

<b>Radiation Safety Office</b>	<b>RADIATION SAFETY PROCEDURE</b>  <b>Regulatory Notifications</b>	<b>MCG/RSO 31</b>  <b>Rev 0</b>  <b>Date:</b> <b>November2011</b>
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## 1.0 PURPOSE

To define responsibilities and expectations for direct notification or verification of notifications to regulatory authorities regarding radioactive material licenses issued by the Georgia Radioactive Material Programs or the Nuclear Regulatory Commission.

## 2.0 REFERENCES

- 2.1 *Title 10 Code of Federal Regulations Part 20, Subpart M, Reports.*
- 2.2 *Title 10 Code of Federal Regulations Part 35, Subpart M, Reports.*
- 2.3 *Georgia Rules and Regulations for Radioactive Materials, Chapter 391-3-17.05(115 thru 119), Reports/Notifications*

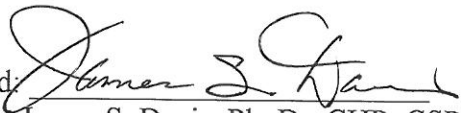
## 3.0 PROCEDURE

- 3.1 Regulatory reports/notifications as specified in a radioactive material license issued by the State of Georgia or the Nuclear Regulatory Commission will be made by the Georgia Health Sciences University (GHSU)/Georgia Health Sciences Medical Center (GHSMC) Radiation Safety Officer (RSO) or his designee.
- 3.2 In cases where a third party makes notifications required in a Radioactive Materials License or Import/Export of Radioactive Materials License due to security or other special circumstances, the RSO or his designee will verify directly and in advance with each regulatory authority (U.S. or International) that notifications required by regulation have been made in the time frame designated.

## 4.0 RECORDS

- 4.1 The Radiation Safety Office will maintain record(s) of notifications to each regulator or verification of regulatory notifications. The record(s) will consist of the following:
  - 4.1.1 For direct regulator notifications by the RSO or his designee, maintain a copy of the written notification letter, e-mail, or fax as applicable.

4.1.2 In the case of a third party notification, maintain a memorandum for record of the verification with the regulator. This memorandum for record must include the date, time, regulatory agency, reference to notification being verified, name of the individual representing the regulator who provided verification, and confirmation of notification including time and date regulator was notified. Additionally, documented evidence of notifications by the third party should be obtained and maintained as a part of the records.

Signed:   
James S. Davis, Ph. D., CHP, CSP

Date: 11/3/11

Associate Vice President for Environmental Health and Safety  
and Radiation Safety Officer