

**APPENDIX C-1**

**RADIATION SAFETY OFFICER'S  
MODEL DELEGATION OF AUTHORITY**

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**MEMORANDUM FOR RECORD**

**TO:** \_\_\_\_\_, Radiation Safety Officer

**FROM:** \_\_\_\_\_, Chief Executive Officer

**DATE:** \_\_\_\_\_

**SUBJECT:** Delegation of Authority

You, \_\_\_\_\_, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radiation at \_\_\_\_\_. 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. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of radioactive material by employees who do not meet the necessary requirements and shutting down operations where justified by radiation safety. You are required to notify management if staff members do not cooperate and do not address radiation safety issues. In addition, you are free to raise issues with the Arkansas Department of Health, Radioactive Materials Program, at any time. It is estimated that you will spend \_\_\_\_\_ hours per week performing radiation protection activities.

I accept the above responsibilities,

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Signature of Radiation Safety Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

cc: Affected Department Heads