	RSO Checklist for Authorization Process	**Authorized User:**

This checklist is for use by the Radiation Safety Office to facilitate and track compliance with the radiation safety requirements during the authorization process.

Documentation/Requirements – check applicable documents:

❑ Authorization updated and current to reflect personnel, isotopes, use/storage locations

❑ Protocol for each isotope listed on authorization

❑ Hazard Index for each isotope listed on authorization

❑ Accountability/receiving record for each isotope listed on current authorization

❑ Copy of authorization request form and amendment request form available

❑ Radioactive material inventory system updated

❑ Dosimetry required

❑ Lab equipped with proper contamination survey instrument

Comments: