

University Radiation Control Committee meeting
November 30, 2010
2:00 p.m. – 3:30 p.m.
Earth Sciences Boardroom, ER4002

Present:

Dr. Donald McKay, Chair of Committee, Faculty of Medicine
Mr. Donald Wood, Radiation / Biosafety Officer, Dept. of Health & Safety
Dr. Janet Brunton, Dept. of Biochemistry
Dr. Jules Dore, Faculty of Medicine
Mr. Darryl Pike, Faculty of Engineering and Applied Sciences
Dr. William Driedzic, Ocean Sciences Centre (OSC)
Ms. Louise Green, Dept. of Health & Safety, Recording Secretary

Apologies: Ms. Sheila Miller and Dr. Bing Chen

1. Courtesies/Conflicts of Interest – None
2. New item not on agenda - Approval of Agenda
Agenda approved with no additions
3. Approval of Minutes of May 18, 2010
Item 2 – item 4 C – spelling s/b developed not development
Item 3E, iiiii – Inspections Activities – Mr. Sams was incorrectly spelled – s/b Mr. Samms
Minutes moved by Drs. Brunton and seconded by Dore.
4. Report from the Radiation Safety Officer – D. Wood
 - a) New permits – None
 - b) Decommissioning Activities – Dr. LeDez’s lab was decommissioned over the summer.
 - c) Other matters or incidents - We had one serious reportable incident that was reported to CNSC. A sealed source was removed from a gas chromatograph. An investigation was held and letters sent out to PI ‘s to advise that we are not suppose to remove seal sources . This action was satisfactory to CNSC.
 - d) The online training – is up and running and we have students enrolled. Dr. McKay would like to review training materials.
ACTION: Donald Wood to send to Dr. McKay for review.
 - e) Inspections update - have been ongoing over the summer. There are spills that have occurred and not reported to the RSO. People are signing in under Rutherford using another name. This is illegal and they have been notified. They have been advised if they are having trouble signing in to inform the Radiation Safety Officer.
 - f) Spills - might become an issue with CNSC. No matter the size, they are reportable to the RSO.
 - g) Survey meters are to be calibrated on a yearly basis. This is a regulation. Contamination meter don’t have to be calibrated, but can become an issue with CNSC if they don’t have the documentation to prove they are usable.

Discussion took place on where to get meters calibrated. Donald Wood noted that it is the PI's responsibility to get their meters calibrated. The question was raised is there anyone locally that could provide this service? Donald Wood is not aware of anyone. Dr. McKay mentioned that we need to be more proactive with regards to informing people on how to deal with spills and other regulations.

We need to see if we can facilitate this service with other agencies and can we cost share this Government, Eastern Health Care, DFO and other organizations.

ACTION: Donald Wood to look into other agencies on calibration/survey meters.

Discussion took place on defining a Spill – we need to education people on a regular basis. Donald Wood noted that any release of materials that you did not intend to put down on a surface of your counter top, is considered a spill. The definition is also mentioned in the manual. It's an event that wasn't planned.

ACTION: Donald Wood to send out letters to all permit holders, RA's, Graduate Students, informing them of the definition of a spill and to give examples and the reporting process.

5. Report on Policy update Subcommittee – Dr. McKay
 - a) TOR – The VP has approved the TOR.
 - b) Roles and Responsibilities - Several email exchanges with Sheila Miller about individual members to serve on the Tier 1 & 2. Dr. McKay reviewed the Tier 1 & 2 membership list and noted positions that still need to be filled. These positions need to be filled quickly due to the Radiation Safety Manual.
 - c) Radiation Safety Manual - This need to be in the hands of the CNSC by December 17th at least the first draft. We need to review draft before this date.
6. Review of other “actionable” items from Minutes
Dr. McKay to review item 4d – training material before going online.
7. Other business
 - a) Transition from URCC to URSC – to be deferred.
8. Adjournment and next meeting

Meeting Adjourned.



Donald McKay, Chair



Louise Green, Secretary