



Department of  
Health and Safety

**University Radiation Control Committee meeting**  
**March 16, 2010**  
**9:15 – 10:30**  
**Spencer Hall Board Room, SP4006**

**Present:**

Dr. Donald McKay, Chair of Committee, Faculty of Medicine  
Ms. Sheila Miller, Director, Dept. of Health & Safety  
Mr. Donald Wood, Radiation / Biosafety Officer, Dept. of Health & Safety  
Dr. Janet Brunton, Faculty of Science  
Dr. William Driedzic, Ocean Sciences Centre (OSC)  
Dr. Chris Deacon, Dept. of Physics & Physical Oceanography  
Mr. Darryl Pike, Faculty of Engineering & Applied Sciences  
Ms. Louise Green, Dept. of Health & Safety, Recording Secretary

1. Courtesies/Regrets/Conflicts of Interest – None
2. Approval of Minutes of March 16, 2009  
Dr. Brunton's affiliation was corrected as 'Faculty of Science'.  
Minutes approved as amended (Driedzic/Brunton).
3. Report from the Radiation Safety Officer – D. Wood
  - a) **New Permits** – None
  - b) **Decommissioning Activities** – Update  
Dr. Thompson and Dr. Drover's labs have been decommissioned. Dr. Thompson's radioisotopes are being sent to Monserco for disposal
  - c) **Proposed new signage** – Update  
Received new signage and will be placed on doors as inspections take place.
  - d) **MUN License levels – <sup>32</sup>P** – Update  
The request for increase levels has been submitted.
  - e) **Other matters or incidents** – Update  
Mr. Wood reported on three laboratory inspections:
    - i) Dr. Cheema – will be ordering <sup>32</sup>P
    - ii) Dr. Heeley - has been asked to enter his radioisotopes into the management system
    - iii) Dr. M. Brosnan – will be using less and this brings her lab below EQ

Mr. Wood stressed the importance of permit holders' use of the management system so that reports to CNSC will be accurate.

Mr. Wood reported one incident. A badge used in x-ray fluorescence in Earth Sciences came back due with an elevated reading (0.3 Msi). Mr. Wood investigated, and installed a badge to

determine background in the laboratory. Mr. Wood's investigation into the matter suggests that the badge in question probably picked up energy through the window or from being taken outside. Mr. Wood recommended that when not in use, the badge be stored in the appropriate badge holder and not be taken outside.

4. Report on Policy update Subcommittee – Dr. McKay, D. Wood, S. Miller

**a) Terms of Reference (TOR) –DWM**

Mr. Decker and Dr. Gosine, Vice-presidents of Administration & Finance and Research, respectively, reviewed the draft TOR. They responded noting four issues:

1. Faculty of Engineering and Applied Sciences representation –Justification for 2 representatives from the Faculty of Engineering and Applied Sciences. Discussion occurred.  
**ACTION:** Dr. McKay will advise Dr. Gosine that the representation reflects the type of usage in addition to the number of permit holders. The committee will inform the Vice-presidents that in accordance with OH&S legislation, committee membership will be reviewed every three years.
2. OSC representation – After discussion it was agreed to make explicit that the OSC representative is in addition to the other The Faculty of Science representatives.  
**ACTION:** Dr. McKay to clarify the wording under the Tier I membership.
3. Selection of Committee Members – The Vice-presidents recommended that Committee members be selected in consultation with Deans or Directors of appropriate units.  
**ACTION:** Appropriate language will be included in the draft TOR.
4. Posting of Committee minutes – The Committee was asked to consider posting of meeting minutes on the Web. There was general agreement with this provided that posting on the web was consistent with privacy legislation.  
**ACTION:** The posting of approved minutes will be added to the draft TOR.

In addition to the comments from the Vice-presidents, Dr. Driedzic noted that under Tier 1 – item 3 and Tier II – Item 2 – wording should be consistent with respect to qualifications of the member.

**ACTION:** Remove working and replace with knowledgeable. Consensus was given to make this change.

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

Dr. McKay reviewed the highlighted changes that took place from the previous meeting. Discussion followed:

**Under -- Managers, Supervisors, Permit Holders**

Item 9 – remove or administration to reflect ..... where replacement or late fees are incurred

Dr. McKay noted roles for two positions/departments not included on the earlier draft: University Department of Health & Safety (UDHS) and Campus Enforcement and Patrol (CEP). The respective directors of these departments, Ms. S. Miller and Mr. John Browne, approved of these additions.

Discussion took place on the role of Campus Enforcement and Patrol (CEP) – Ms. Miller advised that that the Dept. of Health & Safety are currently working on guidelines for CEP to follow when there is a chemical spill and or radiation spill, etc. CEP services are available 24 hours per day and maintain emergency contact information that is supplied by the RSO.

**c) Radiation Safety Manual – SM will update**

No meeting took place in the last month. Ms. Miller made a commitment to CNSC that the manual will be completed by December 2010 and implemented of the manual will start in January 2011.

5. Safety Database Update – SM

Ms. Miller gave a brief update – Various consultations took place over the last month on the database. Ms. Miller is in the process of compiling this information to circulate to all invitees for comments, suggestions, and additions. Once comments are received, she will then move forward to write the request for proposal. Hopefully, this will be out by the end of the week for review by invitees. Ms. Miller is hoping to have the Request for Proposals out by the middle of April.

**ACTION:** Ms. Miller to circulate to all invitees for final input.

6. Review of other “actionable” items from Minutes dated February 16, 2010 –  
Dr. Cheema’s lab has been inspected and she will be ordering <sup>32</sup>P shortly.

Signage has been replaced on Dr. Cheema’s lab and Dr. Thompson lab has been decommissioned.

**ACTION:** X-ray to be carried forward – need expertise on committee.

7. Other Business

Dr. McKay noted that Ms. Miller sent the reply to CNSC as required. This reply outlined our plan in response to the recent CNSC audit.

**ACTION:** Ms. Miller to email response to committee

Mr. Wood noted that the Health Physicist has not received payment or contract to date.

**ACTION:** Ms. Miller to follow-up.

Mr. Wood noted that Dr. Larijani has not written his Radiation Safety exam to date.


**ACTION:** Dr. McKay to follow-up.

**ACTION:** Ms. Miller to follow-up with DELT on getting training placed on D2L to facilitate training.

The next meeting will be held on Tuesday, 20 April 2010, at 9:15 a.m. to 10:45 a.m.

Meeting Adjourned.

  
Donald McKay, Chair

  
Louise Green, Secretary