

APPENDIX C-2

DUTIES AND RESPONSIBILITIES OF THE RADIATION SAFETY OFFICER

Typical Duties and Responsibilities of the Radiation Safety Officer

The Radiation Safety Officer's duties and responsibilities include ensuring radiological safety and compliance with Department and U.S. Department of Transportation (DOT) regulations and the conditions of the radioactive material license. Applicants may either adopt these duties and responsibilities or develop alternative duties and responsibilities to meet the requirements of RH-8300. Typically, these duties and responsibilities include ensuring the following:

- Stopping unsafe activities involving radioactive material;
- Radiation exposures are maintained ALARA;
- Up-to-date radiation protection procedures in the daily operation of the licensee's radioactive material program are developed, distributed, and implemented;
- Possession, use, and storage of radioactive 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, adjusting, or repairing devices containing sealed sources are trained and authorized by a Department, NRC or Agreement State radioactive material license;
- Personnel training is conducted and is commensurate with the individual's duties regarding radioactive 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;
- When necessary, personnel monitoring devices are used and exchanged at the proper intervals, and records of the results of such monitoring are maintained;
- Radioactive material is properly secured;
- 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;

- Proper authorities are notified of incidents such as loss or theft of radioactive material, damage to or malfunction of sealed sources, and fire;
- Medical events and precursor events are investigated and reported to the Department, and cause(s) and appropriate corrective action(s) are identified, and timely corrective action(s) are taken;
- Audits of the radiation protection program are performed at least annually and documented;
- If violations of regulations, license conditions, or program weaknesses are identified, effective corrective actions are developed, implemented, and documented;
- Radioactive material is transported, or offered for transport, in accordance with all applicable DOT requirements;
- Radioactive material is disposed of properly;
- Appropriate records are maintained; and
- An up-to-date license is maintained and amendment and renewal requests are submitted in a timely manner.