

**West Valley Site Management Program
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TITLE: Radiation Safety Officer for the Retained Premises

RP-RPP002.00

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SUBJECT: Radiation Safety Officer for the Retained Premises

RP-RPP002.00

1.0 PURPOSE

This document establishes the responsibilities and duties of the Radiation Safety Officer (RSO) for the Retained Premises.

2.0 QUALIFICATIONS

The RSO will be qualified by training and experience for the types and quantities of radioactive contamination that may be encountered on the Retained Premises, and will be supported by the West Valley Site Management Program (WVSMP) safety staff and radiation support contractor.

3.0 RESPONSIBILITY

- The RSO will be responsible for managing the day-to-day implementation of the Retained Premises Radiation Protection Program (RP-RPP) for all work on the Retained Premises that involves the possible exposure to radioactive materials or contamination discovered on the Retained Premises.
- The RSO will be a member of the Part 20 Radiation Safety Committee (Part 20 RSC), and will work closely with the Part 20 RSC and executive management to implement the RP-RPP.

4.0 DUTIES

To effectively fulfill the RSO responsibilities for the Retained Premises, the RSO, in conjunction with the safety staff, will:

- Review activities involving the handling of radioactive material including coordinating radiation monitoring and surveying for areas where radioactive contamination is known, or suspected to be present, on the Retained Premises.
- Monitor radiological work for compliance with procedures, rules, regulations and the requirements imposed by the Part 20 RSC.
- Coordinate the packaging and shipping of any radioactive material (e.g., samples) leaving the Retained Premises.
- Evaluate and manage dosimetry needs and resources for the following:
 - Distribution and processing of personnel monitoring devices
 - Requirement for, and evaluation of, bioassays
 - Management of personnel exposure and bioassay records in the WVSMP central files
 - Notification of individuals and their supervisors of exposures that are approaching maximum permissible levels
 - Recommendation and supervision of remedial actions as approved by the Part 20 RSC

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- Ensure that personnel receive appropriate radiation training and instruction, including annual refresher training and training updates as required by changes in procedures or requirements.
 - Ensure that radiation safety evaluations are conducted for work involving possible exposure to radioactive materials or contamination discovered on the Retained Premises.
 - Assure that radiation postings, signs and labels comply with the regulations.
 - Ensure that a quarterly ALARA review report is prepared and submitted to the Part 20 RSC.
 - Ensure that records pertinent to the WVSMP RP-RPP are adequately maintained.
 - Terminate any project or activity that is determined to be a threat to health or property.
 - Manage the radiation safety support contractor in planning and conduct of work performed for the WVSMP.

5.0 TRAINING

The RSO shall identify and attend a formal course related to the duties of the RSO, at least biennially, and preferably annually.