

The University of Tennessee Radiation Safety Committee Charter

The Radiation Safety Committee (RSC) has a responsibility to assist campus management and the Radiation Safety Officer (RSO) with the implementation of the radiation safety program for the university.

The University of Tennessee RSC is the governing body for all aspects of radiation protection at the university. The committee shall ensure that all radiation exposures at the university to faculty, staff, students and the general public are maintained *As Low As Reasonably Achievable* (ALARA).

Goals and Objectives:

- Recommend to the university policies and procedures for the safe use of ionizing radiation in teaching, research, or service activities.
- Assist in the implementation of radiation safety policies at the university.
- Review and approve, modify, or deny all proposals for use of radioactive materials, particle accelerators, x-ray generating devices used for imaging outside of diagnostic purposes, or x-ray generating devices which may pose a higher risk. The committee may also set conditions of use for proposed permits.
- 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 ionizing radiation.
- Review and provide input on non-emergency compliance violations and enforcement actions.
- Assure that training program content adequately covers radiation hazard and risk information. Review major changes to Radiation Safety Department policy and procedures.
- Review and advise the RSO on permitting and licensing applications to the appropriate regulatory agency.
- Review and approve program audits, incident summaries, and public health or environmental compliance reports.

Chair – The chair shall be appointed by the *Office of Research and Engagement following recommendation by the committee members and the RSO*. The Chair must be a faculty member with at least 5 years of operational experience with ionizing radiation sources. The chair shall be appointed for a period of 5 years and may be renewed.

Member Composition and Representation – Members of the committee will be appointed by the Office of Research and Engagement for a renewable three year term. The committee composition shall represent each of the major departments or colleges that possess ionizing radiation sources. Qualified nominees shall include principal investigators and/or experienced professionals proficient in the use and handling of ionizing radiation sources. In addition, technical appointments are made based on guidance from the RSO, committee chair, or regulatory requirement. Currently, the technical appointments include:

1. Representative from Environmental Health and Safety.
2. Medical Physicist or Radiation Oncologist with experience in accelerator safety
3. Executive Management Representation Ex-Officio: Assistant Vice Chancellor for Research, Responsible Conduct of Research & Research Integrity Officer.

Subcommittee – Subcommittees may be appointed as necessary to perform specific duties. These subcommittees may be composed solely of members from the Radiation Safety Committee or may include non-members.

Agendas- The Radiation Safety Officer shall prepare agendas with input from the committee chair. Committee members may also make requests for agenda items. The list of subjects to be discussed will be included with the minutes in an e-mail reminder for the next meeting or provided at the meeting.

Quorum – Quorum for Radiation Safety Committee meetings requires the presence of the Radiation Safety Officer, Radiation Safety Committee chair, a member of UT Executive Management or their designated representative, and a representative from each area of use from which specific issues will be discussed, and any other member whose field of expertise is necessary for the discussion. In the event that meeting quorums are not met, the meeting will either be rescheduled, or limited business will occur.

Permit Reviews -A preliminary review of all permits is made by the RSO. Once the RSO signs off on the application, it is sent to the committee members for review and vote. Each committee member must review each new application and submit a voting ballot with the Radiation Safety Department. Once the ballots have been tallied, the application can only be approved if 80% of the committee agrees. If an application is denied, the applicant may reapply after the concerns of the dissenting committee members have been addressed. The amended application will then be sent before the full committee for another review.

Permit amendments for additional radioisotopes, protocols, or locations are reviewed and approved by the RSO and the RSC Chair. Certain amendments may require full committee review for approval. This is determined at the RSO and the Committee Chair's discretion. In the event that the Committee Chair is applying for an amendment, the Assistant Vice Chancellor for Research will also review the request and determine if it requires the full review of the committee.

Committee Enforcement for Compliance Violations- The Radiation Safety Department operates the radiation safety compliance program. During laboratory inspections, non-compliance findings are graded on a pre-existing scale with the total violation points tallied as follows:

- Level I findings: laboratories with fewer than 6 violation points cited during an inspection; these will be handled by the Radiation Safety Department.
- Level II findings: laboratories with more than 5 points but less than 11 points.; at this level, the non-compliance notification is shared with the Department Head, the Associate Dean for Research and the RSC Chair. The Chair and RSO will determine if the full committee needs to be notified
- Level III findings: violation points of 11 or greater. Notification of the violations is shared with the Department Head, the Associate Dean for Research and the RSC. *The RSO will decide and discuss with the RSC if the Principal Investigators authorization to possess ionizing radiation sources should be suspended. The length of the suspension depends on and is proportional to the severity of the violations.*

Minutes – Minutes of the meeting shall include a list of handouts, members in attendance, and shall be:

- a. Documented by a representative from the Radiation Safety Department. Should include the date, members present and absent, summary of discussions, recommendations and the results of votes.
- b. Available before the next meeting via e-mail and reviewed at the beginning of the meeting.
- c. Maintained in the Radiation Safety Department Office as part of the documentation for the radiation protection program. These records will remain on file in the department office until the time of the next broad scope radioactive materials license inspection. After the inspection, the minutes should be transferred to permanent department records storage. The format can be a paper copy or electronic version.

Meeting Frequency, Location and Time – The RSC shall meet at least twice a year. Members who are unable to attend are encouraged to send a representative/proxy from their respective unit. Special meetings of the RSC may be called to address matters needing immediate attention.

Review and Revision – Charter for the RSC shall be reviewed every 3 years. Revisions must be approved by a majority (51%) of the committee. Approval of revisions may be made via e-mail.

May 26, 2015

Revised: April 2019