

## Typical Duties and Responsibilities of the Radiation Safety Officer and Sample Delegation of Authority

### Model Radiation Safety Officer Duties and Responsibilities

The duties and responsibilities of the Radiation Safety Officer (RSO) include ensuring radiological safety and compliance with NRC and DOT regulations and the conditions of the license. Model procedures for describing the RSO's duties and responsibilities appear below. Applicants may either adopt these model procedures or develop alternative procedures to meet the requirements of 10 CFR 35.24. As a result of implementation of the EPAct, licensed material now includes accelerator-produced radioactive materials and discrete sources of Ra-226. Licensees authorized under 10 CFR 30.32(j) to produce and noncommercially transfer PET radioactive drugs to consortium members should review the model duties and responsibilities below, expanding on them as necessary to ensure radiation safety oversight of the production and transfer only to medical use consortium members.

Typically, these duties and responsibilities include ensuring the following:

- Unsafe activities involving licensed material are stopped;
- Radiation exposures are ALARA;
- Up-to-date radiation protection procedures in the daily operation of the licensee's byproduct material program are developed, distributed, and implemented;
- Possession, use, and storage of licensed material are 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 an NRC or Agreement State license;
- Personnel training is conducted and is commensurate with the individual's duties regarding licensed material;
- Documentation is maintained to demonstrate that individuals are not likely to receive, in 1 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;
- Licensed 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 licensed material, damage to or malfunction of sealed sources, and fire;

APPENDIX I

- Medical events and precursor events are investigated and reported to NRC, 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;
- Licensed material is transported, or offered for transport, in accordance with all applicable DOT requirements;
- Licensed 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.

**Model Delegation of 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. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of byproduct material by employees who do not meet the necessary requirements and shutting down operations where justified to maintain radiation safety. You are required to notify management if staff does not cooperate and does not address radiation safety issues. In addition, you are free to raise issues with the Nuclear Regulatory Commission at any time. It is estimated that you will spend \_\_\_\_\_ hours per week conducting radiation protection activities.

\_\_\_\_\_  
Signature of Management Representative

\_\_\_\_\_  
Date

I accept the above responsibilities,

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

\_\_\_\_\_  
Date

cc: Affected department heads

## Song, Taehoon

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**From:** Forster, Sara  
**Sent:** Monday, June 05, 2017 9:14 AM  
**To:** Pavon, Sandy; Sandrik, Lauren; Song, Taehoon  
**Subject:** FW: Additional Information needed for Children's Mercy Hospital, NRC License No. 24-15513-01, CN593159  
**Attachments:** NUREG1556Vol9AppxI.pdf

Please scan in and return to me. Thank you! - Sara

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**From:** Forster, Sara  
**Sent:** Monday, June 05, 2017 9:08 AM  
**To:** 'mhaljallad@cmh.edu' <mhaljallad@cmh.edu>  
**Subject:** Additional Information needed for Children's Mercy Hospital, NRC License No. 24-15513-01, CN593159

Dear Dr. Aljallad:

As we discussed on May 19, 2017, additional information is needed to list you as the Radiation Safety Officer (RSO) on the above referenced radioactive materials license. I have left you several voice messages at the number listed in the above referenced radioactive materials license.

**Please provide a copy of a Memorandum of Understanding /Delegation of Authority (MOU/DOA) appointing you as the Radiation Safety Officer (RSO) and accepting those duties. For your convenience, a copy of a model MOU/DOA is attached to this message.**

**Please provide the requested information by close of business today, June 5, 2017. Include a signed and dated cover letter transmitting your response.**

Submission of your response as a pdf file attached to an email or via facsimile will allow for the quickest processing. Please call me to follow up on this request and with any questions you may have.

Sincerely yours,

**Sara A. Forster, Health Physicist Licensing Reviewer**  
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