

## Duties of the Radiation Safety Officer

The Radiation Safety Officer is expected to coordinate the safe use of radioactive materials and ensure compliance with their license and Nevada Administrative Code (NAC) 459.

The Radiation Safety Officer's duties must include, but are not limited to:

- A. Ensuring that radioactive materials possessed under the license conform to the materials authorized by the license
- B. Ensuring that the use of radioactive materials is for the purposes indicated in the license.
- C. Ensuring that use of radioactive materials is only by individuals authorized by the license.
- D. Ensuring that all users wear personnel monitoring equipment such as film badges or thermoluminescence dosimeters (TLD), when required.
- E. Ensuring that radioactive materials are properly secured against unauthorized removal at all times when they are not in use.
- F. Serving as a point of contact and giving assistance in case of emergency (source damage, fire, theft, etc.) as well as ensuring that proper authorities (such as police or state personnel) are notified promptly in case of accident or exposure involving radioactive material.
- G. Reporting any medical events, incidents, over-exposures or equipment malfunctions as per NAC 459.
- H. Ensuring that the terms and conditions of the license, such as periodic leak tests, inventories, etc., are met and that the required records, such as personnel exposure records, leak test records, etc., are periodically reviewed for compliance with NAC 459 requirements and license conditions.
- I. Ensuring that U.S. Department of Transportation regulations are followed when radioactive material is transported.
- J. Ensuring that the radiation protection program is reviewed at intervals not to exceed one year as required by NAC 459.321.3.
- K. Notifying the Radiation Control Program in writing of any change in mailing address or physical address before the change occurs.
- L. Notifying the Radiation Control Program in writing of any change in the Radiation Safety Officer before the change occurs.
- M. Ensuring that organizational management is given copies of the license and the commitments made since they have the ultimate responsibility for meeting all regulatory requirements and associated license commitments.
- N. Ensuring that the Radiation Control Program phone numbers are included with the Emergency Procedures:

Nevada State Health Division (8:00AM–5:00PM M-F)	(775) 687-7550
Radiation Control Program 24 hr Emergency Number	(877) 438-7231
Nevada Highway Patrol (24 hrs)	(775) 687-0400