

**WORCESTER POLYTECHNIC INSTITUTE
HEALTH PHYSICS PROCEDURE HP-08
RSO QUARTERLY REPORT**

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