



85 East US Highway 6
Valparaiso, IN 46383
219.983.8300
www.porterhealth.com

October 9, 2017

James M. Forde, M.D.
Porter Regional Hospital
85 East U.S. Highway 6
Valparaiso, IN 46383

Re: Radiation Safety Officer/ Executive Management
Letter of Understanding

**Delegation of Authority for a Radiation Safety Officer for Nuclear Medicine and
Brachytherapy to include High Dose Rate Brachytherapy**

Dr. Forde:

You have been appointed the Radiation Safety Officer (RSO) of this facility for our United States Nuclear Regulatory Commission Materials License number 13-17073-01. This "Letter of Understanding" is prepared to comply with Title 10 Code of Federal Regulations (CFR) Part 35.24(b). This section of the regulations requires that you agree in writing to the following:

- Assume responsibility for implementing the Radiation Protection Program
- Ensure that radiation safety activities are being performed in accordance with our own approved procedures and all regulatory requirements.

Furthermore, in compliance with 10 CFR 35.24(e), (g), the executive management of this facility agrees to provide you as RSO:

- Specific written notation of your authority, duties and responsibilities, see attached.
- Sufficient authority, organizational freedom, time, resources and management prerogative to:
 1. Identify radiation safety problems;
 2. Initiate, recommend, or provide corrective actions;
 3. Stop unsafe operations; and,
 4. Verify implementation of corrective actions.



Porter
REGIONAL
HOSPITAL

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Radiation Materials License Number 13-17073-01
Control number 600102

Colleen,

Enclosed is the revised Delegation of Authority letter you requested for our RSO,
Dr. Forde. Please let me know if I can be of any further assistance.

Sincerely,

 M.S.
Gary Dillon, M.S

Our signatures noted below will attest to the issues noted above. Please make a copy of this document for your files.

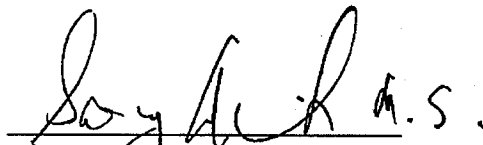
Sincerely,



Stephen Lunn, CEO
Porter Regional Hospital



James M. Forde, M.D.
Radiation Safety Officer



Gary Dillon, M.S.
Authorized Medical Physicist

**RADIATION SAFETY OFFICER
AUTHORITY, DUTIES AND RESPONSIBILITIES**

The Radiation Safety Officer (RSO) shall:

1. Have the authority to implement the Radiation Protection Program as referenced in 10 CFR 20.1101.
2. Have the authority, organizational freedom, time, resources, and management prerogative to:
 - a. Identify radiation safety problems;
 - b. Initiate, recommend or provide corrective actions,
 - c. Stop unsafe operations; and,
 - d. Verify implementation of corrective actions.
3. Investigate deviations from the radiation safety practices approved by facility management and/or the Radiation Safety Committee, if applicable.
4. Collect in a centralized location, executive management approved procedures that can include policy and technical issues which, would makeup the Radiation Protection Program as follows:
 - a. Authorization for the purchase of radioactive material.
 - b. Receipt and opening of packages containing radioactive material.
 - c. Storage of radioactive material.
 - d. Inventory control of radioactive material.
 - e. Safe use of radioactive material.
 - f. Emergency procedures in the event of loss, theft, etc.
 - g. Periodic radiation surveys and wipe tests
 - h. Checks of radiation survey and other radiation safety instruments.
 - i. Disposal of radioactive material.
 - j. Personnel training of those who work in or frequent areas of radioactive material use or storage.
5. Oversee a record system of the Radiation Protection Program per 10 CFR 20.2102 to include at least the following:

The provisions of the Radiation Protection Program until the license is terminated by the NRC such as:

- a. All records, reports, written policies and procedures required by regulatory agencies concerning radioactive material.
- b. A copy of the regulations governing the possession, use and disposal of licensed material, such as Title 10 Code of Federal Regulations.

RSO Authority, Duties & Responsibilities

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Audits and other reviews of the Radiation Protection Program content and implementation for a period of three (3) years after the record is made.

6. Periodically evaluate "action levels" for continued appropriateness to ensure compliance with 10 CFR 20.1501 and 1502 for the following:
 - a. Personnel exposure investigation levels
 - b. Area surveys dose rate and contamination levels
 - c. Bioassays, if necessary
 - d. Radioactive effluent concentrations, if necessary
7. Review the following Radiation Protection Program records, if applicable:
 - a. Sealed source inventories
 - b. Sealed source leak tests
 - c. Dose calibrator linearity tests
 - d. Dose calibrator accuracy tests
 - e. Dose calibrator geometrical variation tests
 - f. Occupational radiation exposure reports
 - g. Medical event documentation
 - h. Spill / incident reports for cause and corrective action
 - i. Dose rate and contamination survey results
 - j. Changes in the radiation safety program
8. Ensure the use of reasonable practices and controls to strive to maintain doses to workers and to the public are ALARA, in compliance with 10 CFR 20.1101(b).
9. Review with facility management at least annually of the content of the Radiation Protection Program and determine if the written program is being implemented in compliance with 10 CFR 20.1101(c).
10. Ensure as a part of the ALARA effort that individual members of the public shall not receive a Total Effective Dose Equivalent (TEDE) of more than 10 mrem (0.1 mSv) per year from airborne radioactive material releases as per 10 CFR 20.1101(d) as necessary.
11. Be a member of the Radiation Safety Committee (RSC), if applicable, that will oversee all uses of byproduct material permitted by the license as per 10 CFR 35.24(f).

9/3/2008

Northern Indiana Oncology Center

Koppolu P. Sarma, M.D. Medical Director

85 E US Hwy 6 - Ste 100

Valparaiso IN 46383

Jeffrey J. Quackenbush, M.D.

Phone (219)983-6100

Fax: (219)983-6011

Date:

10/9/17

To:

Colleen Casey Reg. III

From:

Gary Dillon M.S.

Company:

Porter Regional Hospital

Telephone #:

219-983-6100

Fax #:

630-515-1078

Fax#:

219-983-6011

Telephone #:

of Pages (Including Cover Sheet)

RE:

Comments:

Updated Delegation of Authority
for R.S.O. as requested. Thank You.

Sincerely,

Gary Dillon M.S.

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