

## I. INTRODUCTION

The Department of Health (department), Bureau of Radiation Control, regulates the use of radioactive material administered to human beings. Medical use of radioactive materials requires a specific license. The regulations governing medical use are contained in Chapter 64E-5, Florida Administrative Code (F.A.C.), Part VI, "Use of Radionuclides in the Healing Arts."

The department issues a single radioactive material license to cover an entire radionuclides program except for teletherapy, high dose rate remote afterloaders, gammaknives, nuclear-powered pacemakers, and irradiators. A license is issued to one facility, though the license may cover different departments within the hospital or different individuals employed or contracted with the hospital.

### PURPOSE OF GUIDE

This guide is designed to describe the type and extent of information needed by the department to evaluate an application for a medical use license. This regulatory guide identifies the information needed to complete Department of Health, Form DH-1322 when applying for a license for a medical use program. This guide does not apply to generally licensed material or academic programs that do not use radioactive material for medical use.

### TYPES OF LICENSES

The department issues three types of licenses for the use of radioactive material in the practice of medicine, as described below. This guide is only for persons who want to apply for a specific medical use license. However, persons who are applying for other types of licenses may find the information in this guide useful in designing their radiation safety program.

#### 1. General License

Subsection 64E-5.206(8), F.A.C., "General Licenses for Use of Radioactive Material for Certain In Vitro Clinical or Laboratory Testing" establishes a general license authorizing physicians, veterinarians, clinical laboratories, and hospitals to receive, acquire, possess, or use certain small quantities of radioactive material for in-vitro clinical or laboratory tests. This section explains the requirements for using these materials. If the general license alone meets the applicant's needs, only Department of Health, Form DH-360, "Certificate - In Vitro Testing With Radioactive Material Under General License," needs to be filed. Specific licensees do not need to file this form.

#### 2. Specific License

Specific licenses issued to medical institutions authorize radioactive material for medical uses by physicians named on the license. The regulations require a medical institution licensee to have a radiation safety committee (RSC) to oversee the use of licensed material throughout the facility and to review the radiation safety program. The physicians named on the institution's license conduct their use of radioactive materials with the approval of the RSC. Specific licenses issued to outpatient facilities or individual physicians in private practice are commonly limited to physicians who are located in private offices. A radiation safety committee may be required. Methods of use that require hospitalization of the patient are not permitted for outpatient facilities or private offices.

### 3. Specific License of Broad Scope

Some medical institutions provide patient care and conduct research programs that use radionuclides for in-vitro, animal, and medical procedures. The department may issue a specific license of broad scope as discussed in section 64E-5.209, F.A.C., "Specific Requirements for a Specific License of Broad Scope." Specific licenses of broad scope for medical use may be issued to institutions that (1) have had previous experience operating under a specific institutional license of limited scope, and (2) are engaged in medical research as well as routine diagnosis and therapy using radionuclides. This type of license is not appropriate for most institutions performing routine procedures with radioactive materials.

#### APPENDICES, EXHIBITS AND SUPPLEMENTS

Applicants must acquire and maintain appropriate facilities and equipment, have appropriately trained workers, and implement procedures that ensure compliance with regulatory requirements. This guide provides a set of appendices, exhibits and supplements to assist in the development of a radiation protection program.

- **Appendices** are model procedures that may be used to address regulatory requirements.
- **Exhibits** are samples of the types of documents or forms that must be submitted as part of the application, and in some cases, are model forms that may be used to satisfy regulatory requirements.
- **Supplements** include resources for preparing the application and additional resources and reference material.

Model procedures and forms may be adopted by submitting them as part of the license application, or may be used as guides for developing equivalent procedures and forms. Carefully review the regulations, model procedures and forms before deciding if the models are appropriate for the activities being requested.

#### **IMPORTANT NOTICE:**

The information provided in a license application must demonstrate that proposed equipment, facilities, personnel and procedures are adequate to protect public health and property in accordance with regulatory requirements. Submission of incomplete or inadequate information will result in delays in the license approval process. Additional information will be requested when necessary to ensure that an adequate radiation protection program has been established. Such requests will delay completion of the application review, and may be minimized by a thorough study of the regulations and this guide prior to submitting the application.

While adoption of the attached model procedures and forms should provide for a radiation protection program that complies with regulatory requirements, applicants may need to consider additional equipment, procedures and training that may be appropriate for the scope of their operations.

## APPLICABLE REGULATIONS

Florida is an Agreement State; it has an agreement with the U.S. Nuclear Regulatory Commission (NRC) to assume regulatory authority over most activities involving radioactive material within the state. With certain exceptions, the Department of Health (department), Bureau of Radiation Control (bureau) regulates the possession and use of radioactive material within Florida. Exceptions include nuclear power plants and federal agencies, and national security issues involving radioactive material, which remain under NRC jurisdiction.

Under authority of Chapter 404, Florida Statutes (the Florida Radiation Protection Act), the bureau issues licenses to users of radioactive material and performs inspections to ensure safe operations and compliance with Chapter 64E-5, Florida Administrative Code (F.A.C.), the department's radiation control regulations. Chapter 64E-5, F.A.C., is available on the Internet at <http://www.doh.state.fl.us/environment/radiation>. The bureau amends these regulations periodically. Licensees are notified of changes as they occur. When applicable, licensees will need to revise their safety programs to address changes in regulatory requirements.

The following portions of the regulations are applicable to the use of radioactive material in the form of sealed sources in portable devices and should be used in conjunction with these instructions:

- Part I** "General Provisions"
- Part II** "Licensing of Radioactive Materials"
- Part III** "Standards for Protection Against Radiation"
- Part IX** "Notices, Instructions and Reports to Workers; Inspections"
- Part XIII** "Radiation Safety Requirements for Possession and Use of Sealed or Unsealed Sources of Radioactive Materials"
- Part XV** "Transportation of Radioactive Materials"

Licensees engaging in transportation of radioactive materials or related activities are also subject to U.S. Department of Transportation (DOT) regulations, which are found in Title 49, Code of Federal Regulations (49 CFR), and are incorporated into Chapter 64E-5 by reference. DOT regulations are available on the Internet at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1> and can be ordered from the U.S. Government Printing Office by calling (866) 512-1800 or writing P.O. Box 37954, Pittsburg, PA 15250-7954, Attn: Superintendent of Documents.

## LICENSE REQUIREMENTS AND RESTRICTIONS

Licensees are required to confine use and possession of radioactive material to the locations and purposes authorized by the license. The license is divided into two sections: **Items** and **Conditions**, which are described on the following page. The first section of the license lists Items 1 - 9. The remainder of the document lists the license conditions, which may vary in number based on the authorizations provided by the license, but always begin with Condition 10.

## License Items

<u>Item No. and Title</u>	<u>Description</u>
<b>1. Name</b>	Lists the legal name of the licensee (individual or business). If the license is issued to a business, Item 1 must list the company's name as it is registered with the Florida Department of State, Division of Corporations; 850-245-6052 or <a href="http://www.sunbiz.org">http://www.sunbiz.org</a> . If a business operates under another name, Item 1 must list both the registered name and the fictitious name it is doing business as (d/b/a).
<b>2. Address</b>	Lists the mailing address, which may be different from the physical address where records and material are used and stored. If the two addresses are different, the physical address must be listed in Condition 10; if they are the same, Condition 10 will reference the address listed in Item 2.
<b>3. License Number</b>	Lists the number assigned to the license by the bureau. The number should be referenced in all license-related correspondence.
<b>4. Expiration Date</b>	Lists the date the license is due to expire. A radioactive materials license is valid for 5 years from the date issued. A renewal application must be received by the bureau at least 30 days prior to the expiration date to ensure that the license remains valid. The bureau sends out reminder notices as the license nears its expiration date.
<b>5. Category</b>	Lists the license category: e.g. 5A (II), 5B, 5C. Activities involving possession and use of radioactive materials are divided into license categories. Organizations seeking to conduct more than one category of licensed activity must obtain separate licenses for each category of use. Refer to section 64E-5.204, F.A.C., or Regulatory Guide 6.20, Revision 5, for a complete listing of license types and fees at <a href="http://www.doh.state.fl.us/environment/radiation/matform.htm">http://www.doh.state.fl.us/environment/radiation/matform.htm</a> .
<b>6. Radioactive Material</b>	Describes the type (element and mass number) of radioactive material the license authorizes for possession and use.
<b>7. Form</b>	Describes the form of radioactive material the license authorizes for possession and use.
<b>8. Possession Limit</b>	Lists the maximum possession limit for radioactive sources. In order to accommodate future business growth, a licensee may request authorization for a possession limit higher than the number of sources initially being obtained. <u>Possession of more sources than authorized is a license violation and may result in enforcement actions.</u>
<b>9. Use</b>	Describes the types of uses that are approved for the sources and devices listed in the previous items. <u>Improper use of radioactive material is a license violation and may result in enforcement actions.</u>

**License conditions** describe requirements and limitations applicable to the radioactive materials authorized by the license. Additional requirements and conditions may be incorporated as appropriate to protect public health and the environment. If a licensee seeks added authorizations, supplementary license conditions may be added.

## II. FILING AN APPLICATION

Chapter 64E-5, F.A.C., this guide, forms, and other guidance documents are available on the bureau's website: <http://www.doh.state.fl.us/environment/radiation>.

Applicants for a materials license must complete Items 1 through 35 of the department's form DH-1322, "Application for a Radioactive Materials License, Human Use." Use supplemental sheets as necessary. For Items 7 through 34, be sure to check the appropriate box for each item. Each separate sheet or document submitted with the application should be identified and keyed to the item number on the application to which it refers. All typed pages, sketches, and if possible, drawings should be on 8.5 x 11 inch paper to facilitate handling and review.

All application items must be addressed in sufficient detail to demonstrate that equipment, facilities, personnel qualifications and procedures are adequate to protect public health and safety or property. Complete and submit the table provided as Supplement B to this guide to indicate whether model or equivalent procedures and forms have been included in the application.

<u>Mail to:</u>  Florida Department of Health Bureau of Radiation Control Radioactive Materials Program 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-1741	<u>If using an overnight delivery service, use:</u>  Florida Department of Health Bureau of Radiation Control Radioactive Materials Program 4042 Bald Cypress Way, Rm. 220.09 Tallahassee, FL 32399
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With the exception of security-related information, all license applications and documents submitted to the bureau are available for review by the general public. Do not submit proprietary information unless it is absolutely necessary for evaluation of the application. Any request for withholding documents is subject to a determination by the department as to whether the document may actually be withheld in accordance with applicable laws and regulations.

Personal information about employees should not be submitted unless it is necessary. Home addresses, home telephone numbers, dates of birth, and social security numbers should not be submitted unless the bureau specifically requests it.

When issued, the license will require that radioactive material be possessed and used in accordance with statements, representations and procedures provided in the application and supporting documentation (which are incorporated by referenced into the license). Regulatory requirements specified in Chapter 64E-5, F.A.C., shall govern unless the statements, representations and procedures set forth in the license application and correspondence are more restrictive than the regulations.

## LICENSE FEES

The following fees are assessed:

Application fee A non-refundable fee for processing the license application. The amount is dependent on the category of license the applicant is seeking; refer to section 64E-5.204, F.A.C., or Regulatory Guide 6.20 for a description of application fees. Review of the application will not begin until the proper fee is received by the department. An application fee is also required to process an application for a new license replacing an existing license due to a change of ownership.

Annual fee An annual fee covers department costs for administration of the materials licensing program. The amount is dependent on the license category. Refer to section 64E-5.204, F.A.C., or Regulatory Guide 6.20 for a description of annual fees. Annual fees are due within 60 days of issuance of the new license; an invoice for this fee is included with the cover letter accompanying a new license.

Reclamation fee In addition to the application and annual fees, a reclamation fee will be assessed for the Radiation Protection Trust Fund, established to pay department costs associated with a licensee's abandonment of radioactive materials, default on lawful obligations, insolvency, or other inability to meet regulatory requirements, and to assure the protection of the public and environment. Reclamation fees are equal to 5% of the annual fee. Reclamation fees are due within 60 days of issuance of a new license; a fee invoice is included with the cover letter accompanying a new license.

- Notes:
1. Annual and reclamation fees are assessed on the anniversary of the license issuance date. An invoice is sent to the licensee 60 days in advance of the due date.
  2. Fees are not assessed for license renewals, amendment requests, licensing actions, inspections initiated by the department, license terminations, or requests for regulatory information (except for document copying costs).

### **III. CONTENTS OF AN APPLICATION**

#### **ITEM 1.a. NAME AND MAILING ADDRESS OF APPLICANT**

Enter the legal name, mailing address, telephone number and fax number of the applicant for ownership of the license. An individual should be designated as the applicant only if they are acting in a private capacity and the use of the radioactive material is not connected with their employment with a corporation or other legal entity. Otherwise, the applicant should be the corporation or other legal entity applying for the license. The bureau verifies the legal status of corporations, partnerships and fictitious names with the Department of State, Division of Corporations. Their phone number is (850) 488-9000. Their web-site is [www.sunbiz.org](http://www.sunbiz.org).

#### **ITEM 1.b STREET ADDRESS WHERE RADIOACTIVE MATERIAL WILL BE USED.**

List the address and location(s) where radioactive material will be used or stored if other than the address stated in Item 1.a. If multiple addresses are to be used, explain the extent of use at each address and the facilities and equipment located at each place of use. Separate locations may require separate specific licenses.

#### **ITEM 2.a. and b. LICENSE CATEGORY AND FEE**

The application fee for a new license must be submitted with the application. Failure to submit the application fee will delay the review of the application. The annual and reclamation fees are due within 60 days after the license is issued. There is no fee required when applying for subsequent amendments, renewals or inspections concerning the license. The appropriate category and fees are listed in Enclosure A or may be found in section 64E-5.204, F.A.C. Make checks payable to the Bureau of Radiation Control.

#### **ITEM 3 THIS IS AN APPLICATION FOR:**

Identify if the application is for renewal or new license. Form DH-1322 may be submitted but is not required for an amendment request.

#### **ITEM 4 INDIVIDUAL USERS (AUTHORIZED USERS)**

Provide a separate attachment listing the full names of all physicians and authorized medical physicists who may receive, possess, prepare, use or transfer radioactive materials or directly supervise others in these activities. These are the physicians and authorized medical physicists who use radioactive material directly or who are direct supervisors of physicians in training, technologists or other ancillary personnel to whom specific activities are delegated. Physicians and authorized medical physicists must be professionally licensed by the department's Division of Medical Quality Assurance.

A medical licensee can provide a means of preceptoring physicians, not listed on a license, to obtain clinical training and experience that will qualify them as authorized users according to 64E-5.608, F.A.C.

If a physician or therapeutic radiological physicist has been specifically named as an authorized user for medical use and wants to use material permitted by the other license, submit the license number of the other license if issued by the department or a copy of the entire license if issued by the U.S. Nuclear Regulatory Commission, an agreement state or a licensing state. The physician or therapeutic radiological physicist must be identified on a license within the last 7 years or have completed appropriate documented continuing education.

If a physician is certified by an organization listed in the appropriate section of Part VI of Chapter 64E-5, F.A.C., submit a copy of the certification. If a physician seeks authorization other than what is defined by their certification then submit a preceptor/ applicant statement.

Physicians or authorized medical physicists not previously authorized by a radioactive materials license and not certified by a preceptor/applicant appropriate organization must submit a complete description of their training and experience. Regulatory Guide 1.30, Preceptor Attestation for Medical Authorized Users can be accessed at <http://www.doh.state.fl.us/environment/radiation/matform.htm>. The documentation will be evaluated for approval, if it demonstrates training and experience consistent with the requirements listed in Part VI of Chapter 64E-5, F.A.C. This training must have been received within the last seven years or the physician must have completed appropriate documented continuing education.

#### ITEM 5.a. RADIATION SAFETY OFFICER (RSO)

State the name and title of the person designated by, and responsible to, the applicant's management as the RSO. If the RSO is not one of the proposed authorized users or authorized medical physicists, submit a complete description of the individual's training and experience pursuant to 64E-5.648, F.A.C., using a preceptor/applicant statement. The RSO must agree in writing to be the RSO.

In accordance with subsection 64E-5.213(7), F.A.C., our agency will be notified in writing within 30 days of a change of radiation safety officer (RSO). Such notifications should include documentation of the new RSO's qualifications for the position.

#### ITEM 5.b. ALTERNATE EMERGENCY CONTACT

During emergencies or after disasters such as hurricanes, the bureau contacts licensees to determine their status or convey important information. Sometimes the radiation safety officer is unavailable and the bureau needs to contact someone else who is familiar with the activities under the radioactive materials license. Therefore, the bureau requests the name and contact information of an individual, other than the RSO, who may be contacted for information. Because communications may be disrupted during or after an emergency, we are requesting several methods to communicate with this individual when possible.

#### ITEM 6.a RADIOACTIVE MATERIAL FOR MEDICAL USE

Check the items requested. Diagnostic procedures (64E-5.626 and 64E-5.627, F.A.C.) are separated according to written directive required or no written directive required. All therapy procedures (64E-5.630, 64E-5.632, and 64E-5.634, F.A.C.) require a written directive. Teletherapy, HDR, Gammaknife, and "Other Medical Uses Not Listed" require a separate license. Indicate only the types of use requested. For xenon 133 gas and technetium 99m aerosol, indicate the total amount of millicuries (mCi). If you will be using liquid radioiodine for therapy under 64E-5.630, F.A.C., include Appendix U (Bioassay Program).

## ITEM 6.b RADIOACTIVE MATERIAL FOR USES NOT LISTED IN ITEM 6.a.

Each line entry must identify the radionuclide, the physical form, maximum amount possessed in mCi, and the purpose for which the material will be used. Additionally, make a separate line entry if selecting; a greater than 30 mCi calibration, reference or transmission source, and any other types of generators besides technetium 99m generators. For each eye applicator and sealed source for diagnosis, list each radionuclide, the physical form, maximum activity in mCi, the number of sources and the make and model number of the sealed source and device to be used.

## ITEM 7 FACILITIES AND EQUIPMENT

Describe the available facilities and equipment (e.g., remote handling equipment, leaded glass L-block and shield, storage containers, shielding, and fume hoods) at each location where radioactive material will be used or stored. Include a description of the areas assigned for receipt, storage (including waste), preparation and measurement of radioactive material.

Submit an annotated drawing of the rooms and adjacent areas where radioactive material will be used. See Exhibit 1 for an example. Indicate the following:

1. The direction of north;
2. Room numbers and principal use of each room or area;
3. Restricted and unrestricted areas;
4. Any shielding available; and
5. Additional safety equipment (e.g., fume hoods, L-block, or fixed area monitors).

If using xenon 133 gas, a licensee shall only administer radioactive gases in rooms that are at negative air pressure compared to surrounding rooms according to 64E-5.629 (3), F.A.C. See the enclosed copy of Exhibit 2 for an example. Indicate the following:

6. The location and measured capacity of each air intake and exhaust opening;
7. The location of the radioactive gas storage and imaging room;
8. The dimensions of the rooms; and
9. The distances between the exhaust port and all air intakes, windows, doors or obstructions to air flow.

## ITEMS 8 THROUGH 34 MODEL PROCEDURES

Submit a copy of each model procedure being adopted or submit an equivalent procedure. Complete the application by marking the appropriate box for each procedure.

**NOTE:** High Dose Rate (HDR) Remote Afterloaders, Gamma Stereotactic Radiosurgery (Gamma Knife), Sir-Spheres, and Theraspheres require additional model procedures not listed in this guide. You may access our web-site at <http://www.doh.state.fl.us/environment/radiation/matform.htm> for guidelines.

## ITEM 35 CERTIFICATE

The application must be signed and dated by a certifying official. A certifying official is an individual authorized to make legally binding statements for the licensee such as the president, vice president, chief executive officer, or principal/owner. Any statement of commitment made in the application must be followed.

#### **IV. LICENSE AMENDMENTS**

Licensees are required to conduct operations in accordance with applicable regulations and the statements, representations and procedures contained in the license application and supporting documents. The license must be amended if any changes are planned. Submittal of an amendment request does not allow immediate implementation of proposed changes. Until the license has been amended to reflect approval of the change(s), the licensee must comply with the original terms and conditions of the license. Applications for license amendments may be filed in letter form or on Form DH-1322, "Application For Radioactive Materials License, Human Use." The request must be dated and signed by a certifying official to include the original and one copy, identify the license by name and number, clearly describe the nature of the changes, additions or deletions requested and be submitted to the address specified in Section II of this guide. Attach all supporting documentation, including facility diagrams, survey measurements, dosimetry data and calculations. References to previously submitted documents must be specific and identify the applicable information by date, page and paragraph. The licensee must maintain a copy of the submitted and referenced documentation on file for inspection.

#### **V. LICENSE RENEWAL**

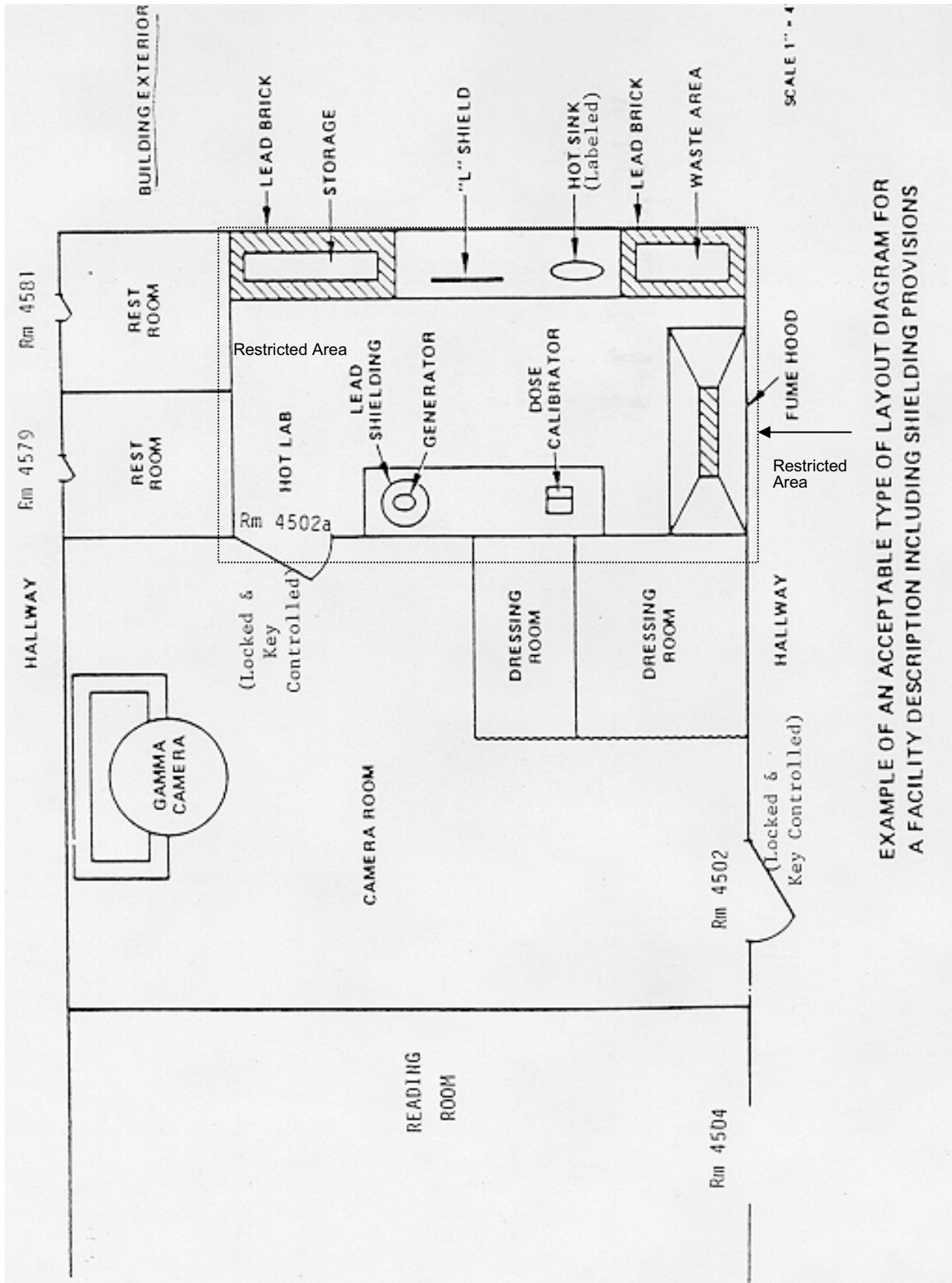
Absent any actions by the department or the licensee, a license remains in effect for five years. An application for license renewal must be received by the department at least 30 days prior to the expiration date. Mail the original and one copy to the department. This filing will ensure that the license does not expire until final action on the application has been taken, as provided for by subsection 64E-5.207(3), F.A.C. If the application is received less than 30 days before the expiration date, the facility or individual may be without a valid license when the license expires. Renewal applications should be filed using Form DH 1322, "Application For Radioactive Materials License, Human Use." The renewal application should be completed as if it were an application for a new license, with complete and up-to-date information about the applicant's radiation protection program, demonstrating compliance with all licensing and regulatory requirements in effect at the time of renewal. Renewal applications should be submitted without reference to documentation and information submitted previously. Eligible participants in the department's program, which is described in Information Notice 2007-04, may submit a renewal attestation/application in lieu of the above.

#### **VI. LICENSE TERMINATION**

Prior to license termination, the licensee must dispose of all licensed radioactive material possessed as required by 64E-5, F.A.C. and provide to this office the following:

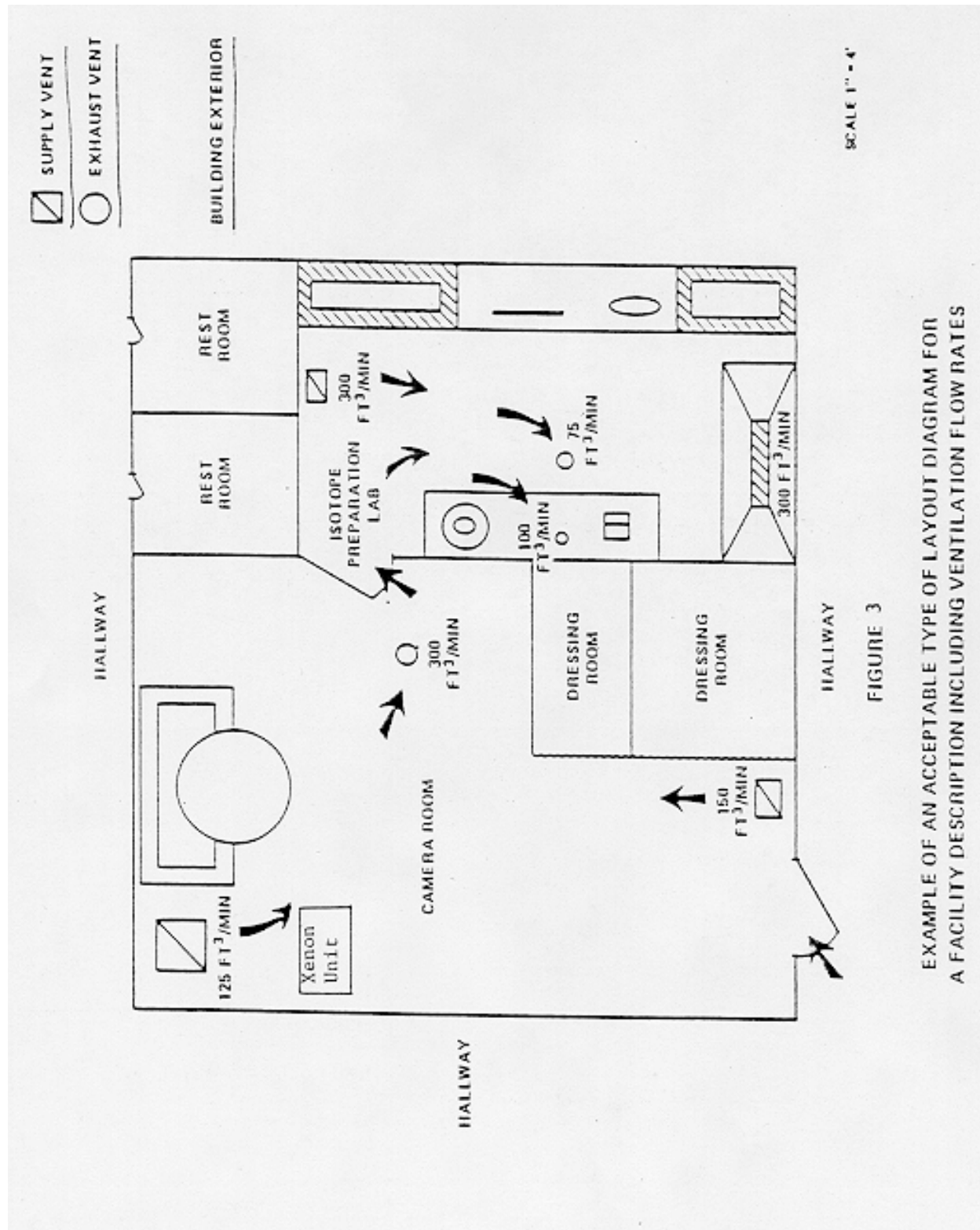
- A. Complete the department's Form DH-1059, "Certificate - Disposition of Radioactive Material" to satisfy the requirements of 64E-5.214, F.A.C., and submit it to the department before the expiration date of the license with a request that the license be terminated.
- B. A close-out survey to release facilities for unrestricted use must be performed. The survey results should be keyed to a diagram showing the locations where the wipes were taken. Include the name of the person(s) who performed the survey and analyzed the results, and submit the manufacturer's name, model number, and detection range of the instrumentation used to perform the survey and analyze the wipes. Please refer to regulations 64E-5.214, 64E-5.314 and 64E-5.621, F.A.C., which provides instructions for performing the closeout survey. A confirmatory inspection may be performed by an area inspector if deemed necessary by this office.

**Note: To prevent the potential for identity theft, never submit documentation that lists individuals' social security numbers or birth dates.**



EXAMPLE OF AN ACCEPTABLE TYPE OF LAYOUT DIAGRAM FOR A FACILITY DESCRIPTION INCLUDING SHIELDING PROVISIONS

↑ NORTH



EXAMPLE OF AN ACCEPTABLE TYPE OF LAYOUT DIAGRAM FOR A FACILITY DESCRIPTION INCLUDING VENTILATION FLOW RATES

FIGURE 3

↑ NORTH

Exhibit 2

## **REQUIRED By ALL Applicants**

APPENDIX A	Radiation Safety Officer Responsibilities and Radiation Safety Committee Charter
APPENDIX B	Radiation Detection Instrumentation
APPENDIX C	Quality Control of Diagnostic Instruments
APPENDIX E	Personnel External Exposure Monitoring Program
APPENDIX F	Training Program
APPENDIX G	Ordering and Receiving Radioactive Material
APPENDIX H	Opening Packages Containing Radioactive Material and Return of Radioactive Waste and Unused Dosages
APPENDIX K	Emergency Procedures
APPENDIX L	Procedures for Area Surveys
APPENDIX M	Procedures for Conducting a Member of the Public (MOP) Dose Study
APPENDIX R	ALARA Component of the Radiation Protection Program for including Radiation Safety Committees; OR Appendix S
APPENDIX S	ALARA Component of the Radiation Protection Program
APPENDIX T	Procedures for Leak-Testing Sealed Sources
APPENDIX V	Survey Meter Calibrations
APPENDIX W	Procedures for Waste Disposal
APPENDIX X	Inventory of Sealed Sources and Brachytherapy Sources

## **REQUIRED According To Medical Procedures Requested**

### **Select from the following:**

APPENDIX D	Procedures for Calibrating a Dose Calibrator
APPENDIX I	Records of Radiopharmaceutical Use
APPENDIX J	Rules for Safe Use of Radiopharmaceuticals
APPENDIX N	Radiation Safety During Radiopharmaceutical Therapy
APPENDIX O	Implant Therapy
APPENDIX P	Monitoring, Calculating, and Controlling Air Concentrations When Using Noble Gases or Radioactive Aerosols
APPENDIX Q	Quality Management Program (QMP)
APPENDIX U	Iodine-131 In-Vivo Thyroid Bioassay Program
APPENDIX Y	Use of Diagnostic Radiopharmaceuticals
APPENDIX Z	Mobile Nuclear Medicine Service Procedures

**NOTE:** High Dose Rate (HDR) Remote Afterloaders, Gamma Stereotactic Radiosurgery (Gamma Knife), Sir-Spheres, and Theraspheres require additional model procedures not listed in this guide. You may access our web-site at <http://www.doh.state.fl.us/environment/radiation/matform.htm> for guidelines.

DELEGATION OF AUTHORITY TO MAKE LEGALLY BINDING STATEMENTS (OPTIONAL)

The Bureau of Radiation Control requires applications and amendment requests to be signed by the applicant, a certifying official or a person duly authorized to act for and on the licensee's behalf. If someone other than a corporate officer wants to correspond with the department as a certifying official, complete and attach a delegation of authority form.

Bellow is a sample copy of a delegation of authority to make legally binding statements.

Memo To: All Employees and the Bureau of Radiation Control  
From: Chief Executive Officer  
Subject: Delegation of Authority to Make Legally Binding Statements

\_\_\_\_\_ has been delegated the authority to make legally binding statements with regards to the radioactive materials license application, inspections, renewal, amendments and termination.

\_\_\_\_\_  
License Certifying Official (signature)

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date