TO: Radiation Safety Committee  
FROM: Chad Johnson, Radiation Safety Officer  
DATE: December 15, 2008  
SUBJECT: December 11, 2008 Meeting Minutes

Members: Present
Karen Carlberg
Jenny Thomson
Teri Hansen
Judd Case
Chad Johnson
Jamie Manson
Brian Houser
Chad Johnson

Absent
Don Lightfoot
Rebecca Stolberg

Guests: Dan Paulus
Katelin Tonner

I. Call to Order: 1:35 p.m.

a) The minutes from the October 23, 2008 meeting 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:

- Karen Carlberg’s application to use I-125 was motioned to be approved by Jenny Thomson and seconded by Teri Hansen. Graduate student will start experiments in January.
- Brian Houser’s addendum to his authorization to use uranium ore was motioned to be approved by Jenny Thomson and seconded by Jamie Manson.
• Katelin Tonner’s application to create beta and alpha quench curves was motioned to be approved by Jenny Thomson and seconded by Brian Houser.

c) Current inventory of radioactive materials.
   • Inventory was reviewed. Members asked questions and acknowledged that the poor handling of waste generated in the past has made for an incomplete inventory.
   • Brian Houser confirms that the button source in room 174B that is marked, “unknown” is in fact, a Cs-137 source.

d) Reports of inspections conducted by radiation safety officer

e) Reports of inspections/visits by regulatory agencies
   • The Department of Health will be here on Tuesday, Dec. 16th in the morning. The state is still auditing our program.

f) Materials received, transferred, or disposed of
   • Nothing to report since last meeting

g) Review of License status
   • Still in review process and waiting for audit results from DOH

h) Review of University policies and regulations governing radiation safety
   • Section 15 has been changed many times during the license renewal process. Until the license is approved, RSO anticipates it will change more in the future.

i) Review of new or proposed users of radioactive or radiation producing equipment
   • Jamie Manson would like to surplus the Enraf x-ray unit, which was recently locked out by Chad, RSO. Chad suggests he go through the surplus department with any questions.

j) Review of regulatory changes
   • None to report at the moment

k) Other Business
   • Don Lightfoot has retired and Rebecca Stolberg is designating Teri Hansen to take her place on the committee.

Adjourned