

BY-LAWS

UNIVERSITY OF VERMONT RADIATION SAFETY COMMITTEE

The Radiation Safety Committee (the "Committee") is established by the University of Vermont (the University").

These by-laws were approved by the Committee on April 16, 1990, by Interim Provost Gerald Francis, Ph.D. on May 11, 1990; amended by the Committee on 5/28/97 and approved by the Interim Provost, Gerald Francis on September 29, 1997, and amended by the Committee on June 6, 2001 and approved by the Provost on July 31, 2001.

All references to "radiation" shall mean "ionizing radiation".

I. Purpose

The purpose of the Committee is to :

- 1.1 establish policies and regulations on all matters relating to the safe handling and use of radiation sources by the University,
- 1.2 review and approve all research and instructional activities involving radiation at the University,
- 1.3 ensure that the rights and welfare of all persons involved with radiation use are adequately protected,
- 1.4 ensure that any risks to individuals are far outweighed by the potential benefit or by the general importance of the knowledge to be gained.

II. Statement of Principles

The Committee has adopted the basic principles regarding the use of radiation which are stated in Title 10 of the Code of Federal Regulations, and is committed to keeping radiation exposure "As Low As Reasonably Achievable" (ALARA).

III. **Authority**

- 3.1 The Committee is established by authority of the University Provost, in order to comply with federal and state regulations governing the use of radiation.
- 3.2 The Committee is delegated the authority to:
 - 3.21 define the policies, procedures, guidelines, and standards governing the use of radiation at the University.
 - 3.22 define the basic policies, procedures and standards by which research and instructional protocols using radiation will be reviewed;
 - 3.23 approve, modify or disapprove protocols for the use of radiation for research and educational purposes.
 - 3.231 Any proposed use of by-product materials in humans must be referred to the Radiation Safety Committee of Fletcher Allen Health Care.
 - 3.232 The Radiation Safety Committees of the University and Fletcher Allen Health Care shall meet separately to review specific protocols, may establish some separate operating policies, and shall function in cooperation with each other whenever necessary.
 - 3.24 monitor the use of radiation in any research study and require progress reports from investigators;
 - 3.25 terminate the use of radiation in a research study;
 - 3.26 place irreversible restrictions on the use of radiation in a research study.
- 3.3 The authority of the Committee to disapprove, restrict or terminate the use of radiation in a research study may not be overridden.
 - 3.31 After consultation with the Committee, the Vice-Provost for Research shall have the final authority to disapprove, restrict or terminate the use of radiation in a study which has received Committee approval.

IV. **Organization**

4.1 Committee Chair.

4.11 Responsibilities.

It shall be the responsibility of the Committee Chair to:

4.111 conduct Committee meetings in accordance with established federal and state regulations and University operating policies and procedures;

4.112 sign official Committee action documents;

4.113 keep abreast of relevant federal and state regulations;

4.114 meet at least annually with the Vice-Provost for Research to discuss Committee activities;

4.115 recommend new Committee members to the Vice-Provost for Research;

4.116 ensure that new Committee members are properly oriented to and educated about their duties and responsibilities;

4.117 initiate activities designed to assist investigators;

4.118 keep the campus and community apprised of their rights and responsibilities with regard to use of radiation;

4.12 Appointment

4.121 The Chair shall:

4.1211 have prior service as a Committee member,

4.1212 be an employee of the University,

4.1213 be an approved radiation user at the University.

4.122 Appointment to the Chair shall be by the Vice-Provost for Research.

4.123 The term of appointment to the Chair shall be one year, and is renewable.

4.2 Associate Chair.

4.21 The Committee shall elect from its membership an Associate Chair who will assist the Chair and serve as acting Chair when necessary.

4.22 The term of appointment for the Associate Chair shall be one year, and is renewable.

4.3 Administrative Support.

The Radiation Safety Office shall provide appropriate administrative support to:

4.31 coordinate and conduct the administrative and clerical work of the Committee,

4.32 serve as liaison with appropriate University administrative offices, project investigators, other institutional safety and ethics boards, and various regulatory and funding agencies,

4.33 assist University administrators in the preparation of federal and state reports.

V. **Membership**

5.1 General criteria for membership.

Members shall be of varying professional backgrounds and shall demonstrate a genuine interest in, and commitment to, the purpose of the Committee.

Specific membership criteria shall comply with all relevant federal regulations.

5.2 Method of Appointment.

5.21 All members shall be appointed by the Vice-Provost for Research.

5.22 When vacancies occur, nominations will be sought from Committee members, after which written formal recommendation(s) for the new member(s) shall be made, by the Committee Chair, to the Vice-Provost for Research.

5.23 Effort will be made to consider gender and cultural diversity when making Committee appointments.

5.24 The Vice-Provost for Research shall in no case make an appointment without consulting the Committee Chair.

5.3 Term of Appointment.

Committee appointments shall normally be for three-year terms, renewable to a maximum of six consecutive years.

5.4 Membership of the Committee.

5.41 The Committee will be comprised of 11 members.

5.42 The ex officio members of the Committee shall include the following:

- * the Director, or Associate Director, of the Office of Sponsored Programs (representing the University Provost Office).
- * the Director of the Radiation Safety Office
- * the Associate Director of the Radiation Safety Office.
- * a representative of the Risk Management Department who is knowledgeable of chemical safety issues.
- * the Radiation Safety Officer of Fletcher Allen Health Care.

5.43 The remainder of the membership will be determined from the roster of active authorized users of radiation as follows:

- * one faculty representative from the College of Medicine.
- * one staff representative from the College of Medicine.
- * four other faculty representatives whose backgrounds and perspectives will help ensure a well-rounded and objective Committee.

5.5 Voting.

5.51 All members of the Committee, as defined in 5.42 and 5.43, are voting members.

5.52 Any Committee member may send a representative to any meeting, but that person will not have a vote.

5.6 Remuneration.

Appointment to the Committee shall be without monetary compensation.

5.7 Liability.

Committee members are covered by blanket bond protection, general liability insurance, and errors and omissions insurance while working. If committee members are sued during the good faith performance of their duties, the University's insurance provides legal counsel and indemnification (protection against possible damage or law suit.)

VI. Basic Operating Policies

6.1 Policies and Procedures.

The Committee shall develop a Radiation Safety Handbook which will include a complete and uniform set of standard operating policies and procedures.

The Radiation Safety Handbook shall be updated as necessary to ensure compliance with all relevant federal and state regulations governing radiation use.

All policies and procedures shall be designed to ensure that the Committee review of protocols is conducted with thoroughness, consistency and objectivity; in a manner that allows each member to exercise independent judgement; with proper balance of professional expertise.

6.2 Meetings.

6.21 The Committee shall meet at least once per calendar quarter.

6.22 Other meetings may be called as necessary by the Chair or by a request of 3 Committee members.

6.3 Quorum.

Six members in attendance shall constitute a quorum, and must include the Chair (or Associate Chair), the Director (or Associate Director) of the Radiation Safety Office, and the representative of the Provost's Office as indicated in section 5.42 of the by-laws.

6.4 Required Agenda Items.

6.41 The Committee shall annually review the University's radiation safety programs.

6.42 The Committee shall review the quarterly and annual personnel radiation exposure on campus and take investigative action if any person exceeds 10% of the quarterly or annual limits specified in 10CFR20.

6.5 Protocol Approvals.

6.51 Official Committee actions on protocols involving radiation use shall be by formal vote at convened meetings of a quorum of Committee members.

6.52 The Director of the Radiation Safety Office shall be allowed to grant provisional approval for any protocol, to be established in writing, but such action shall be subject to full Committee approval at the next convened meeting.

6.53 In the absence of the Director of the Radiation Safety Office, the Chair shall be allowed to grant provisional approval of a protocol, to be established in writing, after consulting with the Associate Director of the Radiation Safety Office, but such action shall be subject to full Committee approval at the next convened meeting.

6.54 No Committee members shall be assigned to review or shall vote on any activity in which they have a conflicting interest.

6.6 Minutes.

Official minutes shall be kept of all convened meetings and kept on file in the Radiation Safety Office. Minutes must include: the date of the meeting, members present, members absent, and a summary of deliberations, recommendations, actions, and ALARA reviews.

6.7 Order.

All meetings shall be conducted according to Roberts Rules of Order.

6.8 By-Laws Revision.

These By-Laws may be revised by a 2/3 majority vote of Committee members at a duly warned Committee meeting.