



# Technical Safety



## RADIATION PROCEDURES MANUAL Procedure Cover Sheet

Procedure Title: Radiation Safety Committee Meeting Minutes

Procedure Number: TSO-08-06-REV 0

Effective Date: September 1, 2008

Approved By:  Date: 19 May, 2009  
Technical Safety Office Director



Procedure #: TSO-08-06-REV 0  
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## **A. INTRODUCTION**

The purpose of Idaho State University's Radiation Safety Committee (RSC) is to set policy and to promulgate rules and procedures to ensure the safe use of radioactive sources at the University. The RSC meets as often as is necessary to conduct business, but not less than once per calendar quarter. Minutes are taken by a member of the TSO for each RSC meeting and approved minutes are kept on file in the TSO's RSC file.

## **B. PURPOSE**

The purpose of this procedure is to explain how to take and write up the minutes for an RSC meeting.

## **C. REQUIRED MATERIAL(S)**

Previous meeting's minutes  
Current RSC meeting agenda

## **D. PROCEDURE**

The RSC meetings occur every quarter, generally on a Friday morning. The date of the meeting is decided by the RSO after communicating with the other RSC members and is announced to all RSC members by e-mail.

The RSO writes the agenda for the meeting and sends it out to all the committee members and the TSO by e-mail prior to the meeting date. The agenda includes announcements, user authorizations, the RSO report, the previous meeting's minutes, exposure reports and other relevant issues that the RSC needs to discuss.

In order for the RSC members to approve user authorizations and actions, a quorum must exist. A quorum of the RSC consists of at least one-half of the voting RSC membership, which must include the Committee Chairperson and

the RSO. If a quorum does not exist due to too many absences, the RSC Chairman may obtain approvals by e-mail vote.

### **Taking Minutes:**

1. Take attendance – this is best accomplished by opening the agenda to the previous quarter’s minutes and checking off RSC members (and other attendees) as they arrive.
2. Minutes approval – the first order of business in RSC meetings is to approve the minutes for the last meeting. Write down any changes that need to be made and note the name of the RSC member who moves to approve, as well as the seconding member’s name.
3. Comments – take note of comments made by RSC members during discussions. Open discussion is allowed for user authorization items and actions pending.
4. Approvals – when the RSC votes on an item, there is always a person who moves to approve and another person who seconds the motion. Make note of both names.

### **Writing the Minutes:**

1. Open the previous meeting’s minutes file. The minutes are located in the *tsoshare* “Radiation Safety Committee Documents” folder. There is a folder for each year inside the “RSC Minutes” folder.
2. Rename the file to represent the new meeting using the same format as the other minutes (#<sup>ZZ</sup> QYEAR RSC Minutes).
3. Scan the document and change all dates, times, quarter references and locations where necessary.
4. Update the attendance chart.
5. Enter all Opening Business, Appointments & Announcements, Actions Pending, etc. items to match the items listed in the agenda. It is not necessary to repeat each item in full; a summary is sufficient.
6. The phrasing for the User Authorization items must be altered to reflect the RSC vote of approval. The wording of these items may be changed to say “Interim approval was granted by the RSC to...” or some similar statement.

7. Write up a summary of any other discussions or issues that arose during the RSC meeting. For example, if it was decided a particular action should be taken, or if a memo/draft was handed out to the members, it should be noted in the minutes.
8. Save the minutes.

**Approval:**

When the minutes have been completed, the RSO should be notified that they are waiting in *tsoshare* to be reviewed. He/she will make changes as necessary, then the RSC Chairman can be given a printed-out copy to review and sign. Make a folder for the new quarter's RSC meeting and label it in the format "#<sup>ZZ</sup> Qtr RSC YEAR." The signed minutes are filed together with a copy of the agenda in the RSC file drawer in TSO office room 101A.

**REFERENCES**

Idaho State University Radiation Safety Committee Handbook. Prepared by the Technical Safety Office. Revision 1. July 31, 1995.



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## REVISION TRACKER

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| Revision 0 | September 1, 2008 | Original Procedure |
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