

University Radiation Safety Committee  
Special CNSC Findings – Type II Inspection Meeting  
July 22, 2011  
9:30 a.m. – 11:00 a.m.  
Geography's Board Room, SN2000

**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. Bing Chen, Faculty of Engineering and Applied Sciences  
Dr. Janet Brunton, Dept. of Biochemistry  
Mr. Darryl Pike, Faculty of Engineering and Applied Sciences  
Dr. William Driedzic, Ocean Sciences Centre (OSC)  
Mr. Dion Bennett, Life Sciences, Faculty of Sciences  
Mr. Matthew Nosworthy, Graduate Student Representative  
Ms. Louise Green, Dept. of Health & Safety, Recording Secretary

**Apologies:** C. Deacon and P. Smith

Dr. McKay welcomed everyone to this meeting asked everyone to give a brief introduction.

This meeting was held to review our response to CNSC on outstanding non-compliance issues, of which, a response is required by July 18, 2011. The letter from the director general was received on July 4<sup>th</sup> by email and paper copy was received on July 19<sup>th</sup>. Copies of this letter were circulated to all members.

Ms. Miller discussed the two issues that arise from this.

- (i) The non-compliance issues: MUN to respond to Mr. Daniel Alu, by July 27<sup>th</sup> with a corrective action plan. Most of these issues have been corrected and plan developed.
- (ii) Director General Response: A request was sent to all permit holders by email asking them to provide a complete inventory and an up-to-date users list. Mr. Wood and Ms. Battcock have commenced audits of labs to ensure they are conforming. MUN advised CNSC that August 3rd deadline could not be met for all actions, due to vacations, etc. All permit holders are responding positively to requests for providing various inventories, users list and training records.

Ms. Miller noted that she needs direction from the committee on the radiation safety training. CNSC wants MUN to be able provide dates that people have completed their training, but available records are not all complete. Dr. McKay suggested the possible use of a D2L questionnaire to update training.

Ms. Miller noted the importance of MUN documenting that people have an understanding of the program, policies and procedures.

Discussion took place on setting up the questions on D2L. It was determined that between 10 – 20 key questions would suffice. Ms. Miller to provide Dr. McKay with the key points that should be covered as he will draft questions.

**Action:** Ms. Miller to send key points to Dr. McKay for D2L

**Consensus:** the implementation of a test that will have instructional elements will be offered to all permit holders for those of whom we don't have radioisotope records for and this will be mandatory for all individuals and to be completed by Sept. 30, 2011, subsequent with the approval from CNSC.

**Motion:** Moved by Dr. B. Chen and seconded by D. Pike.

Ms. Miller noted Grenfell Campus had an inspection on June 3<sup>rd</sup> with one (1) non-compliant issue. This has been resolved.

Discussion took place on the Rutherford System and it seems the records are not matching up between the system and records of permit holders. The way that Rutherford deals with disposal was identified as one cause of this problem.

CNSC advised Ms. Miller that MUN go back to the paper system of recording disposal until we get the new chemical safety database. Ms. Miller noted that we will use paper copy plus email for all disposals at this time. Mr. Wood to create a waste disposal form to be completed by all permit holders for disposal and put on our website.

Ms. Miller also noted that we have set-up a separate email box for the RSO, so this email box can be accessed at anytime by other staff members.

**ACTION:** D. Wood to draft template for circulation to committee for approval.

Ms. Miller noted that users will have to be notified on disposal amounts as per changes to our Licence in 2012. This could be costly to permit holders who hold inventories after this time.

Ms. Miller mentioned that work continues on the new manual. Once all forms are completed, they will be circulated to the committee for review. Ms. Miller suggested a late August meeting to review these. It was agreed that this could be communicated by email. Ms. Miller will keep committee up-to-date on all status reports to CNSC.

Mr. Wood brought some issues to the committee: 1) Permit holders appear not to understand what an action level is, 2) Some signage is not current 3) too much old signage in some labs, 4) untrained people using radioisotopes in some cases, and 5) some meters don't work or are not calibrated. Dr. McKay suggested that these issues raised by Mr. Wood could be represented on our quiz based on the RSO's findings that more education is needed.

Mr. Wood noted that Dr. M. Brosnan's lab has been decommissioned.


Dr. Brunton commented that the D2L access is way too long. Ms. Miller noted we are having problems with shells that they could only be opened up for a period of time. Dr. McKay noted that we should write a Letter to VP (Academic Office) that every student should have access to training modules.

**ACTION:** Dr. McKay to contact VP Office (Academic Office).

Ms. Green noted that Ms. Battcock and herself are having ongoing discussion with D2L on making this open to all users.

Meeting Adjourned.

  
Donald W. McKay, Chair

  
Louise Green, Recording Secretary