used in accordance with current operating and emergency procedures
- Personnel monitoring devices are calibrated, used, and exchanged at the proper intervals; records of the results of personnel monitoring are maintained and timely notifications are made
- Radiation survey instruments are properly calibrated and maintained
- Radiation surveys are properly performed and documented
- Radiographic devices are properly stored and secured against unauthorized removal
- Sealed radioactive sources are leak tested as required by the license
- Proper authorities are notified in case of accident, damage to radiographic devices, failure of the source to return to proper shielding, fire, or theft
- Unusual occurrences involving the radiographic device (e.g., accident, damage) are investigated, cause(s) and appropriate corrective action are identified, and corrective action is taken

- Audits are performed as required, documented, and corrective actions taken
- Radioactive material is transported in accordance with all applicable DOT requirements
- Radioactive material is disposed of properly
- Appropriate records are maintained
- Up-to-date license is maintained, and amendment and renewal requests are submitted in a timely manner