

Permit Holder Responsibilities

Permit Holders are approved by the Radiation Safety Committee to possess and use radioactive materials on the BU/BMC campuses. As a Permit Holder, your responsibilities include:

1. You are responsible for the practices and procedures implemented by all users of radioactive material listed on your permit.
2. You, as the Permit Holder, must attend the basic indoctrination radiation safety course and subsequent biannual refresher training.
3. You must ensure that all new employees to be listed on your permit attend the Radiation Protection Basic Indoctrination Class before they are allowed to use radioactive materials.
4. You must ensure that all users listed on your license attend the biannual (once every two years) radiation safety refresher training.
5. You **MUST NOT** allow untrained or unauthorized persons to use radioactive material in your possession. This includes individuals that have not attended the biannual refresher training when required.
6. You must ensure that your permit is posted in an area generally accessed by users.
7. You must ensure that the name of the laboratory supervisor and all authorized users listed on your permit are accurate at all times.
8. You must communicate changes in your permit (e.g., new persons, adding locations, removing locations, etc.) to the Radiation Protection Office as soon as possible.
9. You must ensure that laboratory surveys and wipe tests are performed at the frequency specified by the Radiation Protection Office.
10. You must correct all deficiencies in your laboratory identified during Radiation Protection Office inspections within two weeks of notification. If a corrective action cannot be completed within a two-week timeframe the reason must be communicated to the Radiation Safety Officer with an estimated time to completion.
11. You must submit a renewal application for your permit every two years. (You will be notified by the RPO approximately one month before your renewal date.)

SIGNATURE

Name
(printed, if not electronic signature)

Date

Signature / Electronic Signature

Contact Information

Medical Physics and Radiation Safety
Evans Basement

80 East Concord Street
Boston, MA 02119-2511

Tel: 617.638.7052
Fax: 617.638.7509