Charter

University Radiation Safety Committee

Iowa State University
April 2011

I. INTRODUCTION

It is the policy of the University to control and facilitate the use of radioactive materials and radiation-producing devices on campus for purposes of research and teaching. In this process the University is, committed to ensuring that all uses of these materials and devices are in compliance with regulatory requirements and that any resulting radiation exposures are "as low as is reasonably achievable (ALARA)." Toward this end, the University has established specific administrative entities with responsibilities for controlling the use of radioactive material and radiation-producing devices on campus.

The Iowa State University Radiation Safety Committee (RSC) is appointed by the Vice President for Research and Economic Development (VPR/ED) as one of the standing committees of the University. The RSC shall have the responsibility to provide general review and audit of radiation safety programs at Iowa State University to determine compliance with regulations and licenses issued on the local, state, and federal level. The RSC shall likewise have the authority to require program changes, including termination of unsafe projects, to assure compliance with regulations and the maintenance of reasonable standards of health and safety.

The directives of the RSC will normally be carried out by the University Radiation Safety Officer (RSO). The RSO operates out of the Department of Environmental Health and Safety which has broad responsibilities for all safety and occupational health programs on the Iowa State University campus.

This Charter covers the responsibilities of the RSC regarding radiation safety at Iowa State University.

II. GENERAL COMMITTEE REQUIREMENTS

A. Composition of the Committee

The committee chair shall be appointed by the VPR/ED. The RSC is composed of:

- a representative from College of Agriculture and Life Sciences
- a representative from College of Engineering
- a representative from College of Liberal Arts and Sciences
- a representative from College of Human Sciences
- a representative from College of Veterinary Medicine
- three members with specific expertise in radiation protection
  - the University RSO.
  - the Ames Laboratory RSO
At least one of these members shall also represent University management.

The terms on the committee for the RSO, the chair and the Ames Laboratory RSO are indefinite. All other terms are for three years with reappointments being determined by the VPR/ED.

B. Frequency of Meetings

The RSC meets at least once during the Spring and Fall academic semesters, at a time arranged by the chair for maximum attendance. Additional meetings may be called if circumstances dictate the need for them.

C. Quorum Requirements

Five of the eight members of the RSC, including the chair or a designated alternate and the RSO or a designated alternate, shall constitute a quorum of the RSC.

D. Committee Reporting

Recommendations and minutes of the RSC meetings are sent to the VPR/ED. Any recommendations, comments or questions in the minutes regarding a specific project or program are sent to the person in charge of that project, and to the person having administrative authority for the department involved, when such action appears appropriate.

Permanent copies of the minutes of RSC meetings shall be retained by the university RSO.

E. Termination or Changes in Radiation Projects

The RSC shall have the authority to enforce changes in any radiation project in order to comply with regulations and to meet reasonable standards of safety and health. In the event that any radiation project endangers the health or safety of any individual, or presents a threat to the safety of property, the RSO shall have the authority to shut down and terminate such projects or operations. Upon taking such action the RSO must immediately notify the chair of the RSC and the chairs of the involved departments, college dean, and VPR/ED.

F. Appeals

Any individual may appeal the actions of the RSC through the VPR/ED. Where specific rules, regulations, or licenses apply, they will be used as guidance in making final decisions. If there is no concurrence after RSC and administrative review, issues will be referred to the appropriate off campus agency for review.

G. Relationship of the RSC and the RSO

The RSO is responsible for keeping the RSC apprised of all major actions taken to implement and enforce radiation safety rules and regulations on campus. The RSO shall implement and enforce directives of the RSC and coordinate the total radiation safety program to ensure proper and timely response to current problems.

H. Environmental Health and Safety

The RSC's function of assuring safety surveys is implemented by the Department of Environmental Health and Safety. This department provides monitoring services for personnel, receives and handles shipments of radioactive material, collects radioactive waste and performs other health physics functions.
III. RSC ACTIONS RELATIVE TO GENERAL USE OF RADIOACTIVE MATERIALS AND RADIATION-PRODUCING EQUIPMENT AT IOWA STATE UNIVERSITY

A. Approval of Projects involving Radioactive Materials or Ionizing Radiation

Before an individual may use radioisotopes or ionizing radiation in experimental or routine procedures, approval must be obtained from the Radiation Safety Committee. This must include approval of the following:

1. The project itself on the basis of radiation protection only.
2. The facility for the amounts and types of radioisotopes or other radiation sources which will be used.
3. The training and background of the individual to handle the radioactive material or radiation which he or she intends to use.

This information shall be submitted to the RSC through the RSO. All projects and major additions or changes in projects, shall be reviewed by the RSO and the RSC chair. The RSC chair or RSO the will determine if further committee review is necessary and act accordingly. All approvals for projects shall be granted by the chair of the RSC or his/her designated alternate. Minor additions or changes to projects will be reviewed and approved by the RSO or a designated alternate.

NOTE: A complete outline of information necessary to submit for approval for projects involving radiation can be found in the Radiation Safety Manual.

B. Audit and Review of Radiological Safety Programs

The RSC shall assure itself through reports from the RSO, and through actual audits when necessary, that control of the radiation safety program is being maintained. This will include the following items and records maintained by the RSO:

1. Procurement and possession of radioactive material.
2. Transfer and shipment of radioactive material on and off campus.
3. Inventory lists to assure compliance with local possession limits, and with NRC licenses and regulations.
4. Appropriate surveys, leak tests, and monitoring of radiation projects to assure worker safety and compliance with regulations.
5. Personnel dosimetry records including bioassay results.
7. Instruments and calibration records.
8. Renewal and changes in any federal, state, or other licenses held by Iowa State University that pertain to the use of radiation or radioactive materials.
9. Any other important records that may be required or deemed appropriate.
10. ALARA program.
C. Audit Function

The audit function shall include selective (but comprehensive) examination of operating records, logs, and other documents. Where necessary, discussion with cognizant personnel shall take place. In no case shall an individual perform the audit of an area for which he or she has operational responsibility. Deficiencies uncovered that affect safety shall be reported immediately to the RSC. A written report of the findings of audit shall be submitted to the RSC by the Spring meeting.

D. Noncompliance /Complaint Process

Upon notification to the Office for Responsible Research of noncompliance or complaint:

1. The Director of the Office of Responsible Research (DORR), the RSC Chair, and the RSO will determine if immediate suspension of the project in question is required, while the complaint is addressed, in consultation with the VPR/ED. This initial decision will be based on preliminary information and the seriousness of the situation. If applicable, the sponsor contract or grant award notice will be reviewed to determine requirements for notifying the sponsor.

2. The DORR, the RSC Chair or the RSO will present the matter to the RSC members, when a quorum of the full committee is present. The RSC will determine if: (a) suspension is not merited; or (b) suspension is merited. In order to suspend a study a majority of the quorum of members present must vote in favor of the suspension.

   a. Suspension not merited:

      If suspension is not merited, the issue will be resolved between any combination of the following individuals: the DORR, the RSC Chair, the RSO, Principal Investigator, Principal Investigator's Department Chair. These actions will be based on recommendations from the RSC members and in communication with the VPR/ED. All communication will be documented.

   b. Suspension is merited:

      Notice of suspension effective immediately will be sent to: principal investigator, co-principal investigators, department chair, the Office of Sponsored Programs Administration, Sponsored Programs Accounting, and the VPR/ED. The RSO will notify the Iowa Department of Public Health if needed.

The DORR will lead the investigation of the incident with the assistance from any combination of the following as appropriate: the RSC Chair, the RSO and the RSC members. Following completion of the investigation, a meeting will be called of the following individuals: DORR, the RSC Chair, the RSO, the RSC members, principal investigator, and the principal investigator's department chair to discuss the nature of the situation and to determine if the situation merits a designation of serious or continuing non-compliance.

In order to make the determination of serious or continuing noncompliance it may be necessary to perform an audit of study records. The principal investigator will be required to produce: all data related to the study projects, applications for approval from the RSC, any study-related documentation including monitoring logs, etc.
i. Nonserious and Noncontinuing:

If the incident appears to be isolated and in essence is a miscommunication or misunderstanding of a nonserious and noncontinuing nature, a letter from the DORR to the principal investigator describing a summary of the audit will be written. The DORR in communication with the VPR/ED may determine the appropriate corrective action, based on recommendations made by the RSC Chair, the RSO, and the RSC members, or require that the principal investigator describe corrective actions. This will be considered the final step if the incident is considered to be nonserious and noncontinuing. A copy of the letter will be sent to the principal investigator's department chair and to the RSC Chair. The RSO will notify the Iowa Department of Public regarding the final outcome if needed.

ii. Serious or Continuing:

If the audit indicates noncompliance that is serious or continuing, corrective action will be determined by the DORR in consultation with the Vice President and the Associate Vice President for Research and Economic Development. The corrective action will be based on recommendations made by the RSC Chair, the RSO and the RSC members. A copy of the letter will be sent to the principal investigator's department chair, the dean of the principal investigator's college, the Provost and other necessary individuals as determined by the VPR/ED. The RSO will notify the Iowa Department of Public regarding the final outcome if needed.

Approved by:

[Signature]
Sharron Quisenberry, Ph.D.
Vice President for Research and Economic Development
and Institutional Official

5/2/11
Date