

Radiation Safety Committee Charter

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#IL-01030-01

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Preamble

The Illinois Emergency Management Agency (agency) holds a Type A specific license of broad scope for radioactive material, IL-01030-01, (License) for routine agency activities conducted with radioactive material. Pursuant to 32 Illinois Administrative Code 330.270(b)(3)(A), the agency has created a Radiation Safety Committee (committee) composed of agency management, agency personnel trained and experienced in the safe use of radioactive material and the agency radiation safety officer (RSO). The committee's purpose is to establish administrative controls and provisions for the safe use of radioactive material in agency activities.

I. Committee Membership

The committee consists of eight members as follows: a management representative, the RSO, a representative from the Bureau of Operations, one representative each from the Nuclear Monitoring Section and the Illinois Plan for Radiological Accidents Section of the Bureau of Nuclear Facility Safety (BNFS), one representative for the Electronic Products and Radioactive Material Sections and one representative for the Environmental Management and Radiation Measurement and Analysis Section from the Bureau of Radiation Safety (BRS) and an agency attorney. All members are voting members except the agency attorney.

The management representative, appointed by the Director and/or Assistant Director who shall also serve as the Chairperson of the committee, and the RSO serve indefinite term at the discretion of the Director and/or Assistant Director. The agency attorney is appointed by the Chief Legal Counsel and serves on the committee for an indefinite term at the discretion of the Chief Legal Counsel. The representatives of the bureaus are appointed by their respective bureau chiefs for an indefinite term at the discretion of the bureau chief. A bureau chief may, as necessary, appoint a replacement representative to fill-in during absences of bureau representatives. An alternate for the agency attorney may be appointed by the Chief Legal Counsel. The alternate RSO will fill in during an absence of the RSO. Other alternate appointments are at the discretion of the Director.

Each new member of the committee shall take the Open Meetings Act training within 90 days of appointment. A copy of the Certificate of Completion shall be provided to the Legal Office or as instructed.

Each member of the committee is required to take the annual radiation safety training as instructed by the RSO.

II. Frequency of Meetings

The committee shall meet at the call of the Chairperson but not less than quarterly. If the Chairperson is not available, then an alternate management representative, as appointed by the Director and/or the Assistant Director, may call the meeting.

III. Committee Quorum

A quorum of the committee is four voting members and must include the management representative and the RSO or their alternates. The RSO may only miss one committee meeting during a year and must provide the alternate RSO a written report for use in the meeting. Other committee representatives must attend at least one-half of all committee meetings held in any year to maintain their membership on the committee.

IV. Committee Actions

Committee actions require a majority of the voting members. Committee actions must be within the scope of committee activities described in this charter and are subject to the limitations below under the heading "Charter Interpretations."

V. Committee Records

The RSO is responsible for maintaining the written and electronic records of the committee. Committee records include the minutes of each meeting, all work permits and authorizations issued by the committee, all written charter interpretations from either the Director and/or the Assistant Director, authorizations by the Director and/or the Assistant Director to expand activities of the committee and other written and electronic records of the committee. Committee correspondence and other records used to provide guidance to the Reviewing Official will be maintained by the RSO. The records used by the Reviewing Official to determine unescorted access to Quantities of Concern Radioactive Material (QCRAM) will be maintained by the Reviewing Official. Personal notes of individual members are not committee records.

The minutes of each meeting must include: the date, the names of attending and absent members, a summary of committee deliberations, discussions, and actions and the results of committee votes. Before each meeting, each committee member shall be provided a written draft of the minutes of the previous meeting and shall be provided an opportunity to review and correct statements in the draft attributable to that member.

Committee-approved minutes of each meeting will be provided to each committee member, the Director, the Assistant Director, the Chief Legal Counsel and each bureau chief.

*VI. Scope of Committee Activities Pursuant to Radioactive Materials
License #IL-01030-01*

Except as otherwise provided for in this charter, committee activities are limited to those activities that must be performed by a radiation safety committee pursuant to the License and 32 Ill. Adm. Code Part 330.270. Committee activities specifically include the following:

- (1) Subject to the conditions of this charter, the committee is authorized to approve or disapprove each proposal for radioactive material possession, control and/or use under the License.
- (2) Individual users and uses of radioactive material may be approved by the committee for a period of two years from the effective date of the committee approval. An extension may be granted for good cause.
- (3) The committee will develop criteria to be used by the committee in its review of proposed possession, control and /or use of licensed radioactive material.
- (4) At the request of a bureau chief, the committee may review training programs for employees who may potentially apply through the bureau chief for work permits to possess, control and/or use licensed radioactive material. The committee may provide the bureau chief its opinion and recommendations regarding the adequacy of the training programs for potential users of radioactive material.
- (5) The committee will review proposed activities. A committee review will include a safety and security evaluation of the proposed activity that will take into consideration:
 - (a) An evaluation using the criteria developed under (3) above;
 - (b) A review of the qualifications, experience, and training of the proposed user;
 - (c) Such matters as the adequacy of facilities and equipment, operating or handling procedures, and the need for special requirements such as bioassay, physical exams, and other special monitoring procedures;
 - (d) The quantity and form of the licensed radioactive material; and
 - (e) Such other matters as deemed by the committee to be reasonably pertinent to the review.
- (6) For permit requests to use quantities of radioactive material equal to or greater than "Quantities of Concern Radioactive Materials" (QCRAM) as defined by the U.S. Nuclear Regulatory Commission (USNRC), the committee review will

include a security evaluation of the proposed use of radioactive material that will take into consideration:

- (a) Control of access to QCRAM to limit the risk of loss, theft, sabotage, or unauthorized use. This includes limiting unescorted access to those individuals determined to be trustworthy and reliable.
 - (b) The permit applicant's ability to monitor and immediately detect access and respond to unauthorized access to QCRAM.
 - (c) For portable devices, the permit applicant's ability to control access to the device in use, storage and in transportation.
 - (d) The permits applicant's ability to control and retain documentation required by the USNRC's increased security controls for five years after they are no longer effective.
 - (e) The permit applicant's ability to protect the sensitive documentation referenced in (d) above, from unauthorized disclosure.
- (7) If the committee finds the proposed user of licensed radioactive material is qualified to undertake the proposed activity and the safety and security evaluations are acceptable, the committee may issue a work permit authorizing the proposed activity.
 - (8) With the assistance of the RSO, the committee will annually audit the RSO performance of those RSO duties and relevant records that are within the scope of the License and this charter.
 - (9) The committee will review RSO findings and corrective actions pertaining to employee activities that are within the scope of the License.
 - (10) The committee may revoke or suspend work permit authorizations relative to licensed radioactive material. The committee may also modify permits and/or work permit authorizations as needed to comply with the License, relevant federal or state law and/or other agency directives.
 - (11) A user or potential user of licensed radioactive material who is directly affected by an RSO decision within the scope of the License and who disagrees with the decision may bring the disputed decision to the attention of the committee. The committee may establish guidelines for such an appeal and may attempt to resolve the dispute to the satisfaction of the RSO and complainant. The committee may affirm or overrule the RSO decision.
 - (12) The committee will establish exposure levels, which when exceeded, will initiate an investigation or other action by the RSO.

- (13) The committee will recommend remedial actions to address safety and security deficiencies it identifies within the scope of the License. The committee will annually review the status of recommended remedial actions.
- (14) The committee will review the “as low as reasonably achievable” (ALARA) program that is applied to activities within the scope of the License on a quarterly basis. The review will include consideration of: exposures of all personnel working in the vicinity of licensed radioactive materials; exposures to members of the public through any release of licensed radioactive materials; and, all unusual events and incidents involving licensed materials.
- (15) Environmental sampling that is within the scope of the License will include sampling done by BRS that results in the sample being taken to an agency fixed facility laboratory or an agency designated laboratory.
- (16) The committee will review agency procedures pertaining to the acquisition of licensed radioactive material. The committee will recommend to the Director and/or Assistant Director remedial actions the committee finds necessary to correct identified procedural deficiencies regarding acquisitions within the scope of the License.

VII. Scope of Committee Activities Related to Radiation Machines at Agency Facilities

This Section applies only to the possession, control, and/or use of agency radiation machines located at agency facilities. Subject to the conditions of this charter, the committee is authorized to approve or disapprove each proposal by an agency user for possession, control, and/or use of radiation machines located at agency facilities.

- (1) The committee will develop criteria to be used by the committee in its review of proposed possession, control, and/or uses of radiation machines at agency facilities.
- (2) Individual users and uses of radiation machines may be approved by the committee for a period of two years from the effective date of the committee approval. Extensions may be granted for good cause.
- (3) At the request of a bureau chief, the committee may review training programs for employees who may potentially apply through the bureau chief for work permits to possess, control, and/or use radiation machines at agency facilities. The committee may provide the bureau its opinion and recommendations regarding the adequacy of the training programs for potential users of radiation machines.
- (4) The committee will review proposed possession, control, and/or use of radiation machines at agency facilities. A committee review will include a safety and

security evaluation of the proposed possession, control, and/or use of radiation machines that takes into consideration:

- (a) An evaluation using the criteria developed under (1) above;
 - (b) A review of the qualifications, experience, and training of the proposed user(s);
 - (c) Such matters as the adequacy of facilities and equipment, operating or handling procedures, and the need for special requirements and other special monitoring procedures; and
 - (d) Such other matters as deemed by the committee to be reasonably pertinent to the review.
- (5) If the committee finds the proposed user of a radiation machine is qualified to undertake the proposed activity and the safety and security evaluation is acceptable, the committee may issue a work permit for the proposed activity.
 - (6) With the assistance of the RSO, the committee will annually audit the RSO performance of those RSO duties and records relative to radiation machines at agency facilities and this charter.
 - (7) The committee will review RSO findings and corrective actions pertaining to employee activities relative to radiation machines at agency facilities.
 - (8) The committee may revoke or suspend work permit authorizations relative to radiation machines at agency facilities. The committee may also modify permits and/or work permit authorizations as needed to comply with relevant federal or state law and/or other agency directives.
 - (9) A user or potential user of a radiation machine at an agency facility who is directly affected by an RSO decision and who disagrees with the decision may bring the disputed decision to the attention of the committee. The committee may establish guidelines for such an appeal and may attempt to resolve the dispute to the satisfaction of the RSO and complainant. The committee may affirm or overrule the RSO decision.
 - (10) The committee will establish exposure levels, which when exceeded, will initiate an investigation or other action by the RSO.
 - (11) The committee will recommend remedial actions to address safety deficiencies it identifies relative to radiation machines at agency facilities. The committee will annually review the status of recommended remedial actions.
 - (12) The committee will review on a quarterly basis the “as low as reasonably achievable” (ALARA) program that is applied to activities relative to radiation

machines at agency facilities. The review will include consideration of: exposures of all personnel working in the vicinity of radiation machines at agency facilities, exposures to members of the public due to a radiation machine operated by the agency at agency facilities, and, all unusual events and incidents involving radiation machines at agency facilities.

- (13) The committee will review agency procedures pertaining to the acquisition of radiation machines. The committee will recommend to the Director and/or Assistant Director remedial actions the committee finds necessary to correct identified procedural deficiencies regarding acquisitions related to radiation machines.

VIII. Committee Interaction with the Reviewing Official

This section applies only to committee actions that require the Reviewing Official to perform a trustworthiness and reliability determination for unescorted access to QCRAM. The Reviewing Official is appointed by the Director and/or Assistant Director and serves in that role at their discretion. The Reviewing Official reviews FBI criminal background checks and other investigations of personnel prior to committee review and approval of QCRAM unescorted access. The Reviewing Official uses criteria provided by the committee to evaluate information received during the investigations and either determines approval or disapproval of QCRAM users. The approval or disapproval determination is given in writing to the RSO for transmittal to the committee and to the individual seeking unescorted access. All other information from the investigation is treated as confidential and is not provided to the RSO or the committee. Committee interactions with the Reviewing Official include, but are not limited to:

- (1) Providing the Reviewing Official the criteria to be used for T&R determinations;
- (2) Notifying the Reviewing Official of personnel that need approval for unescorted access to QCRAM prior to their access;
- (3) Responding to Reviewing Official requests for information and guidance; and
- (4) Receiving and acting upon Reviewing Official unescorted access determinations.

IX. Matters Outside the Purview of the Committee

Except as provided in Section VII and unless committee responsibilities are expanded as provided for below, committee responsibilities specifically do not include agency activities that are outside the scope of the License. In particular, emergency response activities performed under the agency's *Illinois Plan for Radiological Accidents (IPRA)* and by the State Weapons of Mass Destruction (SWMD) team members are considered beyond the committee's oversight authority. Activities that do not address an immediate threat

to public health and safety, including long-term assessment, remedial action oversight, and disposition of confiscated radioactive materials are not considered emergency responses and are within the purview of the committee. Non-emergency activities (e.g. training) involving agency licensed material used for IPRA and by SWMD team members are under the committee's purview.

X. Committee Oversight

The committee reports to the Director and/or Assistant Director as instructed.

XI. Charter Interpretations

Differences of opinion may arise from time to time regarding the scope of or interpretation of the provisions of this charter. When two or more committee members disagree regarding the interpretation of applicability of any provision of this charter to particular circumstances, management's representative will present the issue to the Director and/or Assistant Director for resolution. The committee must follow the decision of the Director and/or Assistant Director. The Director and/or Assistant Director may at any time choose to review and interpret any provision of this charter. Interpretive decisions of the Director and/or Assistant Director are final and the committee is bound by them. Charter interpretations of the Director and/or Assistant Director shall be in writing and included in the committee records.

XII. Additional Committee Responsibilities

If the committee finds a need to expand this charter to authorize other committee activities, the committee may prepare a recommendation together with an explanatory memorandum to the Director and/or the Assistant Director for consideration. Authorizations to expand activities shall be in writing from the Director and/or Assistant Director.

Authorized and Approved by:



James K. Joseph, Director

Date: 7/8/2016