



Department of
Health and Safety

**University Radiation Control Committee Meeting
December 3, 2009
9:30 – 11:30
Spencer Hall Board Room, SP4006**

Present:

Ms. Sheila Miller, Director, Department of Health and Safety
Donald Wood, Radiation / BioSafety Officer, Department of Health & Safety
Dr. Donald McKay, Chair of Committee, Faculty of Medicine
Dr. Bing Chen, Faculty of Engineering & Applied Science
Dr. Janet Brunton, Department of Biochemistry
Mr. Darryl Pike, Faculty of Engineering & Applied Science
Dr. Chris Deacon, Department of Physics & Oceanography
Dr. Jules Doré, Faculty of Medicine
Dr. William Driedzic, Ocean Sciences Centre
Ms. Louise Green, Department of Health & Safety, Recording Secretary

1. Courtesies/Regrets – None
2. Approval of Minutes of December 3, 2009

Minutes approved by Darryl Pike and Seconded by Dr. Chen.

3. Report from the Radiation Safety Officer – Donald Wood

A. New Permits –

- i. Dr. Larijani will be receiving his Radiation and Basic Safety training soon although he has experience using radioisotopes. The quantity he will hold is 250 uCi. The limit is 750 MBq. Permit approved as amended, subsequent to his lower limit and training requirement.

Approved: Dr. Brunton and seconded by Dr. Chen

B. Decommissioning Activities –

- i. The RSO reported that Dr. S. Drover's lab has been decommissioned. Other labs to be decommissioned include: Drs. Ghazala, Knoechel, and Thompson. Committee members in general confirmed that a system that is easy, quick and timely, needs to be implemented to allow the researcher to get their permits and orders in a timely manner.

C. New Signage –

- i. The RSO proposed new signage for areas where radioisotopes are in use. Some suggestions incorporate ideas presented recently by CNSC auditors. Committee members reviewed the proposed signs and made several suggestions for change. The new signage will have: Permit holder's name, Permit holder's phone number, Radiation Safety Officer's phone number(s) and then CEP emergency contact # 737-4100. Discussions are required with CEP regarding after hours and emergency contact procedures.

Action: Discussion with CEP guidelines to emergency responding.

- ii. Exemption Quantity (EQ) and Sealed Source Signage was presented by the RSO. Committee members made suggestions including: spelling out of CNSC, clarifying 'S-011' and the need for consistent formatting.

Action: Mr. Wood to circulate signage for discussion.

D. MUN License Levels –

- i. Given the recent application by Dr. Larijani, the Committee agreed to reconsider the licence level that we currently have for ³²P.

Action: January's Agenda item for next meeting. Mr. Wood to report numbers for January's meeting

E. Consultant Health Physicist

- i. Ms. Miller reported that the University plans to retain a consultant Health Physicist – Fergus Devereux. The 3-year contract provides for a \$1000 per year retainer fee and an additional \$150 per hour for any work required of him. At present, it is not anticipated that he will be needed on site. The contract has been reviewed by MUN's legal department and its now with Enterprise Risk Management (ERM). Ms. Miller noted that the CNSC advises us having the services of a Health Physicist.

Action: Ms. Miller to follow-up with ERM.

E. Other Matters:

- ii. Mr. Wood noted that members of the Committee have paper copies of the Radiation Safety Manual. Mr. Wood will try to get other links from websites to Committee members. CNSC has copy of a new draft manual and suggested some changes already. The X-ray was split from the Open Source Work. A copy of the X-ray Safety Manual has been distributed which has been through one approval process with provincial government.

Action: January's Agenda Item – Mr. Wood to provide briefing paragraph.

4. Report on the CNSC Audit Visit – D. McKay.

- i. Dr. McKay reported on his experiences with the CNSC auditors on their recent visit to the St. John's campus. He spent time with auditors and visiting laboratories. As a result, he speculated that the CNSC audit may comment on at least 20 aspects of our operation. Ms. Miller mentioned that the audit CNSC would not be focussing on our non-compliance, but would focus on our management system. The good news is we don't use that much radioisotopes, as a health risk, we are low, the lower, the better.

4b i – 1. Reporting Structure – Dr. McKay had written the president to clarify the reporting structure for the URCC. The President suggested that the URCC report through the office of the Vice-president (Administration and Finance).

4b i – 2 – Membership – The Committee discussed increasing membership to include graduate student representation, and representatives from CEP, House Keepers and Shipping and Receiving staff.

4b – ii -Policy Review –

- i. Radiation Safety Policy – Mr. Wood prepared a draft safety manual, Dr. McKay reported that CNSC auditors expressed the view that policy in this area was to arise from the URCC rather than the RSO. He recommended that the URCC start by examining policies/programs at other Canadian Institutions. One example cited by the CNSC auditors was from Ottawa Hospital.
- ii. Terms of Reference (TOR) – Recognizing that the URCC cannot set its own TOR, it was agreed that a small subcommittee (Wood, Miller, McKay) prepare draft TOR for review by the URCC and consideration by the VP (Administration & Finance) and VP (Research).

Action: Sub-Committee comprised of: Dr. McKay, Ms. Miller and Mr. Wood will draft TOR ensuring that the document deals with membership, reporting structure and general responsibilities. Other policy draft documents will follow.

4b –iii – Training Issues –

- i. Mr. Wood raised an issue around mandatory training. He predicted that the CNSC audit will suggest that we re-examine our training process with a goal of having members of designated groups receiving more targeted training appropriate to their needs. He speculated that the URCC will need to broaden the groups for whom training will be required to ensure compliance with the CNSC and Occupational Health & Safety Act. The long-term goal is to put our training on-line.

Action: Sub-committee to look at policies around training

5. Campus Wide Safety Database Proposal –

- i. Ms. Miller mentioned that the University requested \$200k from government to develop a campus wide health & safety database system to include a chemical management inventory system, a radioisotope permitting system and consideration of Biosafety. This system will allow the University to have a better understanding of where the chemicals are and what they are, along with some training databases. The system is presently used by the University of Manitoba, University of Toronto and McGill University. A demonstration is being planned, and members of the URCC will be invited to attend.

6. Establishment of regular meeting time and day –

- i. Discussion took place and the census is that the committee will meet every 3rd Tuesday of each month, starting at 9:00 a.m. – 11:00 a.m.

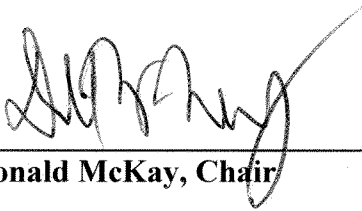
7. Other Business

- i. Dr. McKay agreed to ask Dr. Brunton if she would be willing to chair this committee in his absence.
- ii. Ms. Miller notified the Committee that the Department of Health and Safety office will be moving to the Butler premises. Future meeting locations will need to be determined.

Action: Ms. Green to follow-up on meeting locations.

- iii. Expertise in x-ray on the Committee is needed. – Dr. Ed Kendell's name was mentioned.
- iv. Membership from Sir Wilfred Grenfell College (SWGFC) and Marine Institute (MI) needed. Dr. Iams was mentioned from SWGC.

Meeting adjourned:



Donald McKay, Chair



Louise Green, Secretary

