

Environmental Health and Safety
Document# CHTR01
Radiation Safety Committee Charter

Version #1.0

Effective: 11/01/2019

Revised: New Document

1. PURPOSE:

The purpose of this document is to outline the charter for the Florida Atlantic University (FAU) Radiation Safety Committee (RSC), and specifically, its cognizance over the procurement, use, storage, and disposal of radioactive materials at FAU. Further, this charter outlines the mechanisms that bestow the Committee with overall responsibility for the radiation safety programs at FAU and compliance with Florida Administrative Code (F.A.C.) 64E-5.606, Radiation Safety Committees.

2. CHARTER STATEMENT:

- 2.1. The RSC is a stand-alone committee appointed by the VP for Administrative Affairs of FAU. The RSC is delegated the authority to promulgate and administer policies and procedures for the FAU Radiation Safety Program with regard to radiation safety for radioactive material at FAU. This charter, together with the FAU Radiation Safety Manuals and applicable regulations constitutes the FAU Radiation Safety Program.
- 2.2. The FAU RSC and administration are committed to the ALARA policy in FAC 64E-5 Part III (stands for As Low As Reasonably Achievable). ALARA requires to the extent practical, use of procedures and engineering controls based upon sound radiation protection principles to achieve occupational and public doses that are as low as reasonably achievable.
- 2.3. The RSC represents the radiation safety interests of FAU. It is incumbent upon individual members of the RSC to maintain the highest personal compliance standards as set forth by the FAU Radiation Safety Manuals. Members must be physically present for no less than half of committee meetings each year. Members may attend other meetings by teleconference. Non-compliance with either of these member standards may result in the committee recommending to the VP Research removal of the member.

3. CONCEPTS AND DEFINITIONS:

- 3.1. ALARA – As low as reasonably achievable.
- 3.2. Authorized User – An individual who has been authorized by the Radiation Safety Committee to conduct FAU business using radioactive materials or radiation-emitting equipment and has been placed on the FAU licenses as an authorized user.
- 3.3. Florida Atlantic University (FAU) – References herein to FAU include all activities conducted at FAU campuses or in the field and in accordance to the FAU Radiation Safety Manuals.
- 3.4. Radiation Safety Committee – The Radiation Safety Committee (RSC) is established by the VP

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of Administrative Affairs as the authority for establishing administrative policies and procedures for the safe use of radioactive materials and radiation emanating equipment as set forth in the Florida Department of Health, Bureau of Radiation Control (BRC) state regulations, Chapter 64E-5 of F.A.C.

- 3.5. Radiation Safety Officer - The Radiation Safety Officer (RSO) is responsible for the day-to-day administration and operation of the Radiation Safety Program at Florida Atlantic University under the authority of the RSC and in accordance with FAU Radiation Safety Manuals.

4. RESPONSIBILITIES:

- 4.1. The RSC is responsible under this charter for establishing the policies and procedures for the FAU Radiation Safety Program regarding radioactive materials under FAU auspices. The RSC is responsible for review and audit of radioactive material safety programs, policies and procedures to ensure compliance with all applicable regulations. The RSC may delegate certain responsibilities to qualified persons as it deems appropriate; however, the RSC shall not relinquish oversight for these responsibilities. Delegation of responsibilities will be in accordance with the FAU Radiation Safety Manuals. The RSC shall, at a minimum, have the responsibility to:
 - 4.1.1. Approve Radioactive Material Radiation Safety Manuals.
 - 4.1.2. Approve the use of and monitor the use of radioactive material.
 - 4.1.3. Provide advice and technical assistance to the Radiation Safety Officer.
 - 4.1.4. Ensure the use of radioactive material is consistent with the ALARA Principle.
 - 4.1.5. Ensure compliance with applicable State regulations and license conditions.
 - 4.1.6. Close any laboratory when a situation is judged to exist that leads to unnecessary exposure to radiation or that is likely to result in exposures exceeding the maximum permissible limits stated in Florida Administrative Code (FAC) 64E-5 Part III Subparts C and D. The RSO may make the decision to close a laboratory with hazardous conditions until the RSC can meet or until the hazardous conditions have been corrected.

5. PROCEDURES:

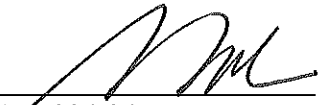
- 5.1. The RSC consists of at least six (6) members: a Chairperson experienced in the use and handling of Radioactive Materials, the RSO, a non-voting representative of the Department for Research, a non-voting representative of Environmental Health and Safety (EH&S), and other members who are experienced in the use and handling of radioactive material and represent various types of uses of radioactive materials at FAU. All Members shall be approved by the VP for Administrative Affairs, based on recommendations from the Chair, EH&S, and RSO or other interested parties. Where necessary, the VP of Administrative Affairs shall appoint new members based on feedback from the Chair, EH&S, the RSO or other parties as needed. The RSC Chairperson shall be appointed by the VP for Administrative Affairs. The RSO and administrative members are not eligible to be the chair of the RSC. The terms of members and the Chairperson are 1, 2, or 3-year appointments. The term of the RSO is based on active employment at FAU or an active contract if using a 3rd Party and is otherwise indefinite.

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- 5.2. The RSC represents the radiation safety interests of FAU. It is incumbent upon individual members of the RSC to maintain the highest personal compliance standards as set forth by the FAU Radiation Safety Manuals. Members must be physically present for no less than half of committee meetings each year. Members may attend other meetings by teleconference. Non-compliance with either of these member standards may result in the committee recommending removal of the member to the VP of Administrative Affairs.
 - 5.3. The RSC will meet at least 4 times per calendar year. Additional meetings may be scheduled as needed.
 - 5.4. A quorum exists at any meeting of the RSC when more than half of the members are physically present or attending by teleconference. RSC business can only be conducted when quorum requirements are met.
 - 5.5. In order to comply with record keeping requirements, permanent copies of all correspondence and minutes related to RSC meetings, recommendations, or actions are to be retained in a master file at EH&S. When appropriate, or when requested, the RSC will report its activities, recommendations, findings, actions, etc.
 - 5.6. The RSC may be active between meetings with interaction via phone, email or other electronic means. Actions will be conducted in accordance with FAU Radiation Safety Manuals. The actions will be reviewed at the next scheduled meeting and recorded.
 - 5.7. The Radiation Safety Committee Charter will be reviewed at least once every 2 years and all revisions must be approved by the EH&S Director and the VP of Administrative Affairs.
 - 5.8. Use of radioactive material must be authorized by the RSC prior to first possession or use. Use authorization must be in accordance with the FAU Radiation Safety Manuals.
6. ENFORCEMENT:
- 6.1. Use authorization for radioactive material is contingent upon adherence to applicable State of Florida regulations and FAU policies, procedures and Radiation Safety Manuals. The RSO and the RSC are delegated authority to take enforcement action when use is not as authorized. Enforcement action will be conducted in accordance with FAU Radiation Safety Manuals.
 - 6.2. Enforcement actions by the RSC or RSO may be appealed by filing a written request for a review of the actions with the RSC Chairperson. Enforcement action review will be conducted in accordance with FAU Radiation Safety Manuals.
7. RELATED INFORMATION:
- FAU Radiation Safety Manual <http://www.fau.edu/ehs/info/radiation-safety-manual.pdf>
 - FAU Radiation Safety Training Guide for Radionuclide Users <http://www.fau.edu/ehs/info/radiation-training-guide.pdf>
 - FAU X-Ray Safety Manual <http://www.fau.edu/ehs/info/xraymanual.pdf>
 - FAU Laser Safety Manual <http://www.fau.edu/ehs/info/lasermanual.pdf>
 - Florida Administrative Code, 64E-5, Radiation Safety <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=64E-5>

Approved and issued by order of:

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X 
Stacy Volnick

VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS

DATE:
11/18/19

POLICY MAINTENANCE SECTION

Last Revision Date	New Document
Last Revision By	New Document
Next Review Due	October 2021
Review Frequency	2 years
Version	1
Time-sensitive Items	Needed for reconstitution of the committee with new chair and members

THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.

8. RECORD OF CHANGES/STATUS CONTROL:

Version	Date	Summary of Changes	Reviewed By
	MM/DD/YY		<ul style="list-style-type: none">••