

Duties of the RADIATION SAFETY OFFICER



1. Ensure that all terms and conditions of the license and regulations are in compliance.
2. Ensure that sealed sources are leak tested when required and as prescribed by the manufacturer or by the license.
3. Ensure that radioactive materials are used only by individuals who are authorized by the license and that all individuals wear the required personnel monitoring equipment.
4. Maintain all records required by the license and regulations which may include personnel monitoring records, leak test records, inventory records, training records for users and receipt, transfer and disposal records.
5. Ensure that radioactive materials are properly secured against unauthorized access or removal.
6. Promptly investigate and implement corrective actions regarding Overexposures, accidents, spills, losses, thefts, unauthorized receipts and transfers, deviations from practices.
7. Package, ship and dispose of radioactive materials.
8. Assure proper transportation of radioactive material.
9. Authorize purchase of radioactive materials.
10. Supervise the receipt and opening of packages of radioactive materials.
11. Store radioactive materials safely.
12. Keep inventory record.
13. Train and assure only Authorized Users are handling radioactive materials.
14. Perform periodic surveys to keep site contamination free.
15. Ensure the annual ALARA review is performed.
16. Function as the liaison with the regulatory agencies.
17. Plus, any other related duties not otherwise described.

