



Department of
Health and Safety

University Radiation Control Committee Meeting
May 18, 2010
9:30 a.m. – 10:15 a.m.
Faculty of Engineering & Applied Sciences, EN4003

Present:

Dr. Donald McKay, Chair of Committee, Faculty of Medicine
Sheila Miller, Director, Department of Health and Safety
Donald Wood, Radiation / BioSafety Officer, Department of Health & Safety
Dr. Bing Chen, Faculty of Engineering & Applied Science
Dr. Janet Brunton, Department of Biochemistry
Darryl Pike, Faculty of Engineering & Applied Science
Louise Green, Department of Health & Safety, Recording Secretary

1. Courtesies/Regrets/Conflicts of Interest:
Regrets: Drs. Driedzic and Deacon
2. Approval of Minutes of 20 April 2010
Item 4 C – Radiation Safety Manual – the new manual will be completely developed by December 2010 not September 2010.

Dr. Brunton's affiliation was incorrectly noted – should be Department of Biochemistry.

MINUTES Approved: As amended (Brunton/Chen).

3. Report from the Radiation Safety Officer – Donald Wood
 - A. New Permits** –
 - i. Dr. Brunton's new lab is approved. Technical Services reports on the Fume Hoods have yet to be received. CNSC would like evidence that fume hoods have a face flow of 0.5 meters per second, but no more than 1.0 meters per second.
 - B. Decommissioning Activities** – None to report
 - C. MUN License levels** – None to report
 - D. Other Matters or Incidents**
 - i. Update on Thorium testing – should be - Thyroid Report went to Health Canada on May 17th as an Excel worksheet.
 - ii. Mr. Wood noted that he has not been able to access his Permit Holders database on line since the moving of offices. There seems to be a compatibility issue with Rutherford. Ms. Miller gave an update on the status of compatibility of the two systems.

ACTION: Ms. Miller to contact Graham Mowbray.

- iii. Hazard Chemical pick-up – A few old bottles of nitrate were found and not part of our license. They were not purchased for radioisotope properties. They will be disposed of and placed in a hazardous waste pit in Robin Hood Bay.

E. Inspections Activities –

- i. Dr. John Brosnan's lab has been inspected – no major issues. Signage is up-to-date.
- ii. Dr. Margaret Brosnan's signage is up-to-date.
- iii. Dr. Helleur- purchased an XRF – Paperwork not received to date. The equipment is not registered with the province. Mr. Wood is waiting for appropriate documentation and once received it will be forwarded to Mr. Samm, Inspector for the OH&S, Government of Newfoundland and Labrador, for approval.

MOTION: Temporary approval until next committee meeting – (Pike/Chen)

4. Report on Policy update Subcommittee – D. McKay.

- (a/b) Terms of Reference/ Roles & Responsibilities – update
TOR and Roles and responsibilities have been approved by the President.
Ms. Miller to scan both documents and sent out to committee. – Potential members for Tiers 1 & 2 – will need to be identified:

Tier 1 – Suggested members

Campus Enforcement and Patrol (CEP) – Mr. Phil Smith
Grad Students – Students working with Radioisotopes – need to be identified
X-Ray – Dr. Ed Kendell, Eastern Health
School of Pharmacy – No permit holders - send letter inviting a representative
Marine Institute – 2 permit holders – Invite Mr. Jeff Whiteway
Grenfell College – Dr. Iams
Housekeeping – Contact Ms. Whelan, Facilities Management
Shipping & Receiving – Science Building – Faculty of Science currently doing a review of receiving – should be completed by end of July. We should wait to see the outcome.

ACTION: Ms. Miller –to follow-up with Shipping & Receiving.

ACTION: Provide Mr. Decker with letters to invite new committee members. We will inform him that this new committee will be in place by September.

- (c) Radiation Safety Manual update
Ms. Miller will have a table of contents ready by the end of June to submit to the committee for feedback before submitting to CNSC

ACTION: Ms. Miller

5. University Response to CNSC – Ms. Miller

Ms. Miller has responded to CNSC on various directives and action notices that were required. Ms. Miller gave an overview of responses and updates. Another response is required in July, to provide an update on the manual and the radiation safety training modules on DELT. A meeting will take place with DELT this afternoon around putting the modules online and will be active in August.

ACTION: Ms. Miller to follow-up with CNSC

Dr. McKay suggested that he would like this committee to review the materials/questions as a trial run on DELT, before going live.

ACTION: Mr. Wood

Ms. Miller suggested that we could have an education committee next year to review all materials.

6. Review of other “actionable” items from Minutes

(a) X-ray badges storage education – 2 incidents due to improper storage. Dr. McKay suggested that we need to develop an educational program around the storage of badges. Mr. Wood noted that he received a statement from CNSC that could go to all badge users. Mr. Wood suggested he would draft some quiz/questions to go out to all badge users.

ACTION: Mr. Wood

(b) Safety Database - Ms. Miller noted that she is in the process of writing the consultation document. It will be one document based on the consultations that took place with the various stakeholders and on various researches. This document will be forwarded to all stakeholders for review and to return with comments within a couple of weeks of them receiving it. Ms. Miller noted that presentations will be open to all stakeholders in the Fall.

(c) X-ray expertise on committee – Dr. Iams from Grenfell College.

(d) Health Physicist – Ms. Miller will be signing off on contract.

(e) Dr. Larijani – Has completed the Radiation Safety exam.

(f) D2L training – update done.

7. Other Business – None

8. Adjournment and next meeting

Next meeting will be scheduled for September 2010.

Motion: During the summer if an emergency arises the committee will follow the new TOR, as a mechanism to deal with the emergency.

Moved: Dr. Chen and seconded by Mr. Darryl Pike.

Meeting adjourned:



Donald McKay, Chair



Louise Green, Secretary