

 The University of British Columbia Board of Governors	Policy No.: 11	Approval Date: July 1985 Last Revision: June 2005
	Responsible Executive: Vice-President, Research	
Title: Radiation Safety		
Background & Purposes: The University holds Licenses from the Canadian Nuclear Safety Commission for the use of Radioactive Sources. All use of Radioactive Sources by a University Member under the auspices of the University is governed by the terms of these Licenses. To ensure the safe and lawful procurement, use and disposal of Radioactive Sources for research at the University in compliance with the Licenses.		

1. Scope

- 1.1. Subject to section 1.2, this Policy applies to the use, possession, storage, transfer, import or export of Radioactive Sources related to research administered by or conducted at all University campuses, including within academic space at affiliated institutions, by University Members.
- 1.2. This Policy does not apply to the use of Radioactive Sources pursuant to licenses issued to other institutions, such as, for example, where UBC members engage in clinical or medical applications on human subjects pursuant to a license held by an affiliated hospital.

2. Radiation Committee and Radiation Safety Officer

- 2.1. Under the authority of the Responsible Executive, the Radiation Committee is authorized to:
 - 2.1.1. issue Authorization Permits to University Members authorizing them to undertake activities requiring the acquisition and use of Radioactive Sources provided that such use is in accordance with the terms of a License;
 - 2.1.2. exercise control and oversight generally relating to the use or procurement of Radiation Sources for research purposes.
- 2.2. The Responsible Executive will appoint one member of the UBC Okanagan Research Safety Committee to liaise with the UBC Radiation Committee. Minutes of Meetings of the UBC Radiation Committee and the UBC Okanagan Research Safety Committee will be exchanged. Information relevant to the UBC Radiation Committee will be summarized by the UBC Okanagan Research Safety Committee for inclusion in the annual reports that are forwarded to the Responsible Executive.

- 2.3. The Radiation Safety Officer is responsible for monitoring compliance with this Policy and for implementing and overseeing a safety program for the use of Radioactive Sources and shall report to the Radiation Committee with respect to such activities.
- 2.4. On matters related to radioactive sources, the Radiation Safety Officer shall provide guidance and direction to the Safety and Environmental Officer located at UBC Okanagan.

3. Use of Radioactive Sources

- 3.1. No University Member shall use, possess, store, transfer, import or export. Radioactive Sources for research unless such activity is authorized under an Authorization Permit issued by the Radiation Committee.
- 3.2. No University services or facilities, including academic space at affiliated institutions, shall be used, nor may funds for such purposes be accepted, nor accounts opened by Financial Services, for research utilizing any Radioactive Source unless such research is authorized under an Authorization Permit issued by the Radiation Committee.
- 3.3. Permit Holders must ensure that the use of Radioactive Sources pursuant to their Authorization Permit complies with the Safety Procedures.
- 3.4. Permit Holders must ensure that a safety program that complies with the Safety Procedures is in effect for every laboratory or workplace in which Radioactive Sources are used.
- 3.5. Each User is personally responsible to ensure that he or she complies with the Safety Procedures and has received Safety Training.
- 3.6. It is the responsibility of Permit Holders to ensure that every User that has access to Radioactive Sources under his/her Authorization Permit has received Safety Training and complies with the Safety Procedures.

4. Definitions

- 4.1. *Authorization Permit* is the permit issued by the Radiation Committee pursuant to section 2.1 of this Policy.
- 4.2. *License* is a license granted by the Canadian Nuclear Safety Commission to the University authorizing the use of Radioactive Sources.
- 4.3. *Permit Holder* is the person who applies for and is issued an Authorization Permit from the Radiation Committee.
- 4.4. *Radiation Committee* is the University Committee on Radioisotopes and Radiation Hazards created by the Responsible Executive pursuant to this Policy.
- 4.5. *Radiation Emitting Device* means equipment that contains Radioactive Material or through the process of operation emits energy resulting from nuclear transformation.
- 4.6. *Radiation Safety Officer* is the person appointed by the Director of the Department of Health, Safety and Environment whose authority and responsibilities include those outlined in this Policy.
- 4.7. *Radioactive Source* means Radioactive Material or a Radiation Emitting Device.

- 4.8. *Radioactive Material* means matter that emits particles or energy while undergoing spontaneous nuclear transformation.
- 4.9. *Safety Procedures* means procedures on the correct use of Radiation Sources issued by the Radiation Safety Officer, as well as provincial and federal regulations and guidelines regarding use of Radiation Sources.
- 4.10. *Safety Training* is a program of training in the proper use of Radiation Sources approved by the Radiation Safety Officer.
- 4.11. *University Member* is any person associated with the University including without limitation: faculty, emeriti faculty, staff, sessional instructors, clinical professors, administrators, post-doctoral fellows, students, visiting or adjunct scholars, fellows, contractors, and paid or unpaid associates.
- 4.12. *User* is any individual who works with, or who supervises individuals who work with, Radiation Sources pursuant to an Authorization Permit.

PROCEDURES

Approved: July 1985

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. Powers of Radiation Safety Officer and Radiation Committee

- 1.1. In the event of non-compliance with this Policy the Radiation Safety Officer may order that the use of Radioactive Sources by a Permit Holder, Users, or any individual person, laboratory or organizational unit be modified or cease immediately. Such order shall be complied with immediately. The Radiation Safety Officer shall notify the Radiation Committee of his/her decision to issue such an order.
- 1.2. In the event an order is issued by the Radiation Safety Officer, the Radiation Committee, or a subcommittee of the Radiation Committee will meet to consider the decision of the Radiation Safety Officer and will confirm, modify or set aside the decision of the Radiation Safety Officer. The Radiation Committee may take whatever steps it deems necessary to ensure the correct and safe use of Radioactive Sources which may include:
 - 1.2.1. temporarily or permanently revoking the relevant Authorization Permit;
 - 1.2.2. imposing conditions that must be met prior to the recommencement of the use of Radioactive Sources pursuant to the Authorization Permit
 - 1.2.3. imposing new conditions on the use of the Radioactive Sources pursuant to the Authorization Permit.
- 1.3. A written report of each decision of the Radiation Committee made pursuant to section 1.2 of these Procedures will be sent to the Responsible Executive by the Chair of the Radiation Committee.

2. Radiation Committee

- 2.1. The Responsible Executive will appoint the members of the Radiation Committee. Appointments will be for three years with the possibility of renewal.
- 2.2. Where practicable, one member of the Radiation Committee will also be a member of the TRIUMF Safety Advisory Committee.
- 2.3. The Responsible Executive will appoint the Chair of the Radiation Committee for a three-year term as Chair with the possibility of renewal. The Responsible Executive will appoint an Associate Chair of the Radiation Committee, who may act as the chairperson in the absence of the Chair.
- 2.4. The Radiation Safety Officer will be a non-voting member of the Radiation Committee.
- 2.5. The Responsible Executive may invite representatives of the British Columbia Ministry of Health – Radiation Branch and the Canadian Nuclear Safety Commission to be non-voting members of the Radiation Committee.

- 2.6. A quorum will comprise a minimum of five voting members of the Radiation Committee. Decisions will be made by majority vote and the Chair shall vote in decisions.
- 2.7. The Chair of the Radiation Committee, after consulting with the Radiation Committee members, may propose protocols to the Responsible Executive for carrying out its functions. Without limiting the forgoing, such proposal may relate to the quorum and voting rules for meetings of the committee, the establishment and delegation of authority to subcommittees, the process for committee deliberations, and the Authorization Permit application process. Such protocols will become effective when approved by the Responsible Executive.
- 2.8. The Chair of the Radiation Committee will provide the Responsible Executive with an annual written report outlining the activities of the Radiation Committee in the previous year.