



Department of
Health and Safety

University Radiation Control Committee meeting
February 16, 2010
9:15 – 11:00
Spencer Hall Board Room, SP4006

Present:

Dr. Donald McKay, Chair of Committee, Faculty of Medicine
Mr. Donald Wood, Radiation / Biosafety Officer, Dept. of Health & Safety
Dr. Janet Brunton, Faculty of Science
Dr. William Driedzic, Ocean Sciences Centre (OSC)
Ms. Louise Green, Dept. of Health & Safety, Recording Secretary

Apologies: Ms. Sheila Miller, Dr. Christopher Deacon, Dr. Chen, Mr. Darryl Pike.

1. Courtesies/Regrets/Conflicts of Interest – None
2. Approval of Minutes of December 3, 2009
Minutes approved by Dr. Driedzic and seconded by Dr. Brunton.
3. Report from the Radiation Safety Officer – D. Wood
 - a) **New Permits** – None.
 - b) **Decommissioning Activities** – Update
 - i) **Dr. K. Hirsawa** - Signs have been removed – fully decommissioned.
 - ii) **Dr. Thompson** – No response on decommissioning his lab
 - iii) **Dr. Cheema** – Wants to keep her radioisotopes, will use within a year.

ACTION: Mr. Wood to get this in writing from Dr. Cheema

- c) **Proposed new signage – update**
All signage has been approved. Mr. Wood reported that they are going to printing services.
- d) **MUN License levels – ³²P**
Mr. Wood suggested that we ask CNSC for a license amendment to double our amount. Mr. Wood reported that in discussions with CNSC at the Outreach meeting, past history is more of a consideration by CNSC than a specific level for a given isotope.

ACTION: Mr. Wood authorized to seek amendment to increase our license.

4. Report on Policy update Subcommittee – Dr. McKay, D. Wood, S. Miller
 - a) **Terms of Reference (TOR) –DWM**

The committee was presented with the draft TOR that incorporated all earlier suggestions. If no other suggestions for change were forthcoming, Dr. McKay planned on sending the TOR to the VP (Administration and Finance) for approval.

b) Roles and Responsibilities (R & R) draft – DWM

Dr. McKay asked the committee to review the draft document and provide comments and suggestions.

Managers, Supervisors and Permit Holders Section.

8 – Add - Dosimetry before Contact Person – put all in uppercase

9 – This is currently covered by the University. Nothing is going back to the PI – no stimulus to the PI to ensure they are returned in a timely manner, maintained or stored.

Mr. Wood mentioned the replacement cost is \$50 and Health Canada's charge is \$200 for administration fees. There is also a late fee charge of \$50. Mr. Wood noted that at some universities the PI's are responsible for the costs.

Reword the sentence– providing cost coverage for dosimetry late fees & replacement where required.

#10 – Remove 2nd sentence.

Radiation Safety Officer (RSO)

Mr. Wood has no comments or objections on this section.

c) Typo – should be URSC – and after URSC add Tier II C'ttee

r) The sentence to be restructured -- Remove – monthly, as this is already noted in line item j.

Add new Line – Conduct lab inspections including wipe tests to confirm compliance ... as a separate entry.

Dr. McKay noted that this document should have two sections added -- CEP and the Department of Health & Safety. This document needs further workings.

Action: Subcommittee – McKay will work on this by email.

c) Radiation Safety Manual

In Ms. Miller's absence, Dr. McKay gave an update regarding the subcommittee's work on the proposed Radiation Safety Manual. The Subcommittee envisages that the manual will have three (3) major sections:

- 1) Permit holder – user friendly documents that are concise with flowcharts. This section would include guidance with respect to 1) obtaining a permit, 2) decommissioning a lab and 3) responsibilities of permit holders.
- 2) All users – user friendly documents related to safe practices, required handling procedures and emergency responses. The subcommittee acknowledged the need to enhance the section on emergency response so that it is complete, easily understandable and

consistent with the emergency response plan of the University and emergency response units (e.g. Fire department).

- 3) Other information –It was envisaged that this section would be a compendium of useful reference information, but not necessarily that which is needed on a regular basis. For example, the section will contain tables that define EQ for each isotope.

The goal is to produce a smaller, but user friendly document.

5. Decommissioning Process

Mr. Wood reported that some PI's are resistant to giving up their permits despite no recent usage of radioisotopes. Following discussion, committee members agreed that a major concern was the potential for misleading labeling, i.e., signage suggesting the presence of radioisotopes when that was not the case. It was agreed that in these cases, an immediate approach could be to replace the signage on these labs with new EQ signage to reflect the low levels.

ACTION: Mr. Wood to have new signage placed on Drs. Cheema and Thompson labs ASAP.

6. Review of other "actionable" items from Minutes –

All action items have been reviewed. Item 4b – li – Policy Review is ongoing.

Item 3 E – II – Mr. Wood started a process of separating our x-ray users from our open source users. The first step is complete – a draft copy of the safety x-ray manual was circulated by email. Mr. Wood noted that this committee needs an x-ray person.

2nd step – was to separate the x-ray device holder to a separate database. The programmer from Facilities Management for Rutherford is no longer available to do this work. Mr. Wood has devised his own access database for now, and the licensing for x-ray devices from government is recorded on paper. We have approximately 8 people on campus using x-ray devices.

ACTION: Mr. Wood to provide Ms. Green with a written-up report.


ACTION: X-ray to be carried forward to next meeting.

Dr. Brunton reported that she has not received prior notification on the minutes or agenda items. Ms. Green checked her email distribution list and confirmed that Dr. Brunton is on her list.

The next meeting will be held on March 16, 2010, at 9:15 a.m. to 10:45 a.m.

Meeting Adjourned.


Donald McKay, Chair


Louise Green, Secretary