

## 1. Purpose

This document is intended to serve as the charter for the KSU Radiation Safety Committee (RSC). It will define the authority and responsibilities, the terms of membership, and the operational processes and procedures of the RSC.

## 2. Radiation Safety Committee Charge

The RSC is charged to provide oversight for all aspects of radiation safety at KSU related to the use of ionizing and non-ionizing radiation sources, equipment or devices in facilities owned or controlled by KSU. The RSC will ensure that all acquisition, possession, storage, use, and disposal of ionizing radiation complies with all Federal (U.S. Nuclear Regulatory Commission) and State (Georgia) regulations, and in accordance with the specific conditions prescribed in radioactive materials licenses issued to KSU. The RSC will also ensure that appropriate radiation protection measures are in place to maintain radiation exposures to faculty, staff, students, and the general public **As Low As Reasonably Achievable (ALARA)**. The RSC will ensure that all acquisition, possession, storage, use, and disposal of non-ionizing radiation complies with all Federal and State regulations, and with all applicable standards.

## 3. Responsibilities and Authority

The RSC will ensure the promulgation of policies, processes and procedures that govern the safe use of ionizing and non-ionizing radiation at KSU. The RSC has the authority to approve, decline, require changes or withdraw permission for the use of radioactive materials, radiation producing equipment, or other radioactive sources at KSU to ensure compliance with applicable regulations and standards for health and safety. The use of radioactive materials, radiation producing equipment, or radioactive sources must not proceed without the knowledge and approval of the RSC. The RSC reports to the University's Vice President for Research, and will be responsible for the following:

- Establishing policies and procedures related to radiation safety
- Establishing training criteria and protocols for prospective end-users
- Reviewing, approving, disapproving, or requiring amendments to all proposals for ionizing and nonionizing radiation use
- Establishing conditions of use for permits proposed by the Radiation Safety Officer (RSO)
- Voting to approve, disapprove, or amend proposals
- Ensuring that only qualified, trained individuals are permitted to use radiation sources, or to supervise such use by others
- Conducting an annual audit of the Radiation Safety Program. The audit includes a review of documentation and performance required to comply with license conditions, Federal and

State regulations, and RSC recommendations. This audit is reviewed and discussed at a Radiation Safety RSC meeting and is recorded in the minutes

- Ensuring that all corrective actions documented during inspections are completed in a timely manner
- Enforcing compliance with the program, including imposition of sanctions for noncompliance
- Maintaining a roster of RSC members and their relevant training and experience
- Recommending changes regarding the Radiation Safety Program, processes and procedures, and/or safety measures associated with the use of radioactive materials

## **4. Membership**

Membership of the RSC must include the RSO, faculty who are knowledgeable in the use of ionizing and non-ionizing radiation sources, and a senior administrative officer of the University; a designated management representative of the Office of Research, who is neither a user nor the RSO. Membership may also include Environmental Health and Safety (EHS) professionals or qualified community members from other Universities and/or departments where radiation is used.

The RSC size and composition should be representative of the distribution of radiation users across the University. Representation shall be determined by current members of the RSC, who will suggest the appointment of knowledgeable users from the research and academic community and formally appointed by the Vice President for Research. Members shall be appointed for a renewable term of two years. Nominations for new membership may be made by existing RSC members to provide representation from major academic and research areas that use radioactive materials. Qualified nominees shall include principal investigators and/or experienced professionals, proficient in the use and handling of ionizing and nonionizing radiation sources, who are knowledgeable in regulatory compliance and University policy related to radiation use.

### **A. Committee Chairperson**

The Chairperson has the responsibility for conducting regular RSC meetings and implementing the control functions. The Chair works closely with the RSO to ensure that the directives of the RSC are properly implemented. The RSC members elect the Chair from within the membership for a renewable three-year term. The RSC may also choose to elect a Vice Chair, for a renewable three-year term, responsible for fulfilling the duties of the Chair, if the Chair is unavailable.

### **B. Attendance, Alternates and Replacements**

Regular attendance of members shall be required at committee meetings. If a member does not attend 3 consecutive meetings, at the discretion of the Chair, the RSC may vote to open nominations for a replacement member. To plan for temporary absences, each RSC member may, with the approval of the Chair, appoint an alternate member to attend meetings. The designee may represent the absent member in all aspects of committee participation and shall have the responsibility and authority to act on behalf of that member. An RSC member may nominate a qualified replacement at any time during the appointed term for the remainder of that term. A formal letter from the Vice President for Research to the RSC shall be required to document member appointment. In the event a member or designee leaves the University, membership is automatically terminated. The Office of Research Compliance shall document changes to membership in writing.

## 5. Meetings and Committee Activities

The RSC should meet at least once per calendar quarter, or more frequently, at the discretion of the committee Chair. A quorum consists of more than fifty percent of its then current membership, and must include the Chair, the RSO, and the designated management member from the Office of Research. All members present are entitled to vote. RSC decisions are made by the majority vote of a quorum of committee members. Members who have a personal interest in certain issues shall not vote on those issues, as to avoid conflict of interest. Between meetings, interim decisions may be made by established subcommittees or by email ballot, but such decisions shall not be considered final until ratified by vote at a called meeting of the RSC. Parliamentary procedures shall be determined by *Robert's Rules of Order*, as appropriate. At these meetings, the RSC will conduct the activities including (but not limited to):

- Establish/review radiation safety policies and procedures
- Make changes to policies and procedures where appropriate
- Review of records and reports from the RSO, inspection/audit results of outside regulators, written procedures, incidents, and laboratory inspections performed by the RSO and/or EHS staff
- Review and approve/disapprove radioactive materials use permit applications as proposed by the RSO.

Note: Permits shall be approved only if the applicant has completed the application in its entirety, completed required radiation safety training, and fulfilled all competency requirements as outlined in the University Radioactive Materials License and the Radiation Safety Program document.

- Review isotope inventory, procurement, possession limits, and other actions with radioactive materials and radiation devices covered under the authorized user's permit
- Review and approve training modules
- Review organization and maintenance of records of the RSC's policies and procedures
- Review and approve policies and procedures issued by EHS and emergency response plans, including coordination with off-site entities
- Conduct reviews of laboratory performance and implement an enforcement program to ensure compliance with the requirements of the Radiation Safety Program

## 6. Recordkeeping

RSC meeting minutes and reports serve as official documents for the Radiation Safety Program. The minutes of each meeting shall include the date of the meeting, the members present, the members absent, a summary of deliberations and discussions, and recommended action items. Following each meeting, minutes shall be prepared in draft form. Copies will be sent to all members for review and comment. A majority vote shall be taken at the following meeting to approve the minutes. A copy of all meeting minutes, including reports and attachments from subcommittees, shall be kept in the appropriate KSU RSC MS Teams Folder. Copies may also be kept in the

appropriate EHS iDrive folder for permanent storage in accordance with University policy, where it shall be maintained until disposal is allowed in accordance with Federal and State regulations.

## **7. Subcommittees**

The RSC may establish subcommittees or working groups to perform specific functions. Each subcommittee/workgroup shall submit a written report of its activities and actions to the RSC for each calendar quarter in which it was active. Each subcommittee report submitted to the RSC must also be kept in the appropriate RSC folder on the iDrive, and/or in the appropriate EHS iDrive folder for permanent storage in accordance with University Policy, where it shall be maintained until disposal is allowed in accordance with Federal and State regulations.