

TITLE:**EHS-520, EMORY UNIVERSITY RADIATION CONTROL COUNCIL CHARTER**

1.0 Introduction

This charter document defines the membership, authority, responsibilities, and operating rules of the Radiation Control Council at Emory University.

2.0 Policy

The Radiation Control Council (“Council”), a Standing Committee at Emory University (“University”), is the governing body for all aspects of radiation use and protection within Emory University, including all affiliated research, clinical, instructional, and service units using ionizing and non-ionizing radiation sources or devices (collectively referred to as “radiation sources”) in facilities owned or controlled by the University.

The Council shall ensure that all possession, use and disposition of radiation sources by University personnel at Emory University complies with pertinent federal and state regulations and with the specific conditions of licenses issued to the University, and that all concomitant radiation exposures are maintained As Low As Reasonably Achievable (ALARA).

3.0 Responsibilities and Authority

The Radiation Control Council is a University Standing Committee that is responsible for the oversight of the University's Radiation Safety Program. In fulfillment of this role, the Council promulgates policies, rules, and procedures for the safe use of radiation sources. The Council has the authority to grant, deny, require changes, or withdraw permission for the use of radioactive materials or any other radiation devices or sources within the University to comply with regulation or meet reasonable standards for health and safety. It is the intent of the University that no use of radiation proceed without the knowledge and approval of the Council and the several Radiation Safety Committees of facilities owned or controlled by the University.

The Council reports to the University's Vice President for Research Administration. In its oversight role of the Environmental Health and Safety Office's Radiation Safety organization, the Council is responsible for the following:

- Establishing University policies related to radiation safety,
- Establishing training procedures and criteria,
- Reviewing and approving, modifying or denying all proposals for ionizing radiation use and setting conditions of use for permits proposed by Radiation Safety,
- Voting to approve, disapprove, or amend proposals,
- Ensuring that only qualified individuals are permitted to use radiation sources, or to supervise such use by others,
- Conducting an annual audit of the Radiation Safety Program that includes a review of documentation and performance required to comply with license conditions, Nuclear Regulatory Commission and State of Georgia regulations, and Council and/or Radiation Safety Committee recommendations. This audit is reviewed and discussed at a Council meeting and is recorded in the minutes,
- Monitoring timely and effective resolution of corrective actions to assure the effectiveness of the radiation safety program,

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- Enforcing compliance with the program, including imposition of sanctions for noncompliance,
- Voting to change service vendors as may be required by license, regulation, or commercial requirements,
- Maintaining a list of the members and their appropriate training and experience,
- Making recommendations to the University Vice President of Research Administration on risk management issues related to radiation safety.

4.0 Membership

Membership of the Council includes:

- Director of the Environmental Health and Safety Office,
- The Radiation Safety Officers (RSOs) and Assistant RSOs of the facilities owned or controlled by the University,
- The Chairs of the Radiation Safety Committees of the facilities owned or controlled by the University,
- Faculty who are knowledgeable in the use of ionizing and non-ionizing radiation sources,
- Senior administrative officers of the University, including the Vice President of Research Administration or a designated management representative thereof, who is neither a user nor the RSO.

Membership may also include Environmental and Safety Compliance Officers from the various University schools and/or departments where radiation is used.

The Council size and composition shall represent the spectrum of radiation users across the University. The extent of representation shall be determined by the Vice President of Research Administration, who shall encourage the Offices of the Dean to appoint knowledgeable users from the research and academic community.

The membership process consists of formal appointment to the Council by the Vice President of Research Administration. Members shall be appointed for a renewable term of four years. Nominations for membership may be made by existing Council members to provide representation from major academic, clinical and research areas that use radiation sources. 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. Representatives of other groups or functions closely associated with the radiation safety program, (e.g., purchasing, safety and maintenance) may also be nominated.

5.0 The Council Chair

The Chair has the responsibility for conducting regular Council meetings and implementing the control functions of the Council. The Chair works closely with the RSO to ensure that Radiation Safety implements the directives of the Council. The Council members elect the Chair from within the Council membership for a renewable four-year term.

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The Council may choose to elect a Vice-Chair for a renewable four-year term, responsible for discharging the duties of the Chair, if the Chair is unavailable.

6.0 Attendance, Alternates, and Replacements

Regular attendance is required at Council meetings. In the event that a member does not attend four consecutive meetings, at the discretion of the Chair, the Council may vote to request that the appropriate Dean appoint a replacement member.

To plan for temporary absences, each Council member may, with the consent of the Chair, appoint a designated alternate for a particular meeting. The designee may represent the absent Council member in all aspects of Council participation and shall have the responsibility and authority to act on behalf of that member.

A Council member may nominate a qualified replacement at any time during the appointed term for the remainder of that term. A formal letter from the Dean or the Vice President of Research Administration to the Council shall be required to document member appointment. In the event a member or designee leaves the University, membership is automatically terminated.

The Office of the Vice President of Research Administration shall document changes to membership in writing.

7.0 Meetings, Agenda and Quorum

The Council meets at least once during each calendar quarter, or more frequently, at the discretion of the Chair. A quorum consists of more than fifty percent of its then current membership, and must include the Chair, the RSO, and the University Management representative. All members present are entitled to vote. Committee decisions are made by the majority vote of a quorum of committee members and members shall not vote on issues in which they have a personal involvement. Between meetings, interim decisions may be made by the Executive Committee or other established subcommittees or by a mailed or emailed ballot, but such decisions shall not be considered final until ratified by vote at a called meeting of the Council. Parliamentary procedures shall be determined by Robert's Rules of Order, as appropriate. At these meetings, the Council conducts the following activities:

- Sets University radiation policy,
- Reviews records and reports from the RSO and the Radiation Safety Committees, results of regulator and outside inspections and audits, written procedures, incidents and laboratory audits performed by the RSO and Radiation Safety staff,
- Reviews minutes of meetings as approved by the Radiation Safety Committees,
- Reviews and approves training programs,
- Reviews organization and maintenance of records of the Council's proceedings, including radiation safety evaluations,
- Reviews and approves manuals and procedures issued by Radiation Safety and emergency response plans, including agreements, if any, with offsite emergency response agencies,
- Conducts reviews of Radiation Safety Committee performance, including laboratory

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performance of Principal Investigators and Authorized Users under the Radiation Safety Committees, and implements an enforcement program to ensure compliance with the requirements of the Radiation Safety Program,

- Makes changes in policies and procedures, as appropriate.

8.0 Reports, Records, and Minutes

The minutes of the Council meetings, together with all reports submitted to the Council, serve as the official documentation of the radiation protection program of the University. The minutes of each meeting shall include the date of the meeting, the members present and absent, a summary of deliberations and discussions, and recommended action items. Following each meeting, minutes shall be prepared in draft form and copies sent to all members for review and comment. A majority vote at the next meeting shall be taken to approve the minutes.

A copy of the minutes of all Committee meetings, with all subcommittee reports and attachments, shall be submitted annually to the University Archives or retained with Radiation Safety files for permanent storage in accordance with University policy, where it shall be maintained until disposal is authorized by the regulations of the licensing body.

9.0 Executive Committee

The Executive Committee consists of the Chair, Vice-Chair, the RSO, and the Assistant RSO for the Emory University broad scope license. The Executive Committee meets regularly to discuss issues that may impact the Radiation Safety Program and to set the agenda for future Council meetings.

10.0 Subcommittees

The Council may establish subcommittees to perform specific functions. Each subcommittee shall submit a written report of its activities and actions to the Council for each calendar quarter in which it was active. Any authority granted to a subcommittee is subject to approval for action by the full Council. As described above, each subcommittee report accepted by the Council becomes part of the record filed in the University Archives or retained with Radiation Safety files.