Radiation Safety Committee

Northern Illinois University

Radiation Safety Committee Charter

Charge

Northern Illinois University is licensed by the State of Illinois to use radioactive material and x-ray generating equipment. NIU maintains an active Radiation Safety Committee (RSC) as a required component of this license.

The RSC reviews proposals for the use of radioactive material and x-ray generating equipment for experimental, routine, or non-routine uses within the university. In order to assure the safety of all members of the NIU community, the RSC is empowered to approve (or disapprove) such proposals, and to rescind approval if conditions of the proposal are not met.

Duties and responsibilities

1. Develop and promulgate policies and procedures regarding ionizing radiation safety within the university;

2. Establish policies and procedures to assure the radiological health and safety of experimenters, students, faculty, staff, and the general public;

3. Review proposals for the use of radiation sources for experimental, routine, or non-routine uses within the University;

4. Review existing user authorizations biennially;

5. Ensure that all state and federal requirements and standards are met under the University's license regarding ionizing radiation sources;

6. Ensure that necessary reports are submitted in a timely manner;

7. Review audits and annual reports from the Radiation Safety Officer (RSO) or other individuals with delegated duties for health and safety practices of the University involving ionizing radiation sources including reports concerning use and operational hazards of ionizing radiation sources within the University's facilities;

8. Review ALARA ("as low as (is) reasonably achievable") program, including a summary of individual exposures presented by the RSO;

9. Investigate alleged infractions of safety rules or improper use of ionizing radiation sources brought to its attention by the RSO or other responsible personnel and recommend remedial action to correct such infractions;

10. Review recordable and reportable events and incidents involving radioactive material with respect to cause and subsequent actions taken.

Minutes of each meeting are maintained including the date of the meeting, attending and absent members, summaries of discussions and deliberations, recommended actions, results of votes, and documentation of reviews conducted and authorizations issued. Minutes shall be maintained for a period of five (5) years.

Operation and Composition

The RSC shall meet at least quarterly. A quorum shall be constituted of the RSO, the chair, the management representative, and one other committee member. This committee is directly responsible to the Vice President of Research and Innovation Partnerships. Length of terms of committee members is indefinite.

The RSC shall consist of members selected from departments or other units of the university actively using ionizing radiation, radioactive material or x-ray equipment. The Director of Environmental Health and Safety shall be an *ex officio* member. The RSO shall be an *ex officio*, non-voting member of the Committee. The management representative shall be the Director of the Office of Research Compliance, Integrity and Safety. The chair and departmental representatives are appointed or removed by the Vice President for Research and Innovation Partnerships upon recommendation by RSC.

Radiation Safety Committee

Membership	**2016-2017**	**2017-2018**
Biological Sciences	***Joel Stafstrom**	***Joel Stafstrom**
Chemistry & Biochemistry	**Chong Zheng**	**Chong Zheng**
Geology & Environmental Geosciences	**Nathan Stansell**	**Nathan Stansell**
Physics	**Larry Lurio**	**Larry Lurio**
Research and Innovation Partnerships (management representative)	**Shannon Stoker**	**Shannon Stoker**
Environmental Health & Safety (RSO designee)	**David Scharenberg**	**David Scharenberg**
x Director, Environmental Health & Safety	**Scott Mooberry**	**Scott Mooberry**
+ University Radiation Safety Officer	**Michele Crase**	**Michele Crase**

* Chair
x Ex officio
+ Ex officio, nonvoting

Annual Review

The Radiation Safety Committee will review and revise this policy on an annual basis to reflect operational and procedural changes internal to the University as well as changes to applicable rules and regulations.

Date	Reviewed by	Changes
6/14/2018	Radiation Safety Committee	Initial