

## **Radiation Safety Regulation Enforcement Policy**

The Radiation Safety Committee and the Radiation Safety Office are committed to ensuring that radioactive material is used appropriately and in conjunction with the established procedures of the University and the Maryland Department of the Environment (MDE). In order to ensure user conformity with these procedures, the Committee has outlined the following consequences for noncompliance.

**First Violation:** The Radiation Safety Office will notify the Authorized User of the violation via memo containing a written response deadline. The Authorized User is required to respond in writing with their corrective actions. If the Authorized User fails to respond within the allotted time period, a second memo will be sent to the User notifying them that failure to respond will result in the suspension of the authorization. Failure to respond to the second letter results in suspension of the authorization pending response from the Authorized User.

**Second (1<sup>st</sup> Repeat) Violation:** The Radiation Safety Office will follow the same procedure as for the initial violation. In addition, the Radiation Safety Office will arrange to meet with the Authorized User and his/her staff to discuss the repeated violation and how to avoid it in the future. A written notice (via mail or email) will be sent to the Authorized User and the Chairperson of the User's Department that a repeat violation has occurred and that a subsequent repetition of the violation will result in a Committee hearing that may result in the termination of the authorization.

**Third (2<sup>nd</sup> Repeat) Violation:** The Radiation Safety Office will immediately suspend the authorization. The Authorized User and Department Chairperson will be contacted to inform them of this action and to arrange for a hearing with the Radiation Safety Committee. After hearing arguments from the Authorized User and Radiation Safety Officer, the Committee will determine appropriate actions, which may include termination of the authorization. The Committee will take Authorized User behavior on this matter and past history into account when making this decision.

**Fourth (3<sup>rd</sup> Repeat) Violation:** The Radiation Safety Office will immediately terminate the authorization.

This process will apply until an Authorized User completes two inspection cycles (one year) without receiving the repeated violation again, in which case, the process will begin again with a First Violation.

An Authorized User that disagrees with a finding of the Radiation Safety Office may appeal to the Radiation Safety Committee and request a hearing. Any Authorized User that is suspended a second time for whatever reason will be required to attend a Committee hearing prior to the reactivation of their authorization. The Authorized User and Department Chairperson will be contacted to inform them of this action and to arrange for the hearing with the Radiation Safety Committee. The Committee will determine appropriate actions, which may include termination of the authorization. The Committee will take Authorized User actions and past history into account when making this decision.