

Procedures for Center Director and Group LeadersVersion 1 25.10.04
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Elaborated NCMM

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Approved:
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Converted: 17.02.17**UiO's instructions for the Center Director.**

The Center Director is responsible for ensuring that radiation safety activity is being performed in accordance with laws, regulations and local instructions. This implies responsibility for procedures for the use of ionizing radiation and keeping an inventory record of radioactive materials at the center and their use. Ensure that the office administrator archives the dose results in the personnel files, and reports them directly to each employee.

Instructions for Group Leaders

The group leader has daily responsibility for ensuring that laws, regulations and local instructions for the use of ionizing radiation are fulfilled. He /she is responsible for radiation safety within their own laboratory and the group's work with isotopes.

The group leader is therefore responsible for:

- Obtaining permission for the use of sources of ionizing radiation.
- Creating local work procedures using ionizing radiation.
- Ensuring that staff and students who work with ionizing radiation have received adequate training.
- Purchases of radioactive substances within their own group.
- Keeping up to date inventory lists of the nuclides and activity quantities stored and in use.
- Establishment of procedures for regular contamination control during and after each experiment, keeping copies of all records and reports.
- Ensuring that every person working with radioactive substances uses protective gear (coat, gloves, goggles, personal dosimeter and monitors).
- Clean-up procedures for decontamination of equipment or workplace.
- Procedures for handling and disposal of radioactive materials.
- Taking appropriate action if an accident occurs.
- Reporting adverse incidents and their cause (contamination of people, area and equipment, fire) to center manager, office manager and HSE-staff.