15 First Steps for New RSOs
What are the Most Important Things to Do Right Away

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15 First Steps for New RSOs

1. Get copies of:
   1. RAM license
   2. License application materials
   3. Amendment requests
   4. Radiation Safety Program
   5. Safe Operating and Emergency Procedures
   6. Past inspection reports
   7. NOVs
   8. Correspondence with regulators
   9. Annual audits
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2. Get copies of NRC or State Regulations

3. Call your regulator
   and establish a named contact
   – Explain your situation
   – Ask for guidance
   – Review all documents before calling

4. Send request for license amendment
to be added as the new RSO
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5. Obtain a copy of NUREG 1556 volume for your license
   20 Volumes – NRC.gov

6. Conduct an audit
   (use NUREG 1556 audit outline)

7. Consider setting up a Radiation Safety Committee
Elements of a Radiation Safety Program

1. Annual audit program,
2. Radiation monitoring instruments,
3. Material receipt, and accountability,
4. Occupational dose,
5. Public dose,
6. Safe use of RAM, operating and emergency procedures, security, bioassay,
7. Surveys, leak tests,
8. Transportation,
9. Contamination minimization
10. Waste disposal
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8. Have employer sign DOT certificate

9. Get a letter that says you have authority to shut down operations for radiation safety reasons
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10. Locate and review records
   - Surveys
   - Personnel dosimetry
   - Meter calibrations
   - RAM inventory
   - Waste disposal
   - Shipments (and copies of receiver’s license)
   - Incidents
   - Effluents
   - Training
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11. Prepare for an inspection

- Use NUREG 1556 audit outline

List on single spreadsheets:

- Radiation workers and training dates
- Meters and calibration dates
- Posted rooms and survey dates
- Sealed sources, inventory, leak test dates
- Etc.
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12. Locate and identify RadWastes in storage (dispose as appropriate)

13. Make a list of:
   1. Vendors
   2. Consultants
   3. Emergency response numbers
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14. For help with questions, consider
   - HPS.org – Ask the Expert (4,000 answers)

15. If your program and license do not match (or have provisions that do not make sense)
   - Request a license amendment (only a letter)
What are the Most Important First Steps for RSOs?