TO: Radiation Safety Committee

FROM: Chad Johnson, Radiation Safety Officer

DATE: October 22, 2009

SUBJECT: October 22, 2009 Meeting Minutes

Members:
Present
Judd Case
Teri Hansen
Brian Hauser
Chad Johnson

Absent
Karen Carlberg
Jamie Manson
Jenny Thomso

Guests:
Jennifer Miller

I. **Call to Order:** 2:05 p.m.

a) The minutes from the April 29, 2009 were approved by the committee.

II. **Mandatory Agenda Items:**

Quarterly Management Review:

a) Accidents or incidents since the last meeting: *None.*

b) Review of Radiation Applications: *No applications at this time.*

c) Current inventory of radioactive materials: *Chad passed out the audit, which included an inventory log of 22 items. It was pointed out that Item #18 should not be listed as “unknown” as it is only an unknown from a student lab point of view. Dr. Houser will get paperwork going to dispose of Items #13 and #16.*
d) Reports of inspections conducted by radiation safety officer:


e) Reports of inspections/visits by regulatory agencies: None at this time.

f) Materials received, transferred, or disposed of: No items received since 7/15/09. Dr. Burgis completed his use of S-35 in September. Chad distributed a list entitled “Radioactive Waste Disposed,” which included a list of radioactive waste decaying in storage.


g) Review of License status: Chad is working on an addendum to the license that includes what inventory was kept and which items were disposed of. Additional addendums will be necessary to increase what we have onsite. S-35 is ordered in quantities keeps us from downsizing to a Medium Lab.


h) Review of University policies and regulations governing radiation safety: Section 15: The Radiation Safety Directive called for new structural changes in the form of a signature page that must be signed by the Radiation Safety Officer, Director of Human Resources Rights and Risks, and the President.


i) Review of new or proposed users of radioactive or radiation producing equipment: None at this time.


j) Review of regulatory changes: None.


k) Other Business: The Vortex Genie died and was replaced with a new Vortex Jr. II. This will be left in the lab with the centrifuge. Chad requested that researchers in Room 186 leave their lab coats in 186, not in Room 188.

Adjourned at 2:27 p.m.