

APPENDIX A

Radiation Safety Officer Responsibilities and Radiation Safety Committee Charter

RADIATION SAFETY OFFICER (RSO) RESPONSIBILITIES

1. Ensure that licensed material will be used safely. This includes review as necessary of training programs, equipment, facility, supplies, and procedures.
2. Ensure that licensed material is used in compliance with department regulations and the license.
3. Ensure that the use of licensed material is consistent with the ALARA philosophy.
4. Identify program problems and solutions.
5. Review the training and experience of the proposed authorized users to determine that their qualifications are sufficient to enable the individuals to perform their duties safely and in accordance with the regulations and the license.
6. Review on the basis of safety and approve or deny, consistent with the limitations of the regulations, the license, and the ALARA philosophy, all requests for authorization to use radioactive material under the license.
7. Prescribe special conditions that will be required during a proposed method of use of radioactive material such as requirements for bioassays, physical examinations of users, and special monitoring procedures.
8. The RSO will review and initial at least every three months the radiation doses of authorized users and workers to determine that their doses are ALARA in accordance with the Investigational Levels established in appendix R or appendix S.
9. The RSO will review radiation surveys in unrestricted and restricted areas to determine that dose rates and amounts of contamination were at ALARA levels during the previous quarter.
10. Establish a program to ensure that all persons who in the course of employment are likely to receive an occupational dose in excess of 100 millirem in a year (e.g., nursing, security, housekeeping, physical plant) are appropriately instructed as required, to include the ALARA philosophy and radiation safety as described in the training program.
11. Review and document at least annually the radiation safety program's contents and implementation to determine that all activities are being conducted safely, in accordance with department regulations and the conditions of the license, and consistent with the ALARA philosophy. The review will include an examination of records, reports, results of department inspections, written safety procedures, and the adequacy of the management control system.
12. Recommend remedial action to correct any deficiencies identified in the radiation safety program.
13. Ensure that the radioactive material license is amended if required prior to any changes in facilities, equipment, policies, procedures, and personnel.

14. The RSO shall promptly investigate and implement corrective actions as necessary; and provide management a written report of these investigations and the corrective actions taken for the following:
1. Overexposures;
 2. Accidents;
 3. Spills;
 4. Losses;
 5. Thefts;
 6. Unauthorized receipts, uses, transfers and disposals;
 7. Other deviation from approved radiation practices.

RADIATION SAFETY OFFICER

I _____ am responsible for implementing the radiation safety program
Radiation Safety Officer's name (type/print)
along with ensuring that radiation safety activities are performed with approved procedures and regulatory requirements in the daily operation.

Radiation Safety Officer's (signature)

In accordance with subsection 64E-5.213(7), F.A.C., our agency will be notified in writing within 30 days of a change of radiation safety officer (RSO). Such notifications should include documentation of the new RSO's qualifications for the position.

DELEGATION OF AUTHORITY FOR THE RADIATION SAFETY OFFICER

Memo To: All Employees

From: Chief Executive Officer

Subject: Delegation of Authority

_____ has been appointed radiation safety officer (RSO) and is
Radiation Safety Officer's name (type/print)
responsible for ensuring the safe use of radiation. The RSO is responsible for managing the radiation safety program; identifying radiation safety problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; and ensuring compliance with regulations. The RSO shall ensure that the license activities are performed using approved procedures and meeting the regulatory requirements in the daily operations of the radiation safety program. The RSO is hereby delegated the authority necessary to meet those responsibilities.

The RSO is also responsible for assisting the radiation safety committee in the performance of its duties.

RADIATION SAFETY COMMITTEE CHARTER- "if applicable"
64E-5.606, Florida Administrative Code

Applicants that fit one or more of the criteria listed below shall establish a Radiation Safety Committee to oversee the use of radioactive materials;

- Medical institutions as defined in Rule 64E-5.101, F.A.C.; or

Other licenses authorized for any of the following combination of medical uses:

- 64E-5.627(2), F.A.C., & any subsection of Rule 64E-5.632 or 64E-5.634, F.A.C.; or
- 64E-5.627(3), F.A.C., & any subsection of Rule 64E-5.632 or 64E-5.634, F.A.C.; or
- 64E-5.627(4), F.A.C., & any subsection of Rule 64E-5.632 or 64E-5.634, F.A.C.; or
- 64E-5.630, F.A.C., & any subsection of Rule 64E-5.632 or 64E-5.634 or
- 64E-5.634(1) & 64E-5.634(2), F.A.C.; or
- 64E-5.634(1) & 64E-5.634(3), F.A.C.; or
- 64E-5.634(2) & 64E-5.634(3), F.A.C.

Check appropriate box:

This application does NOT require a Radiation Safety Committee.

Your authorization requires the oversight of a Radiation Safety Committee and will abide by the following procedures. (Submit a list of your committee members and their titles 64E-5.606(2), F.A.C.)

Charge. The committee shall:

1. Ensure that licensed material is used safely. This includes review as necessary of training programs, equipment, facilities, supplies, procedures and reports;
2. Ensure that licensed material is used in compliance with department regulations and the institutional license;
3. Ensure that the use of licensed material is consistent with the ALARA philosophy outlined in appendix R of this guide;
4. Establish a table of investigational levels for individual occupational radiation exposures; and
5. Identify program problems and solutions.

Responsibilities. The committee shall:

1. Review the training and experience of the proposed authorized users, the radiation safety officer (RSO), and the authorized medical physicist to determine that their qualifications are sufficient to enable the individuals to perform their duties safely and are in accordance with the regulations and the license;
2. Review all requests for authorization to use radioactive material on the basis of safety, limitations of the regulations, the license, and the ALARA philosophy. The committee shall approve in writing any training of a physician, dentist or podiatrist to receive, possess, or use radioactive material under the supervision of an authorized user. After training has been completed, the radiation safety committee shall provide documentation to the supervised individual that the physician, dentist or podiatrist has received the training and experience required by sections 64E-5.649, 64E-5.650, 64E-5.651, 64E-5.652, 64E-5.653 or 64E-5.655, F.A.C.
3. Approve procedures and radiation safety program changes based on safety and the advice of the RSO and management representative prior to sending to the department for licensing action.
4. Review every six months the occupational radiation exposure records of all personnel, giving attention to individuals or groups of workers whose occupational exposure appears excessive;
5. Review at least every twelve months the entire radiation safety program to determine that all activities are being conducted safely. The review must include summaries of the types, amounts and purposes of radioactive materials used; occupational dose reports; and continuing education and training of all personnel who work with or in the vicinity of radioactive material;
6. Recommend remedial action to correct any deficiencies identified in the radiation safety program;
7. Maintain written minutes of all committee meetings, including members in attendance and members absent, discussions, actions, recommendations, decisions, and numerical results of all votes taken;
8. Review and approve procedures and radiation safety changes based on safety; and

Administrative Information

1. The committee shall meet as often as necessary to conduct its business but shall meet at least every six months.
2. Membership must include one authorized user for each type of use authorized by the license, the RSO, a representative of the nursing service, a representative of management who is neither an authorized user nor a RSO, and a person experienced in the assay of radioactive material and protection against radiation, such as a authorized medical physicist or nuclear medicine technologist.
3. To establish a quorum, one-half of the Committee's membership, including the RSO and the management representative, must be present.
4. To the extent that they do not interfere with the mission of the committee, management may assign other responsibilities such as x-ray radiation safety, quality assurance oversight, and research project review and approval.