Purpose

This charter document defines the membership, authority, responsibilities and operating rules of the Radiation Safety Committee at Northwestern University.

Policy

The Radiation Safety Committee (RSC) is a standing committee of faculty, staff and administrators at Northwestern University (NU) that serves as a convened governing body for all aspects of radiation safety within the institution including all affiliated research, instructional and service units using ionizing radiation sources or devices (collectively defined to as "radiation sources") in facilities owned (or controlled by) NU. The RSC is responsible for ensuring that the possession, use and disposition of radiation sources involving University personnel at Northwestern University complies with pertinent federal and state regulations and with the specific conditions of licenses issued to the University. The RSC is ultimately responsible for ensuring that all radiation exposures are kept As Low As Reasonably Achievable (ALARA) using accepted health and safety practices.

Structure, Responsibilities and Authority

The RSC is responsible for the oversight of the NU Radiation Safety Program. The NU Radiation Safety Program is administered by the Health Physics Services (HPS) Program within the Office for Research Safety (ORS). See Attachment One for organizational chart.

HPS is managed by the Radiation Safety Officer (RSO) who is supervised by the Executive Director, ORS that reports to the Vice President for Research (VPR). The RSO maintains a "dotted" line report to the VPR in order to ensure that a clear line of communication for potential radiation protection concerns is always maintained.

The RSC promulgates policies, rules and procedures for the safe use of radiation sources. The RSC has the authority to grant, deny, require changes or withdraw permission for the use of radioactive materials or any other radiation devices or sources within the University to comply with regulation or meet reasonable standards for health and safety. It is the intent of the University that there be no use (or acquisition of) radiation (or radiation sources) proceed without the full knowledge and approval of the Committee.

The RSC reports to the Vice President for Research.

The RSC is responsible for:

1. Establishing University policies related to radiation safety.
2. Establishing training criteria, procedures and reviewing the adequacy of the curricula.
3. Reviewing and approving, modifying or denying all proposals for ionizing radiation use and setting conditions of use for permits proposed by ORS - HPS.
4. Voting to approve, disapprove, or amend proposals.
5. Ensuring that only qualified individuals are permitted to use radiation sources, or to supervise such use by others.
6. Conducting an annual audit of the Radiation Safety Program that includes a review of

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documentation and performance required to comply with license conditions, State of Illinois regulations, and Committee recommendations. This audit is reviewed and discussed at a Committee meeting and is recorded in the minutes.

7. Monitoring timely and effective resolution of corrective actions to assure the effectiveness of the radiation safety program.

8. Enforcing compliance with the program, including imposition of sanctions for non-compliance.

9. Voting to change service vendors as may be required by license, regulation, or commercial requirements.

10. Maintaining a list of the Committee members and their appropriate training and experience.

11. Making recommendations to the Vice President for Research on risk management issues related to radiation safety.

Membership

The Director of HPS/Radiation Safety Officer (RSO), faculty who are knowledgeable in the use of ionizing and non-ionizing radiation sources, and senior administrative officers of the University, including a designated management representative of the Vice President for Research (VPR), who is neither a user nor the RSO. Membership may also be faculty members from departments where radiation is used.

The Committee size and composition shall represent the spectrum of radiation users across the University. The extent of representation shall be determined by the VPR and reflect the breadth and depth of the research involving the use of radiation sources.

The membership process consists of formal appointment by the VPR. Members will be appointed for a renewable term of three years. Nominations for membership may be made by existing Committee members to provide representation from major academic, and research areas that use radiation sources. Qualified nominees shall include Principal Investigators and/or experienced professionals, proficient in the use and handling of ionizing and nonionizing radiation sources, who are knowledgeable in regulatory compliance and University policy related to radiation use. Representatives of other groups or functions closely associated with the radiation safety program, (e.g. purchasing, safety and maintenance) may also be nominated.

In addition, University-affiliated institutions that receive, acquire, use, possess or transfer radionuclides or radiation producing equipment under the terms and requirements of any NU held license or registration may request that a representative of their institution be appointed to serve on the RSC.

The RSC Chair

The Chair has the responsibility for conducting regular RSC meetings and implementing the control functions of the Committee. The Chair works closely with the RSO to ensure that HPS implements the directives of the Committee. The Committee members elect the Chair from within the Committee membership for a renewable three-year term.

The Committee may choose to elect a Vice-Chair, for a renewable three-year term, responsible for discharging the duties of the Chair, if the Chair is unavailable.
Attendance, Alternates, and Replacements

Regular attendance is required at Committee meetings. In the event that a member does not attend three consecutive meetings, at the discretion of the Chair, the Committee may vote to request that the VPR appoint a replacement member.

To plan for temporary absences, each Committee member may, with the consent of the Chair, appoint a designated alternate for a particular meeting. The designee may represent the absent Committee member in all aspects of Committee participation, and shall have the responsibility and authority to act on behalf of that member.

A Committee member may nominate a qualified replacement at any time during the appointed term for the remainder of that term. A formal letter from VPR shall be required to document member appointment. In the event a member or designee leaves the University, membership is automatically terminated.

The Office of the Dean or the Executive Vice President shall document changes to membership in writing.

Meetings, Agenda and Quorum

The Committee meets at least once during each calendar quarter, or more frequently, at the discretion of the Chair. A quorum consists of more than fifty percent of its then current membership, and must include the Chair, the RSO, and the University Management representative. All members present are entitled to vote. Committee decisions are made by the majority vote of a quorum of committee members and members shall not vote on issues in which they have a personal involvement. Between meetings, interim decisions may be made by an e-mailed ballot (with more than fifty percent of its current membership voting), but such decisions shall not be considered final until ratified at a called meeting of the Committee.

Parliamentary procedures shall be determined by Robert’s Rules of Order, as appropriate. At these meetings, the Committee conducts the following activities:

1. Sets University Radiation Policy,
2. Reviews records and reports from the RSO, results of regulator and outside inspections and audits, written procedures, incidents and laboratory audits performed by the RSO and Radiation Safety Office staff,
3. Reviews and approves or disapproves Authorizations as proposed by the Radiation Safety Office. Authorizations shall be approved only if the user has fulfilled the training or competency requirements outlined in the University Radioactive Materials License and the Radiation Safety Handbook,
4. Reviews inventories, procurement, possession limits, and other actions with radioactive materials and radiation devices covered under the Authorizations,
5. Reviews and approves training programs,
6. Reviews organization and maintenance of records of the Committee’s proceedings, including radiation safety evaluations,
7. Reviews and approves manuals and procedures issued by the Radiation Safety Office and emergency response plans, including agreements, if any, with offsite emergency response
agencies,
8. Conducts reviews of laboratory performance and implements an enforcement program to ensure compliance with the requirements of the Radiation Safety Program,
9. Makes changes in policies and procedures, as appropriate.

Reports, Records, and Minutes

The RSC minutes, together with all reports submitted to the Committee, serve as the official documentation of the Radiation Safety Program of the University. The minutes of each meeting include the date of the meeting, the members present and absent, a summary of deliberations and discussions, and recommended action items. Following each meeting, minutes shall be prepared in draft form and copies sent to all members for review and comment. A majority vote at the next meeting shall be taken to approve the minutes.

A copy of the minutes of all Committee meetings, with all subcommittee reports and attachments, will be retained with Health Physics Services files for permanent storage in accordance with University policy, where it shall be maintained until disposal is authorized by the regulations of the licensing body.

Subcommittees

The RSC may establish subcommittees to perform specific functions. Each subcommittee shall submit a written report of its activities and actions to the Committee for each calendar quarter in which it was active. Any authority granted to a subcommittee is subject to approval for action by the full Committee. As described above, each subcommittee report accepted by the Committee becomes part of the record filed in the University Archives or retained with Health Physics Services files.

Stuart Stock, PhD
RSC Chair

Michael Blayney, PhD
Executive Director, Office for Research Safety
RSC Management Representative

Jose Macatangay, MS
Director of Health Physics Services/Radiation Safety Officer

Approved by RSC on 08/26/2015
Attachment 1

ORS Organizational Chart
**Northwestern University**
**Office for Research Safety**
**February 2016**

*Note: Dotted line reports. Iwona coordinates her lab inspection activities with Markus and is stationed in Evanston. Wendy works part-time in support of ORIT thru Theo. Markus, Drea and Reggie share in the Project Management of the Clean Harbors contract with Michael as lead.*

Necessary growth 2018-2023 includes: one additional Lab Safety Specialist, an Assistant Laser Safety Officer and an additional Training Specialist.