

**Model Delegation of Authority to Radiation Safety Officer**

Memo To: Radiation Safety Officer  
From: Chief Executive Officer  
Subject: Delegation of Authority

You, Armando Lamas, have been appointed radiation safety officer and are responsible for ensuring the safe use of radiation. You are responsible for managing the Radiation Protection Program; identifying radiation protection problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with regulations. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of byproduct material by employees who do not meet the necessary requirements and shutting down operations, when justified, to maintain radiation safety. You are required to notify management if staff does not cooperate and does not address radiation safety issues. In addition, you are free to raise issues with the U.S. Nuclear Regulatory Commission at any time. It is estimated that you will spend 2 hours per week conducting radiation protection activities.

  
Signature of Management Representative

10/29/19  
Date

I accept the above responsibilities,

  
Signature of Radiation Safety Officer

10-29-19  
Date

cc: Affected department heads

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## **Radiation Safety Officer Duties and Responsibilities**

### **Radiation Safety Officer**

1. To ensure that all terms and conditions of the license are being met and that the information contained in the license is up to date.
2. To ensure that the equipment has been leak tested in the required timely manner and that the leak test is performed as prescribed by the gauge manufacturer.
3. To ensure that the use of the equipment is only used by the individuals that have been authorized by the Radiation Safety Officer and that all users wear personnel monitoring equipment when using the gauge.
4. To maintain the records required by the license and the regulations. These records shall include personnel exposure records, leak tests, training certificates for all users, and an inventory of gauges.
5. Radiation exposures are kept as low as is reasonably achievable (ALARA).
6. To ensure that the equipment is always properly secured when transporting and against unauthorized removal when is not in use.
7. To serve as a point of contact and give assistance in case of emergency and to notify the proper authorities if needed.
8. To ensure that all users have read and understand the radiation safety operating and emergency procedures.



December 27, 2019

Mr. Jason M. Kelly  
United States  
Nuclear regulatory Commision  
Region III  
2443 Warrenville RD., Suite 210  
Lisle, Illinois 60532-4352

Re: Radiation Materials License  
No. 24-32024-02  
Control No. 616006

Dear Sir:

We have selected Mr. Armando Lamas to be named our new Radiation Safety Officer (RSO) on our license application. Mr. Lamas has the authority to sign documents and/or any other relating issues to the NRC licensed program.

Sincerely,  
Clarkson Construction Company