

University Radiation Safety Committee Meeting
February 16, 2012
2:00 p.m. – 3:30 p.m.
Earth Sciences Boardroom, ER4002

Present:

Dr. Donald McKay, Chair of Committee, Faculty of Medicine
Ms. Sheila Miller, Director, Dept. of Health & Safety
Dr. Bing Chen, Faculty of Engineering and Applied Sciences
Dr. William Driedzic, Ocean Sciences Centre (OSC)
Mr. Rod Hobbs, Radiation Safety Officer, Dept. of health & Safety
Mr. Phil Smith, Campus Enforcement Patrol, Facilities Management
Mr. Dion Bennett, Faculty of Science
Mr. Darryl Pike, Faculty of Engineering and Applied Sciences
Ms. Louise Green, Dept. of Health & Safety, Recording Secretary

Invited Guest: Ms. Angela McLoughlin, Project Manager, Dept. of Health & Safety & Computing and Communications

Apologies: Drs. Jules Dore, Janet Brunton, Chris Deacon, and Mr. Matthew Nosworthy

1) Courtesies/Regrets/Conflicts of Interest – Members were welcomed as well as guest Ms. Angela McLoughlin. Apologies were noted as listed above. No conflicts reported, but the chair encouraged members to bring conflicts forward should they arise during the meeting.

2) Approval of Agenda

Item 7 – moved to under item 2 – to allow Ms. McLoughlin to make her presentation on the Implementation of the Safety Database.

Approved by Dr. Chen and seconded by Mr. Pike.

3) Implementation of Safety Database – Angela McLoughlin

Angela gave an overview of the Health & Safety Management System that will be implemented by the Department of Health & Safety. PowerPoint presentation is available upon request.

It was noted that this database is customizable pending on the needs of the users. The vendor will be onsite to help with all the training modules by the end of March. It was suggested that the training should be open to other users instead of just PI's. This database will use the same MUN login process.

Dr. McKay noted that he is in the process of sending out a letter to all permit holders. He will communicate in his letter asking the PI's to identify who needs training and that it will take place and the end of March.

Action: Dr. McKay

Dr. McKay thanked Ms. McLoughlin for her presentation.

4) Approval of the Minutes - December 1, 2011 meeting

Item 7 – Dr. McKay asked that the last sentence be changed to reflect the following – Dr. McKay on behalf of the committee would like to thank Mr. Kane for his willingness to serve, his attention to details and for all the work he has provided.

Approved with changes - Dr. Driedzic and seconded by Mr. Pike

5) Report from the Radiation Safety Officer- Rod Hobbs

a) **Activity Report** – Mr. Hobbs gave an overview - See attached “A”

b) **New Permits** – None since last meeting was held.

c) **Decommissioning Activities** – One lab was decommissioned: Dr. Brunton BT1028 (BL Surgery room)

d) **Permit amendments**

Room Number revisions:

Frank Downey’s permit is room MI-3218B which is actually the door to the access corridor to the “roof” which opens via C-4000. Permit revised to reflect the correct room number and sent to Mr. Downey.

Drs. Rebecca Lam, David Miller and Mr. Michael Tubrett – permit lists IIC1042E but the room is IIC1042D. Permit revised and sent to Mr. Tubrett.

Personnel Changes:

Dr. Grant removed Katrin Zipperlen and Krista Gladney from worker list.

Dr. Larijani removed Heather Lucas and Mahdis Monajemi from worker list.

e) **Permit Renewal Process**

1) Dr. D. McKay – No changes. RSO sent out application along with my recommendation to renew to all Tier II members. Received acceptance from Drs. Dore, Driedzic, Chen and Mr. Pike. No reply from Drs. Brunton or Deacon. New permit sent on Jan. 30, 2012.

2) Dr. Jules Doré – No changes. RSO sent application along with renewal recommendations to all Tier II members. Received acceptance from Drs. McKay, Driedzic, Chen and Mr. Pike. No reply from Dr. Brunton or Deacon. New permit was sent on Jan. 30, 2012.

3) Dr. Robert Helleur – Removal of worker Linda Winsor. RSO sent application along with renewal recommendation to all Tier II members. Received acceptance from Drs. McKay, Driedzic, Chen, Doré and Mr. Pike. No reply from Dr. Brunton or Deacon. New permit was sent on Jan. 30, 2012.

4) Dr. Rebecca Lam – Rm # revision. RSO sent application along with renewal recommendation to all Tier II members. Received acceptance from Drs. McKay, Driedzic, Chen, Doré and Mr. Pike. No reply from Dr. Brunton or Deacon. New permit was sent on Jan. 30, 2012.

Laboratory Inspections Completed - Mr. Hobbs also noted that he added to his list the completion of nine (9) laboratory inspections and they take about 1.5 hours and follow-up 0.5 hours. In follow-up discussion, Mr. Hobbs was asked whether he was asked to

show his ID when conducting inspections in labs where he is unknown. Mr. Hobbs said that no such requests have been made, and he has noted this.

Dr. Heeley – SN4011 (EQ)

Dr. Cheema – BT3014 (EQ) and BT1025 (EQ)

Drs. Lam, Miller and Mr. Tubrett – IIC1042D (BL) – IIC1042E (BL) – IIC1036A (INS)

Dr. Brosnan – BT3005 (EQ)

Dr. Dunning – ER5053F (EQ)

Dr. Aylward – ER6004 (BL)

Dr. Hirasawa - H1813 (EQ) – H1840 (IL- shared)

Dr. Larijani – H1809A (BL) – H1840 (IL-shared)

Dr. Grant – H1802 (BL) – H1803 (BL) – H1804 (BL) – H1840 (IL-shared)

- f) **Other Matters or Incidents** – None
 - i) **Disposal Costs** – Defer to next meeting
- ACTION:** Ms. Miller

The Tier II committee accepted the RSO's report as presented by Mr. Hobbs. Moved by Mr. Pike and Dr. Chen.

6) Report on Policy Update – Temporary Storage

Mr. Hobbs to prepare a draft policy on radioactive waste disposal based on what other universities are doing for circulation before next meeting

ACTION: Mr. Hobbs

7) Review of other 'actionable' items from Minutes

Item 6 – Dr. McKay circulated a draft thank you letter that will be circulated to all PI's. Dr. McKay will amend this letter to provide more information on the Radiation Safety Database and training dates.

ACTION: Dr. McKay to update draft letter and circulate

d) Other Matters – defer to next meeting due to Ms. Miller being away.

ACTION: Ms. Miller - Defer to next meeting

8) Addition of Tier I representative from Facilities Management - Dr. McKay

Dr. McKay noted that he sits on the University Health & Safety committee and noted that based on his last meeting and the general view of the committee that a member from FM should be on this committee.

Dr. McKay would like to propose a change to our Terms of Reference to add a Tier 1 from Facilities Management to this committee. It was suggested that the person would need to be in the operations section.

Ms. Miller will contact Ms. Cynthia Whelan to see if she would like to sit on this committee if not could she make a recommendation in her place.

ACTION: Ms. Miller

Moved by Dr. Chen and seconded Mr. Bennett to add a Tier I member from Facilities Management.

Dr. McKay to write letter to Mr. Decker on propose change to "Terms of Reference."

ACTION: Dr. McKay

Ms. Miller asked about lapse on our membership for Tier I – we need a member from West Coast.

ACTION: Dr. McKay to follow-up

It was noted that appointment letters need to be sent to Dr. Edward Kendall and Dr. Noriko Daneshtalab.

ACTION: Ms. Green to send appointment letters to Mr. Decker for signature.

9) Other Business

A brief discussion took place on the availability of information that will be made available on the database for CEP to access afterhours in the case of an emergency. Ms. Miller noted that CEP will have all the current contact information and a list of chemicals through the new database. CEP currently has all the current information on a SharePoint database.

Dr. McKay noted that we will need an emergency response trial to see how it will work.

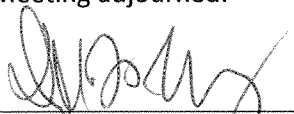
Mr. Hobbs to ask Ms. McLoughlin if she could arrange an online demonstration of the Radiation Safety Module that is currently being used from another university?

ACTION: Mr. Hobbs for next meeting


10) Adjournment and next meeting.

Next meeting to be arranged for March 2012.

Meeting adjourned.



Donald W. McKay, Chair



Louise Green, Recording Secretary

Appendix A

RSO Report to Radiation Safety Committee, Jan 16, 2012

After my hiring Nov 22, 2011, I spent a week completing the Radiation Safety Officer course offered by the Radiation Safety Institute of Canada, followed by a week-long job shadowing at the University of Ottawa with Ali Shoushtarian, Radiation Compliance Specialist.

Since returning from Christmas break, I have been busy with retrieval and organization of records necessary for day to day operations (worker lists/training, permit information, inventories, dosimetry, etc). I now have most records accessed and in order.

I have started laboratory inspections of all RUP holders and have completed approximately 3-5 lab inspections per week. These inspections serve three primary roles: to establish my presence as the new RSO, to ensure that issues identified by CNSC inspections, and remedied with the help of Kevin Kane in the Fall of 2011 are still in compliance, and to validate/update worker lists and radioisotope inventories held by permit holders. So far, no major issues have been identified. My intention is to complete bi-annual inspections for all permit holders.

I have also developed a dosimetry database to keep workers as well as their dose history organized and easily accessible. Dosimetry exchange for this quarter has recently begun I have decided that a more personalized approach would be appropriate, where I personally meet with dosimetry contact people to exchange badges. This is due to complaints received by both myself and Kevin Kane regarding the use of inter-office mail to exchange badges.

I am in the process of developing new forms to ease the process of permit amendments, decommissioning and reinstatement after decommissioning. Updates will be provided as these are completed.

Tidying of decay rooms and disposal of appropriate samples will begin shortly as most of the samples currently in storage have decayed well below allowable disposal limits.

A handwritten signature in cursive script, appearing to read "Rod Hells".