

## **APPENDIX B**

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

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The RSO's duties and responsibilities include ensuring radiological safety and compliance with Arkansas Department of Health 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 gauges are consistent with the limitations in the license and the manufacturer's recommendations and instructions
- Individuals using gauges are properly trained
- Personnel monitoring devices are used and exchanged at the proper intervals; records of the results of such monitoring are maintained
- Gauges are properly stored and secured against unauthorized removal
- Gauges are leak tested as required by the license
- Proper authorities are notified in case of accident, damage to gauges, fire, or theft
- Unusual occurrences involving the gauge (e.g., accident, damage) are investigated, cause(s) and appropriate corrective action are identified, and corrective action is taken
- Audits are performed at least annually, 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