

PLACE ON COMPANY LETTERHEAD

Memo To: (Name of Radiation Safety Officer)

From: (Name of Chief Executive Officer or other ranking official)

Subject: Delegation of Authority

Maryland Radioactive Material License Number: MD-\_\_\_\_\_

You, \_\_\_\_\_, have been appointed Radiation Safety Officer and are responsible for ensuring the safe and secure use of radiation and radioactive material. 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 Maryland Department of the Environment at any time. It is estimated that you will spend \_\_\_\_\_ hours per week conducting radiation protection activities.

Optional inclusion: ( \_\_\_\_\_ is granted the authority to sign legally binding documents in regard to licensing actions)

\_\_\_\_\_  
*Printed Name & Title of Management Representative*

\_\_\_\_\_  
*Signature of Management Representative*

\_\_\_\_\_  
*Date*

I accept the above responsibilities,

\_\_\_\_\_  
*Printed Name & Title of Radiation Safety Officer*

\_\_\_\_\_  
*Signature of Radiation Safety Officer*

\_\_\_\_\_  
*Date*