1. **PURPOSE:**

   To keep the Radiation, Health, and Safeguards Committee informed of radiological occurrences on campus.

2. **FREQUENCY:**

   This procedure shall be performed quarterly.

3. **MATERIALS, TOOLS, AND EQUIPMENT:**

   3.1. **Form(s):**

   RSO Quarterly Report (Form 14)

4. **PRECAUTIONS:**

   None

5. **INSTRUCTIONS:**

   5.1. The report should contain information on the following items (if applicable):

   5.1.1. Laboratory surveys (i.e.: violations/other information)

   5.1.2. Radioisotope receipts

   5.1.3. Isotope inventory report on licensed materials

   5.1.4. Dosimetry service (i.e.: additions/deletions/unusual exposures)

   5.1.5. RSO reactor facility inspection

   5.1.6. Deviations from normal occurrences

   5.1.7. Training

6. **RESTORATION:**

   None