

University of Dundee

RADIATION SAFETY SUB-COMMITTEE

A meeting of the Radiation Safety Sub-Committee was held at 3.30pm on 5th July 2012 in the Seminar Room, JBC 2.

Present: Prof Mike Stark (MJRS) [Chair]

Ms Lisa Grayson (LG)

Mr Damian Leddy (DL) [University Radiation Protection Adviser]

Mr Martin Rollo (MR) [University Radiation Protection Officer]

Ms Letty Gibson (LMG)

Ms Shellagh Neil (SN)

Dr Sheila Sharp (SS),

Dr Nick Helps (NRH)

Dr Michelle Cooper (MC)

Dr C Connolly (CC)

Apologies were received from, Ms Karan Bolland (KB), Ms Allison Bridges (AB)

MINUTES

ACTION

1) Composition of the Committee -

MC was welcomed to the Committee as a Medical School RPS. Mrs Aileen McLarens resignation was accepted

2) The minutes of the meeting held in January 2012

The minutes were approved.

3) Previous Meeting Action Points (PMAP)

a) Waste Tender update

MR reported that the Waste Tender process is still ongoing. The delay in awarding the tender is due to further clarification required on each Companies pricing structure. It is expected that the Tender process shall be resolved in time for the next meeting. No urgency on this matter necessary.

Action Point: MR will update the committee at the next meeting.

MR

b) Generic Risk Assessment Database

DL and LG informed the committee that the creation of the Generic Risk Assessment Database is finished and a demonstration was given of a Risk Assessment (RA) via a laptop presentation. Other RA's are ready to populate to the database. The format is now ready for feedback and comments from the Life Sciences RPS's. It is hoped to link this system to the Users Registration database in the future. The System can be accessed out-with Life Sciences by using a Life Sciences login which can be obtained by arrangement with LG.

Action Point: DL and LG to make software available to RPS for comments and feedback. PDF of RA to be sent to Committee Members by LG.

DL/LG

c) On-line testing of new users

DL informed the Committee that although the testing system he previously developed can be used on a local computer, ICS have told him they can no longer support it University wide. He is now developing a new software system using Questionmark Software which is supported via the Library & Learning Centre. A demonstration was shown of the new Questionmark system. The test will be taken by all New Registrants, either when they register to use radioisotopes or after attending the New Users Course (NUC) if they have no previous experience. Failure in the test could result in having to attend the next NUC, or a visit by the RPA/RPO for a tutorial. The questions will not be specific to an individual's work, but will test their overall knowledge of radiation safety based predominantly on the NUC. The system will be made available to the Medical School if they request it. Access will be via the Safety Services Website. DL invited Committee Members (CM) and RPSs to send him questions for possible inclusion in the test system. He will send out a list of current questions to CM and RPSs so as questions are not duplicated. DL hopes that the new system will be up and running by the next meeting for another demonstration. DL pointed out that the system will only test knowledge and was not keen on the idea of teaching the material on-line.

Action Point: DL to send out a list of current questions to CM and RPSs and ask them to suggest questions for inclusion. DL to liaise with Library & Learning regarding Questionmark development. DL will email CM to outline the way the test system works (i.e. how a registrant takes the test and what happens if they fail etc.) He will also demonstrate the system at the next Radiation Safety Meeting.

d) Scottish AURPO Meeting 2012

Report distributed to committee members prior to the meeting

Action Point: MR to seek clarification on the disposal of Uranium and Thorium compounds. SN (or a Medical Physics representative) to ascertain what provision Medical Physics have made regarding administrative financial provision for the disposal of the HASS Source at the Med School.

MR

SN
or
A Medical
Physics
Representative

e) EPD

DL reminded the committee that the EPD is available for individuals to borrow if they feel they require it for upcoming work with radioactive substances. LG asked if there have been any "interesting results" and DL confirmed that all recorded doses had been within expected ranges, so nothing out of the ordinary had been recorded. DL outlined how the EPD continues to act as a learning tool by allowing users to compare doses when carry out similar experiments. NH stated that the EPD had been very well received in the MRC Unit and users found it useful. The EPD has also been used to confirm doses calculated in risk assessments. MJRS asked if there was a need for a second EPD but DL said there is not enough demand at present and calibration costs might be high as only the manufacturer can do this. MJRS replied that if it was decided in the future that another EPD is required the committee should look into where a budget could come from to pay for one.

4. New Items**a) New floor monitor available for RPSs to use**

MR demonstrated the new floor monitor created by DL and MR, and informed the committee that it is available to any RPS who would like to use it in their area.

b) Group record keeping reminder talks still available

MR

MR explained he visits labs and speaks to individuals regarding record keeping and check their monitoring, usage, and disposable to drain records all matched up, but also speaks to groups, although he has not been asked to do this for a little while. LMG suggested MR sends out a reminder email to the RPSs to remind them this service is available or that MR or DL visit each lab on a rota system. MR felt the original one-to-one visits were better for ensuring the individual records are checked. MR felt the checks important to get done before the next SEPA inspection although it is unclear exactly when this will be, it is expected to be in the next few months.

Action Point: MR to email RPSs to inform them that record keeping checks are still available for groups or individuals.

c) New SEPA Certificates required for City Campus

DL / MR

New certificates will be needed by the City Campus when the MRC Unit merges with it in April 2013. MR and DL explained the first step in this process is to review the current stock and drain limits to see if these require to be altered to accommodate the combined usage. It is expected this review should be completed shortly.

Action Point: DL and MR to review current stock and drain limits. DL and MR to report back to the committee at the next meeting regarding the progress of the certificate process.

d) Low Level Bench Limit review

DL / MR

At present the MRC Unit has an open bench limit for P-32 work of 8MBq, however the rest of the University has a limit of 20MBq. As the two areas will be merging in April 2013 it has been suggested the limits should become uniform or as close as possible. LG pointed out that the new risk assessment system would make it easier to identify what dose a user may receive and so designate the area in which they should work. However, the final decision on designation of areas would still be taken by the RPA. NH explained that the 8MBq limit in the MRC was created when there was a high frequency of open bench P-32 work going on but the frequency of this work has reduced in recent years.

Action Point: DL and MR to review current open bench limits with relevant RPSs and investigate how these can be adjusted to agree a more universal open bench limit.

e) Committee approval process

DL raised the question of who should be allowed to approve documentation on behalf of the committee. The committee agreed that only DL, SN or DS should be able to approve documentation on behalf of the committee.

6. MRC

a) Update on the future of the MRC

NH informed the committee that the MRC are currently working through the

administrative processes required to allow them to merge with the University in April 2013 including Human Resource matters etc.

NH

b) SEPA Report

Report distributed to committee members prior to the meeting

NH pointed out the SEPA inspector required the MRC to undertake much more rigorous assurance monitoring than the rest of the Life Sciences complex and wondered if this would change after the merger with the University next year. NH pointed out that he does regular audits which have shown that assurance monitoring is still not being done and he has reported this to the PIs who should speak to the necessary members of their groups to rectify this. NH pointed out that the inspector commented that their logging procedure for stock pots arriving above the requested activity should be changed so that the actual activity arriving should be recorded rather than the requested activity. Although it was not included in the report NH mentioned that the inspector had asked that the waste calculations for procedures be reviewed routinely to ensure they are still correct. MJRS asked that NH supply the committee with a copy of the inspection response letter he sent to SEPA outlining the actions the Unit took to address the issues raised in the report.

Action Point: NH to supply the committee with a copy of the inspection response letter he sent to SEPA.

7. School of Medicine

a) School of Medicine Update Report

Report distributed to committee members prior to the meeting

b) Discussion on June SEPA inspection

SN informed the committee the SEPA inspection had gone ahead and the inspector was not overly critical of any particular thing. Although they have not received her report yet. The main points she raised were that the Medical School did not have a consistent method of contamination monitoring and the pick-up point for radioactive waste was too communal an area and would prefer it to be a specific lab. Medical Physics are currently working to address these points. There were also inconsistencies with record keeping although SN thought these were not sufficiently serious to affect the report score. SS pointed out that due to the reorganization of the Medical School the inspector will return in the new year for a decommissioning inspection.

SN
or
A Medical
Physics
Representative

Action point: SN (or a Medical Physics representative) will supply the committee with a copy of her response letter to SEPA outlining how Medical Physics has addressed the points raised in the report.

c) IMSaT

SN confirmed that IMSaT has now completed transfer into the Medical School and presented a memo on behalf of DS confirming that Safety Services will no longer provide a Radiation Protection Advice service to IMSaT as they are now part of the Medical School, and Medical Physics will take on this role under the terms of the agreements they have with the Medical School. SN outlined the X-ray and Laser audits she recently carried out in IMSaT and although she found some minor non-compliance issues she is sure these can be resolved in the next few weeks. SN also informed the committee that she will be going on

maternity leave soon and David Sutton or a representative of Medical Physics will attend Radiation Safety Subcommittee meetings in her absence.

8. RPS Matters

a) P-32 Spill Classes

MR and DL reminded the committee that they offer a range of spill simulation classes which are still available and can be delivered on request to users within the Main Campus and the Medical School. MR outlined the possibility of creating a class which simulates what might happen if a person was injured while working with P-32 and how to deal with it, but this is dependent on the potential popularity of this simulation scenario.

b) New RPS Assurance Monitoring System

MR Outlined the new assurance monitoring system which involves RPSs monitoring areas for contamination on a monthly basis but also checking user's paper records to ensure they are up-to-date as well. MR contacted the RPSs to ask what they thought of the new system and no one responded with any problems with it.

9. AOCB

- a) DL suggested the inclusion of non-ionising radiation matters in future Radiation Safety Sub-committee meetings and the committee agreed this would be relevant to the committee's remit.

Action Point: DL to invite a new member to join the committee to represent non-ionising radiation users.

Date of Next meeting

DL will email the date of the next meeting in the next few days. [The date was set as 6th December 2012 at 3pm in JBC2 Meeting Room]

DL