

Date

This memo serves as a request to amend radioactive materials license number, .

MEMORANDUM

Subject: Appointment as **Site** Radiation Safety Officer (SRSO)

To: ,Proposed SRSO Name

From: ,Management Name and Title
,Radiation Safety Officer Name (RSO)

You have been appointed as the Site Radiation Safety Officer for site number(s) of radioactive materials license number .

You will report to the Radiation Safety Officer (RSO), who retains authority and responsibility for implementing the radiation protection program. The RSO will delegate duties and tasks to you in writing, which should be maintained at the site for review.

The RSO has determined that you are capable of physically arriving at site(s) within a reasonable time of being notified of an emergency situation or unsafe condition.

You are free to raise issues with the Texas Department of State Health Services at any time.

Signature of Management Representative Date

Radiation Safety Officer Date

Provide the proposed SRSO's qualifications, as required by 25 TAC §289.252(f) (2), which include:

- A description of their education. At a minimum, they must possess a high school diploma, or a certificate of high school equivalency based on the GED test.
- A description of their training. This is documentation of successfully completing a course for the type(s) of nuclear gauges or uses of radioactive material requested or authorized on the license.
- A description of their training and experience. This is training and experience performing visual inspections to include shutter checks, if applicable, ensuring that required radiation surveys and leak tests are performed and documented, ensuring that individual monitoring devices, if applicable, are used properly by occupationally-exposed personnel or performing prospective dose assessments, record keeping, annual audits, emergency response, overseeing operating, safety, emergency procedures, ensuring the proper storing, labeling, transport, use, and disposal of sources of radiation, storage, and/or transport containers.

If the proposed SRSO was listed as an RSO/SRSO on another license authorized for the same type of use, provide the license number in lieu of the qualifications listed above.

License Number: