



Department of  
Health and Safety

University Radiation Control Committee meeting  
January 19, 2010  
9:00 – 11:00  
Spencer Hall Board Room, SP4006

**Present:**

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

1. Courtesies/Regrets – None
2. Approval of Minutes of December 3, 2009
  - A. Corrections were made to the spelling of Mr. Darryl Pike and Dr. Jules Doré
  - B. Grammatical errors were noted and corrected.Minutes approved subject to above changes (Driedzic/Pike).
3. Report from the Radiation Safety Officer – D. Wood
  - a) **New Permits** – No new permits.
  - b) **Decommissioning Activities** – update
    - i) **Dr. K. Hirsawa** - lab has been decommissioned, signs need to be removed.
    - ii) **Dr. Thompson** – Sent letter with no response from him.
    - iii) **Dr. Cheema** – Letter to be sent this week. No usage in two years.
    - iv) **Dr. Ghazala** – decommissioned and signs removed.
    - v) **Dr. Knoechel** – decommissioned and signs removed.

Mr. Wood advised that CNSC would like to have the labs decommissioned within a six month period, where there's no activity. After discussion, which included a recognition of the periodic nature of many research projects, a consensus was reached that 18 months would be a minimum period before recommending decommissioning of a laboratory.

**c) Proposed new signage – update**

Mr. Wood discussed the proposed new signage that was circulated. In the discussion Dr. McKay and Ms. Miller will meet with CEP to determine what process they have in place to respond to an emergency. Details need to be worked out on the Marine Institute, Sir Wilfred Grenfell College, Health Sciences and the Ocean Sciences Centre.

**ACTION:** Ms. Miller and Dr. McKay to meet with CEP

The Trefoil on the Sealed Source sign was discussed. Mr. Wood reported that sealed sources below the EQ limit necessitate only EQ signage. Laboratories using sealed sources in excess of the EQ limit will require Sealed Source signage that includes the trefoil.

**d) MUN License levels – <sup>32</sup>P**

The committee agreed to reconsider the license levels that we currently have for <sup>32</sup>P. To be discussed further once we receive report from CNSC.

**Agenda:** Put on agenda for next meeting – MUN License levels

**e) Other matters or Incidents**

CNCS report update - Ms. Miller reported that we have yet to receive the CNCS audit report. She advised that report will be sent to Mr. Decker (the applicant authority), and that the report is expected soon.

Orders for radioisotopes - Mr. Wood reported that Dr. McKay has the authority to order radioisotopes in Mr. Wood's absence.

Other safety contingency plans - Ms. Miller noted that staff in the Department of Health & Safety will be cross trained in a number of safety areas. Two staff members are registered for a RSO course in February and two more staff will attend in April. Mentoring of staff will be required.

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

**a) Terms of Reference - Draft**

Members were encouraged to make suggestions, corrections or identify omissions in this first draft. McKay highlighted a few major points and noted that these TOR once approved by this committee would then go to the senior administration for approval [i.e, Mr. Decker, VP (Administration & Finance) in consultation with Dr. Gosine, VP (Research)].

Major changes

- a. **Proposed Name Change** - The University Radiation Safety Committee to better reflect the broadening mandate of the committee.

**Establishment of a two tier committee**

**Tier I** – The policy making body comprised of all committee members. Membership to be broadened to include, CEP, graduate students, custodial staff and shipping and receiving staff, and those from all Sir Wilfred Grenfell College and the Marine Institute.

**Tier II** - Members would be responsible for permit approvals. Tier II would a subset of Tier I.

The committee discussed the draft document. McKay is to incorporate suggestions and send the document for approval.

**Suggested changes -**

Purpose – remove campuses to reflect under the license.

URSC –

Tier I Committee – Item 2 – delete - (a) and include after ionizing radiation (x-rays)

Tier II Committee – Item 4 – delete – Develop policy and start with Monitor

Membership –

Tier I – Items 1 & 2 - could be merged together and put in bullet points – faculties and academics units.

Item 5 – should be Campus Enforcement and Patrol.

Item 9 - remove and put under “Roles & Responsibilities” he would act as a consultant to the committee.

Tier II – Add– Membership on the Tier II committee will be determined by the URSC Chair in consultation with the Radiation Safety Officer.

First sentence add to a maximum of (8) voting members

Add Item 4 – RSO shall be a non-voting member of the Tier II.

The Chair –

Item 3 – remove – to the full extent of any other and add as a

University Radiation Safety Committee Meetings –

Item 3 – after Chair’s designate add or the RSO for the purposes of...  
Remove last paragraph and add new Item 4 – During times when the committee cannot meet and achieve a quorum in a timely fashion and a special purpose meeting is required, the chair (or delegate), or at least one other voting member.....

**b) Roles and Responsibilities**

Add Health Physicist to Roles and Responsibilities and remove from TOR.

**Action:** Committee members are to review the Roles and Responsibilities document and send comments to the chair by email.

**5. Decommission Process – D. Wood, S. Miller**

Discussion of timelines for decommissioning of labs took place. The process to authorize lab decommissioning needs to be clarified.

**Action:** Ms. Miller and Mr. Wood to draft letter for decommissioning of labs and processes

**6. Campus Wide Safety Database Proposal – S. Miller**

Ms. Miller reported that she will proceed with the request for proposals. A committee will be struck and a call for a URSC member to join the committee will be sent out.

**Action:** Ms. Miller to send out call to URSC committee members

**7. Site for Future Meeting – L. Green**

Earth Sciences Board Room is booked until June. However, we will use the Spencer Hall location until further notice.

**8. Other Business**

Review of Action items from Minutes of 3 December 2009

Item 3 C - CEP guidelines for emergency response to be discussed with Mr. John Brown.

**Action:** Ms. Miller and Mr. Wood

Item 3 D – MUN License Levels – to be carried over to next meeting.

**Action:** Mr. Wood to provide data

Item 3 E – Consultant Health Physicist – Completed and approved.

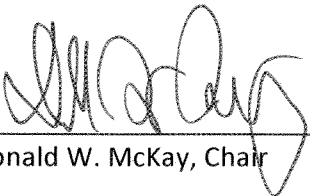
Item 3 E - ii – Mr. Wood to provide briefing paragraph for next meeting


**Action:** Mr. Wood

Item 4b –ii – Policy Review – The sub-committee members met. The TOR was the first priority of the committee, and future meetings will focus on revisions to the manual.

The next meeting will be held on February 16, 2010, at 9:15 a.m. to 11:00 a.m. in Spencer Hall.

Meeting adjourned.

  
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Donald W. McKay, Chair

  
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Louise Green, Secretary