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Memo To: Radiation Safety Officer  
From: Mark Gilliam, Chief Administrative Officer  
Subject: Delegation of Authority

You, Mark Perna, 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 by radiation safety. You are required to notify management of situations where staff are not cooperating and not addressing 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 15 hours per quarter conducting radiation protection activities.

Mark Gilliam  
Signature of Management Representative

1/27/2022  
Date

I accept the above responsibilities,

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Signature of Radiation Safety Officer

\_\_\_\_\_  
Date