

**Radiation Safety Staff**

**Permit Conditions**

**for**

**Location Radiation Safety Officers**

**Background** The Location Radiation Safety Protection Officer (LRPO) program was started by the U.S. Department of Agriculture (USDA) in 1993 as part of an overall program improvement initiative. Although the USDA Radiation Safety Staff (RSS) has day-to-day operational authority over the Department's Radiation Safety Program, the fact that the program activities are conducted throughout the United States led to the establishment of the LRPO program.

The LRPO program is a broad based, flexible program designed to accommodate the wide range of radiation safety program activities at the various USDA locations.

Each USDA agency that uses radiation sources has developed a LRPO program to meet their needs. For example, the Natural Resources Conservation Service (NRCS) has designated collateral-duty LRPOs with responsibility for all users within a state. The Agricultural Research Service (ARS) has designated LRPOs for each research facility ranging from collateral duty status at the smaller research stations to a full time radiation safety professional at the largest.

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Approved:  _____ Date	By:  _____ John T. Jensen, Director Radiation Safety Staff
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**General Duties/  
Responsibilities**

The general duties and responsibilities of the LRPO are as follows:

- ▶ Assisting facility management in responding to radiological emergencies, incidents, and unusual events and coordinating technical assistance through RSS;
  - ▶ Reporting items of non-compliance with program requirements and unsafe practices to site management and the RSS;
  - ▶ Coordinate, implement, and manage the radioactive waste disposal activities including incineration, sanitary sewer disposal, decay-in-storage, off-site shipments, and waste accumulation in buildings. The LRPO shall develop procedures for incineration, sanitary sewer disposal, decay-in-storage, and accumulation of radioactive waste in storage areas. The LRPO shall assure that necessary surveys are conducted and shall submit timely reports to the RSS. Records of survey activity shall be retained and available for review. The USDA Technical Bulletin on Radioactive Waste Management provides technical information on this program.
  - ▶ Assist location management in the review of radioisotope use applications and maintain copies of active use permits at the location;
  - ▶ Notify RSS when a permit holder or associate user intends to use radioactive materials;
  - ▶ Notify the RSS as soon as possible when a permit holder intends to discontinue the use of radioactive materials. Coordinate and conduct the disposal of inventory and decontamination of laboratories and storage areas. Submit close-out surveys to the RSS for review. Retain copies of these surveys;
  - ▶ Coordinate the calibration of portable surveys meters to ensure that they are calibrated annually;
  - ▶ Coordinate the use of iodination facilities. The LRPO shall assure that all required equipment is in place and review all bioassay reports and surveys prior to the release of the facility for unrestricted use.
  - ▶ Maintain dosimetry records for the location;
  - ▶ Assist the RSS in resolving overdue responses from permit holders.
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**General  
Authorization for  
Possession/Disposal**

The LRPO is authorized to take possession of any sealed for the purpose of storage for subsequent disposal.

The LRPO is authorized to take possession of any unsealed radioactive material for the purpose of storage for subsequent disposal.

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**Designation of  
Radioactive Waste  
Storage Areas**

The LRPO, in conjunction with the location management, shall designate sufficient space to store radioactive waste generated by permit holders at the location.

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**Radioactive Material Shipments** The LRPO is responsible for coordinating radioactive materia shipments from the location. This includes:

- ▶ Shipping sealed sources such as nuclear gauges or electron capture detectors to the manufacturer or another licensee;
- ▶ Shipping unsealed radioactive material to another licensee;
- ▶ Shipping radioactive waste using the services of a licensed broker for final disposal.

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**Annual Program Audit** The LRPO shall conduct an annual audit of each permit holder’s inventory, survey records, training and permit status. An audit of the major aspects of the locations’ radiation safety program should also be reviewed. This includes waste management, instrument calibrations, incineration, bioassays, security, posting/labeling, dosimetry, and training.

The appendix of this document includes audit worksheets to guide the LRPO though the audit procedure.

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**Document Management** LRPOs shall maintain the following records:

- ▶ USDA Radiation Safety Handbook
  - ▶ NRC license
  - ▶ RSS inspection reports
  - ▶ copies of all active permits
  - ▶ copies of radioactive waste shipment manifests
  - ▶ records of transfers of radioactive material to other licensees
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**Coordination of Refresher Training** The LRPO is responsible for the coordination of refresher training required by the radiation safety program. The following training records must be maintained:

- ▶ Name of the training course and the presenter
  - ▶ Dates of training and duration of training
  - ▶ name of the attendees
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**Questions** If there are any questions regarding the information in this document, contact:

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