



Radiation Safety

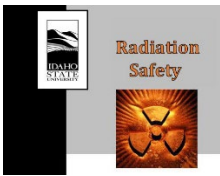


RADIATION PROCEDURES MANUAL **Procedure Cover Sheet**

Procedure Title: Radiation Safety Committee Meeting Minutes
Procedure Number: RS-22 Rev.1
Effective Date: 12/03/2020

Approved By: Radiation Safety Committee

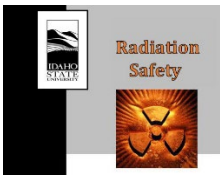
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Revision History

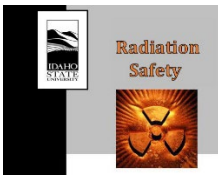
Revision Number	Author Name	Date	Approved by/date
RS 22.0	Mason Jaussi & John Longley	05/19/09	TSO-05/19/09
RS 22.1	Mason Jaussi & John Longley	12/03/20	RSC-12/03/20



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1. INTRODUCTION

This procedure specifies methods for formally documenting minutes from Radiation Safety Committee (RSC) meetings. Final minutes are approved by the radiation safety officer and the chairperson of the RSC and are maintained on the ISU Box cloud storage application under the Radiation Safety Department files.

2. PURPOSE

The purpose of this procedure is to specify methods to record minutes from an RSC meeting and to formally document them as a permanent record.

3. SCOPE

This procedure applies to the radiation safety committee member designated to record the meeting minutes.

4. ROLES AND RESPONSIBILITIES

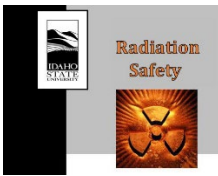
The Radiation Safety Officer will designate a member of the Radiation Safety Department to record the Radiation Safety Committee meeting minutes, review the draft minutes, and ensure minutes are recorded and documented in accordance with this procedure.

5. REQUIRED MATERIAL(S)

- Minutes from the previous meeting
- Agenda for the current RSC meeting
- All attachments to the agenda

6. REQUIRED TRAINING(S)

None.



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7. PROCEDURE

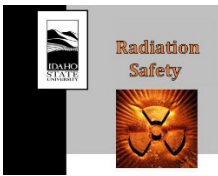
Radiation Safety Committee meetings are scheduled by the Radiation Safety Committee Chairperson (RSCC) as specified in Section 5.2 of the Radiation Safety Manual. The RSCC will select a meeting time to obtain maximum attendance at the meeting

7.1. Meeting Preparation

The RSO and RSCC will work together to establish the agenda for the meeting. The agenda includes the following items.

- Review and approval of minutes from prior meeting.
- Update on the NRC audits/enforcement actions
- Review of safety data, contamination incidents, and other issues/compliance concerns
- Requests for approval
 - New authorized users
 - New and revised permits/procedures
 - Operational safety assessments
 - Other items
- Review of administrative items
 - New and revised radiation safety procedures
 - Updates to the radiation safety manual
 - License revisions and renewals
 - Inspection/Audit responses
- Updates to the ISU Radioactive Material and Nuclear Material Inventories
- General requests of RSC (future programs, tabled actions, etc.)
- Other topics
- Adjourn

In order for the RSC members to approve user authorizations and actions, a quorum must exist. A quorum of the RSC consists of at least one-half of the voting RSC membership, which must include the Vice President for Research or delegate, the Committee Chairperson and the RSO. If a quorum does not exist due to too many absences, the RSC Chairperson may obtain additional approvals by e-mail vote.



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7.2. Taking Meeting Minutes

7.2.1. Take attendance

This is best accomplished by using the minutes from the previous quarter's meeting and checking off RSC members (and other attendees) as they arrive. Specifically note Members absent and Others Present.

7.2.2. Recording votes

For items that are voted on by the committee, record the person who offered the motion M, the person who seconded the motion S, and then shorthand A for approved U for unanimous (e. g. Smith, Jones) MSAU. If any member abstains or votes no record this information. The motion passes if the majority affirms.

7.2.3. Minutes approval

The first order of business in RSC meetings is to approve the minutes for the last meeting. Document any changes or additions that need to be made and record the vote as specified above.

7.2.4. Comments

Summarize comments and discussion from RSC members during the meeting. Open discussion is allowed for user authorization items and actions pending.

7.3. Documenting the Minutes

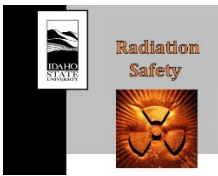
7.3.1. The minutes are located in the ISU Box cloud system under the Radiation Safety Department. An example file path is Radiation Safety Committee Documents\RSC Minutes\2020 Minutes\2nd Quarter. Each meeting has a unique folder. Create the folder for the current meeting.

7.3.2. Copy the minutes file from the previous meeting folder to the current meeting folder. Rename the file to represent the new meeting using the same format as the other minutes. Ensure you do not overwrite the previous minutes.

7.3.3. Update all dates, times, quarter references and locations where necessary.

7.3.4. Update the attendance list at the top.

7.3.5. Document the minutes following the outline of the meeting agenda.



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- 7.3.6. Enter all approvals and discussion to match the items listed in the agenda. It is not necessary to repeat each item in full; a summary is sufficient. Ensure all votes are accurately recorded as described above.
- 7.3.7. Summarize any other discussions or issues that arose during the RSC meeting. For example, if it was decided a particular action should be taken, or if a memo/draft was handed out to the members, it should be noted in the minutes.
- 7.3.8. Save the minutes.

7.4. Minutes Approval

The RSO will review the draft minutes, make any necessary changes and will provide the minutes to the RSCC for review. After making changes, the RSO will send the minutes to the committee members for review. The RSCC will sign the minutes as reviewed. At the next RSC meeting, the minutes are voted on for approval. After approval, the RSCC and RSO will sign and date the final minutes. Fully signed minutes will be scanned into the records folders on Box.

8. LIST OF FORM(S)

None.

9. REFERENCES

None.

10. CHANGE HISTORY

Revision 1, December 2020, Renumbered and revised procedure to match current process

11. APPENDICES

None.