

Duties of Radiation Safety Office

1. Approval of Requisitions and Delivery of Material
 - a. Check requisition for user status, licensed rad. material, chemical form, etc.
 - b. File of copy - load computer
 - c. Check material when received - attach results to requisition - load computer
 - d. Deliver material to user

2. Data Collection of Monthly Waste Disposal Forms
 - a. Check for rad. orders during designated month
 - b. Complete forms to send to user
 - c. Compile returned forms to assure compliance to NRC regulations, load computer
 - d. Yearly computerization based on monthly date figures
 - e. Monthly inventory review
 - f. Monthly decay calculation for users

3. Radiation Safety Orientation of Users
 - a. Scheduling meeting
 - b. Preparation of orientation
 - c. Orientation
 - d. Maintain list
 - f. Maintaining compliance and continual updates

4. Radiation Safety Committee
 - a. Application forms and guidelines
 - b. Preparation for meeting - e.g. review application
 - c. Scheduling meeting
 - d. Radiation safety meeting
 - e. File and compile data record
 - f. Assurance of condition(s) on License

5. Film Badge and Ring Badges
 - a. Complete forms
 - b. Order dosimeters from vendor
 - c. Periodic distribution of dosimeters
 - d. Review periodic dosimeter records
 - e. Filing of records
 - f. Review and documentation of excess exposures
 - g. Obtain past exposure histories (past and future employees)

6. Calibration of Survey Equipment
 - a. Pickup and delivery of equipment
 - b. Calibration of equipment
 - c. Permanent record of data
 - d. Maintain laboratory calibration facility - ANSI standards, source calibrations, etc.

7. Laboratory Decontamination Checks
 - a. Periodic contamination check of laboratories
 - b. Evaluation of wipes
 - c. Record data
 - d. Maintain equipment, supplies, calibration
 - e. Maintain laboratory floor plan drawings (equipment location)
8. Periodic Review of Laboratory Rules and Compliance Items
 - a. Periodic survey of labs
 - b. Examination of survey results
 - c. Provide required signs for laboratories
 - d. Provide copy of notice to employees
9. Bioassays
 - a. Preparation and delivery of cups and cleaning of vials
 - b. Pick up cups
 - c. Measurement and analysis of sample
 - d. Record and file of data
 - e. Maintain user inventory and status
10. Preparation of material for ODH Broad Scope License renewal and follow through to assure license compliance and interpretation
11. Preparation of material for application of satellite companies occupying O.U. facilities
12. Radioactive Waste Disposal
 - a. Develop a program with timely revisions
 - b. Tabulation of quantities types and location of waste, billing
 - c. Package pickup, storage and disposal
 - d. Obtain supplies for disposal
 - e. Communicate with waste disposal vendors for disposal
 - f. Assure compliance during NRC inspections
 - g. Computer assisted management of pickup, storage, decay and disposal
13. Interpretation of Ohio Administrative Code and implementation -- Developing a Radiation Safety Handbook based on OAC as well all regulations and policies relative to the program
14. Special Projects
 - a. Contamination evaluation and corrections
 - b. Air sampling
 - c. Design and review ventilation system
 - d. Review and evaluation of programs to assure ODH compliance (airborne materials)
 - e. Replacement of HEPA filters
15. Calibration of Laboratory (EHS) Equipment
 - a. Assure and evaluate EHS calibration program
 - b. Thyroid uptake calibration – NaI
 - c. NaI detector for I-125 air filter measurement or surveys for gamma contamination