



**University of Central Florida  
Radiation Safety Committee**

**Charter and General Operating Procedures**

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**PURPOSE**

It is the policy of the University of Central Florida (UCF) to provide its students, faculty, staff, visitors, and surrounding community a safe environment to learn, work, teach, visit, and live. This goal is accomplished by an all-encompassing health and safety program that upholds and reflects the highest standards in training, communication, and implementation of protective procedures to eliminate the risk of working with radiation. An essential component of the health and safety program is the Radiation Safety Committee (RSC). The RSC is established in accordance with Chapter 64E-5, Florida Administrative Code (FAC), U.S. Department of Transportation (DOT) Title 49, Code of Federal Regulations (49 CFR), and the U.S. Nuclear Regulatory Commission (NRC) Regulatory Guide Division 8. The RSC serves as an advisory resource for the University Provost, research staff, and community on issues involving the use, storage, and disposal of sealed and unsealed radioactive material sources and the use of X-ray devices for non-human use.

The University’s RSC is composed of scientists, clinical investigators, UCF administrators, and the University Radiation Safety Officer (RSO). It forms the specific governing structure for the proper use, handling, security, and compliance for working with radioactive materials and ionizing radiation producing equipment on the UCF campus. The RSC recognizes, develops, and implements procedures to ensure the highest standard of health and safety is upheld within the University’s research community. The RSC practices the principle of ALARA, in which applied procedures and engineering controls based upon sound radiation protection principles are used to achieve occupational doses and public doses that are as low as reasonably achievable (64E-5.303 (2), FAC). Radiation issues that may arise are communicated and resolved through guidance and recommendations from the RSC to university administration and Environmental Health & Safety.

**DEFINITIONS**

- A. University Administration - The President, the Provost and Executive Vice President, the Vice President for Administration and Finance, the Vice President for Research and Commercialization, the Associate Vice President for Administration and Finance (Facilities and Safety), and the Chief Compliance and Ethics Officer.
- B. University Community - consists of the students, faculty, and staff affiliated with or employed by the university, as well as visitors.

## **MEMBERSHIP**

### **Radiation Safety Committee Structure:**

#### **A. Voting Committee Members (6):**

1. Must be comprised of no fewer than six members that have knowledge and experience with radioactive materials or ionizing radiation machines. They must possess the ability to evaluate safety requirements and identify potential risks to the university community, public health, and environment. The committee shall consist of individuals that have expertise in the control and use of sealed and unsealed sources of radiation in research settings (64E-5.1301, FAC). The committee shall also consist of an individual with knowledge in the use and implementation of X-ray devices for non-human use (64E-5.704, FAC).
2. The Chairperson of the committee will be appointed by the Provost or his/her designee from among the committee membership.
3. The Environmental Health and Safety (EHS) voting member for the committee will be the Radiation Safety Officer who will also serve as the secretary of the committee, or may delegate these duties to a non-voting member.
4. Members will serve a term of five years and can be reappointed for additional terms.
5. The appointment of all voting committee members shall include considerations of inclusion and diversity, and shall strive to be representative of the University.

#### **B. Non-Voting Members:**

1. Any member of the university administration may recommend to the Chairperson individuals who have a special interest and/or expertise to serve as non-voting advisors to the committee.

The Chairperson may also recommend individuals who have a special interest and/or expertise to serve as non-voting advisors to the committee.

## **PROCEDURES**

#### **A. The Radiation Safety Committee responsibilities include the following program evaluations, reviews, guidance, and recommendations to the Director of Environmental Health and Safety:**

1. Determine policy for the radiation safety program.
2. Advise the RSO on technical and regulatory matters.
3. Conduct audits of the radiation safety program on an annual basis. The audit shall include a review of the overall effectiveness of the UCF Radiation Safety Program. An audit report shall be presented to and discussed with the Associate Director of Research and Environmental Support.

4. Review and approve or disapprove new proposals for the use of radioactive materials or ionizing radiation devices under the jurisdiction of the University after the RSO has conducted the preliminary review.
5. Review and approve or disapprove amendment requests to existing authorizations following review by the RSO, including interim approval prior to final approval by the committee during the next RSC meeting.
6. Propose special conditions, as may be necessary; such as additional training and/or instructions, designated or limited areas of use, disposal methods, etc.
7. Suspend or revoke user privileges if the committee determines such action is warranted and direct the RSO to impound radiation sources or suspend their use.
8. Review occupational radiation safety overexposures and incidents to determine cause and corrective action.
9. Review all reports submitted by the RSO.
10. Conduct a review of new proposals and authorizations via email as needed.

B. Meetings

1. The committee shall meet at least two times during the academic year and the frequency of the meetings will occur every six months.
2. A quorum of five members shall be required to conduct business of the committee. Four faculty members and the RSO must be represented for a vote and a simple majority is required for a vote to pass. Voting may be conducted via email.
3. Members will not have voting rights when involved in a review process of his/her project and/or program.
4. Alternate members will be selected as needed and approved by the chair/director of their respective department.
5. The RSO shall schedule the meeting location, date, and time.
6. The RSO shall be responsible for calling the meeting to order and organizing the meeting agenda.
7. The RSO or designee shall be responsible for keeping the minutes of the meeting.
8. The RSO shall make the minutes of the meeting available to the RSC members, Associate Director of Research and Environmental Support, Director of Environmental Health and Safety, and other university administration.


- C. Any member of the University laboratory community can bring safety concerns or requests for variance regarding radiation, radioactive materials, or ionizing radiation machines to the RSC by submitting them to the Director of Environmental Health and Safety or the Associate Director of Research and Environmental Support.

**RELATED DOCUMENTS**

- A. The following standards have specific requirements for the RSC and for work involving radioactive materials and ionizing radiation producing equipment:
  - 1. Control of Radiation Hazard Regulations Chapter 64E-5, Florida Administrative Code (FAC)
  - 2. U.S. Department of Transportation (DOT) Title 49, Code of Federal Regulations (49 CFR)
  - 3. U.S. NRC Regulatory Guide Division 8
  - 4. UCF Radiation Safety Manual
  - 5. UCF Radiation Protection Program
- B. University policy and regulatory documents:
  - 1. UCF Regulation UCF-1.014 University Committees
  - 2. UCF Policy 3-122 Campus Health and Safety Policy
  - 3. Environmental Health & Safety Department Policies and Procedures
  - 4. UCF Policy 3-107 Procurement, Use, and Possession of Hazardous Materials and Radiation Producing Equipment

**INITIATING AUTHORITY**

The Provost and Executive Vice President

Approved By:	Date Approved:
	3/31/15
Dr. Dale Whittaker Provost and Executive Vice President University of Central Florida	