

RADIATION SAFETY COMMITTEE

Charter and Procedures

Mission Statement

The Radiation Safety Committee (“RSC” or “Committee”), a standing committee at Tennessee Tech University (“University”), is the governing body for all aspects of radiation safety protection within the University, including all affiliated research, instructional, and service units using ionizing and non-ionizing radiation sources or devices in facilities owned or controlled by the University.

The Committee shall ensure that radioactive materials and radiation-emitting devices are possessed, used, and disposed of safely and in compliance with state and federal regulations and with the specific conditions of the license issued to the University.

The Committee shall ensure that all radiation exposures at the University to faculty, staff, students, and the general public are maintained in accordance with the regulatory requirement of being *As Low As Reasonably Achievable* (ALARA).

Reporting

The Committee reports to the Vice President for Research (“VP for Research”) or their designee.

Regulatory Oversight

The procurement, use, and disposal of radioactive materials at the University is regulated by the Tennessee Department of Environment and Conservation – Division of Radiological Health and the United States Nuclear Regulatory Commission (“NRC”) through a broad scope license issued to the University. Per 10 CFR Parts 33 and 35 of the NRC regulations, institutions that receive, possess, or transfer radioactive materials must establish a Radiation Safety Committee.

Goals and Objectives

- Assist with the implementation of a radiation safety program at the University.
- Prepare a radiation training and safety manual that delineates policies, procedures, and control measures for the safe possession and use of ionizing radiation in teaching, research, or service activities.
- Advise and assist the RSO on applications for permits or licenses from the appropriate regulatory agencies.
- Ensure that the radioactive materials license is amended, when necessary, prior to any changes in facilities, equipment, policies, procedures, radioactive material, possession limits, and personnel, as specified in the license.
- Review, evaluate, approve, or deny applications and amendments for use of radioactive materials by University personnel and students.
- Review program audits, inspections, incident summaries and public health or environmental compliance reports as required by the broad scope license.

- Ensure that only qualified individuals are permitted to use radiation sources or to supervise such use by others.
- Advise the RSO in technical matters involving the use of radioactive sources.
- Review and provide input on non-emergency compliance violations and enforcement actions.
- Recommend remedial action to correct any deficiencies identified in the radiation safety program.
- Monitor timely and effective resolution of corrective actions to assure the effectiveness of the radiation safety program.
- Receive and review the RSO's summary reports of occupational radiation exposure records.
- Receive and review reports from the RSO including reports of incidents or unusual occurrences involving radioactive materials.
- Recommend disciplinary action to the Provost and President, as appropriate, against personnel who violate the rules and regulations of the license, which can include probation, suspension, and revocation of the privilege to work with radioactive materials.
- Maintain a list of the members and their appropriate training and experience.
- Make recommendations to the VP for Research or their designee on risk management issues related to radiation safety.

Membership Composition and Representation

Members are appointed by the President of the University in accordance with the approved procedures for standing committee appointments. All appointments are for an initial three-year term and may be reappointed for successive terms at the discretion of the President of the University. RSC membership shall meet or exceed the requirements set forth in 10 CFR 33.13 and 10 CFR 35.24. The composition of the Committee shall be large enough to adequately represent the spectrum of radiation users at the University and shall represent each of the major departments or colleges that possess ionizing radiation sources. This includes:

- The RSO.
- A representative from the administration who is neither an authorized user or an RSO e.g. Assistant VP for Research, Director of Research Integrity and Compliance, etc.
- A representative from Environmental Health & Safety (cannot be the RSO)
- Faculty or technical representatives from the various schools, colleges, and offices where radiation is used.
- Principal investigators and/or experienced professionals proficient in the use and handling of radiation sources.

Subcommittees

Subcommittees may be established as necessary to perform specific duties and shall be comprised of members from the Committee as appointed by the Chair. Qualified individuals who are not members of the Committee may be appointed to subcommittees at the discretion of the Chair.

Chair

The Chair is appointed by the VP for Research or their designee following recommendation by the Committee members and the RSO. The Chair shall:

- Be a voting position.
- Be an individual of appropriate expertise and knowledge of radiation safety issues, good leadership abilities, authority and credibility by virtue of their position within the University, and a desire to serve as Chair.
- Preside at all meetings or designate another member to serve in his/her absence.
- Work closely with the RSO to ensure the directives of the Committee are being implemented by the RSO.
- Schedule regular meetings of the Committee.
- Prepare and distribute an agenda to Committee members at least three working days prior to regular meetings and one day prior to special meetings.
- Approve the draft minutes of the meetings for distribution to the members of the Committee for review and approval.
- Call special meetings and appoint ad hoc sub-committees when necessary.
- Prepare, in collaboration with the Executive Officer, the annual report to the Administrative Council.
- Represent the Committee in Administrative Council meetings when requested.

The RSO shall not be appointed as the Chair of the Committee.

Radiation Safety Officer (RSO)

The highest priority for the RSO is to ensure that day-to-day operations involving radioactive materials are conducted in a manner that adequately protect public health and safety, and to maintain exposures ALARA. The RSO shall:

- Be a voting position.
- Design and implement the University radiation safety program with the assistance and support of the Committee and the administration.
- Ensure that radiation safety activities are being performed in accordance with procedures and regulatory requirements of the University's broad scope license.
- Be responsible for keeping the Committee apprised of all major actions taken to implement and ensure compliance with radiation safety rules and regulations.

The RSO shall not serve as the Committee Chair.

Executive Officer

The Executive Officer shall be an administrator in the Office of Research and Economic Development and shall be appointed by the President of the University. The Executive Officer shall:

- Attend all meetings of the Committee without voting privileges.
- Serve as the Institutional/University Officer for the Committee.
- Serve as a consultant to the Committee and aid in the conduct of Committee business.
- Provide administrative support services to the Chair in the conduct and coordination of Committee activities.

Meetings

The Committee shall meet as necessary to conduct its business, but at least quarterly.

Fifty percent plus one of the Committee membership will constitute a quorum and must include the RSO, Committee Chair, and the representative from management. Actions of the Committee shall be taken by the vote of a majority of members present in any meeting at which a quorum is present. Members may participate by remote means when necessary or desirable. In the event that the meeting quorum is not met, the meeting will either be rescheduled, or limited business will take place.

Members are expected to review all information provided prior to the meeting and attend all scheduled Committee meetings. If a member must be absent from a meeting, every effort should be made to designate a proxy. Once a proxy has been designated by the member who plans to be absent from a meeting, notice should be given to the Chair and the name of the proxy provided.

The proxy for an absent member must be approved by the Chair since special expertise is required for Committee membership. Once approved by the Chair, the proxy will count towards a quorum. However, voting by proxy is prohibited.

Absence from fifty percent (50%) of regular meetings without due cause will result in a request by the Committee to the President of the University, via the Executive Officer, for replacement of that member.

Agendas, Minutes and Reports

The Chair, with assistance from the RSO, shall be responsible for establishing the agenda for meetings. Committee members may also make requests for agenda items. The agenda and relevant materials will be sent to Committee members at least five business days in advance of the meeting.

Minutes of the meetings shall be drafted by ORED staff and approved by Committee members at the following meeting. Approved minutes of Committee meetings shall be posted on the University Standing Committee website.

The Committee will provide periodic reports to the VP for Research as requested.

Amendment of Procedures

These procedures can be amended at any regular meeting of the Committee by a majority vote of the members present, provided that the amendment has been submitted in writing to the members at least one week prior to the meeting where the voting will take place. Amendments to these procedures are subject to final approval by the Administrative Council.