



Louisiana State University System
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Office of the President

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Permanent Memorandum No. 30 (PM-30)

Effective July 1, 2014 (*This memorandum supersedes PM-30 dated 09/01/2010*)

F. King Alexander, President

A handwritten signature in cursive script that reads "F. King Alexander".

RADIATION PROTECTION PROGRAM

An LSU System Radiation Safety Committee is established to develop and implement a program to assure the proper and safe usage of radioisotopes and other sources of ionizing and non-ionizing radiation and radioactive materials within the LSU System in University research, instructional and service programs but excluding those medical units associated with the LSU Health Care Services Division and the LSU Health Sciences Center at Shreveport.

Non-ionizing radiation is defined as non-ionizing radiation produced as a result of equipment used at such a level that is recognized as harmful to humans. Non-ionizing radiation associated with welding, cutting and burning operations is excluded.

I. Committee Membership

Membership on the LSU System Radiation Safety Committee shall be as follows:

- a. the Coordinator of the LSU System Radiation Safety Program;
- b. the Secretary of the LSU System Radiation Safety Committee;
- c. the LSU System Radiation Safety Officer; and
- d. the Chair from each of the Campus Radiation Safety Committees, or the equivalent.

The President shall designate as Coordinator any member of the LSU System Faculty who is knowledgeable in the use of radiation and radioactive materials. The Coordinator shall serve as Chair of the LSU System Radiation Safety Committee. The Coordinator shall be administratively responsible for the radiation safety necessary in the use of ionizing and non-ionizing radiation and radioactive materials in LSU System research, instructional, and service programs. The Coordinator shall maintain surveillance of all properties owned or controlled by the LSU System, and all personnel on or about these properties, where there exists the possibility of occupational exposure to ionizing and non-ionizing radiation or radioactive materials. The term of appointment shall be indefinite.

The President shall designate a Vice-Chair from among the current members of the Committee, excluding the Coordinator, Secretary or System Radiation Safety Officer, and representing a campus other than that of the Coordinator. The Vice-Chair shall preside at Committee meetings when the Chair is unavailable. The Vice-Chair will serve as interim Coordinator if the Coordinator becomes unable to perform his or her duties for any reason, until such time as the President appoints a new Coordinator. The term of appointment shall be indefinite.

The President shall designate as Secretary any member of the LSU System Faculty who is knowledgeable in the use of ionizing and non-ionizing radiation and radioactive materials. In addition to keeping the minutes of Radiation Safety Committee meetings, the Secretary will be responsible for arranging the meetings, including the preparation and dissemination of agendas. The term of appointment shall be indefinite.

The Committee shall designate as LSU System Radiation Safety Officer any member of the LSU System Faculty or Staff who has the qualifications required to serve as Radiation Safety Officer for a broad scope radioactive material license. The LSU System Radiation Safety Officer is directly responsible for implementation and review of compliance with the regulations and policies established by the LSU System Coordinator and the LSU System Radiation Safety Committee. The LSU System Radiation Safety Officer is vested with the authority to act immediately in all matters pertaining to radiation safety involving LSU System personnel engaged in University-sponsored activities or any other personnel on University property. The Radiation Safety Officer's authority and actions, as defined in this memorandum, are subject to review by the LSU System Radiation Safety Committee. This assigned authority shall not relieve the individual from the normal review and authority of his/her departmental administration. The term of appointment shall be indefinite.

The individual Chancellors, with the approval of the Coordinator of the LSU System Radiation Safety Program, shall appoint a Campus Radiation Safety Officer(s) and a Campus Radiation Safety Committee(s) if nuclear materials or other sources of ionizing or non-ionizing radiation are in use on the campus. These individuals shall be selected from those faculty and staff members having knowledge and work experience in the areas of radiation and radioactive materials.

The Campus Radiation Safety Officers and Campus Radiation Safety Committees will be responsible to the LSU System Coordinator for the proper control and supervision of projects utilizing ionizing and non-ionizing radiation and/or radioactive materials on that campus. On campuses where the only sources of ionizing and non-ionizing radiation and radioactive materials consist of small teaching sources or those

in analytical instruments, the Chancellor is required to appoint only an individual responsible for radiation safety on the campus.

II. Committee Responsibilities

The LSU System Radiation Safety Committee shall have direct responsibility for (a) licensing of all matters requiring and/or affecting campus use of the LSU System's license or registration, and (b) supervision of the activities of each Campus Radiation Safety Committee and of the Campus Radiation Safety Officer on those campuses without a Committee. Also, the Committee shall have oversight authority for non-LSU organizations that (1) possess a valid license to use radioactive materials or are approved to use ionizing or non-ionizing radiation producing equipment and (2) operate in LSU facilities under administrative agreement with an LSU unit subject to this procedure. LSU-owned facilities leased to or used by third parties for the operation of a hospital or medical clinic pursuant to a Cooperative Endeavor Agreement with LSU, the State of Louisiana Division of Administration, and the Louisiana Department of Health and Hospitals are excluded from this oversight authority.

The Campus Radiation Safety Officer and/or the Campus Radiation Safety Committee on each campus must approve:

- a. Personnel - all responsible persons desiring to use *licensed* radioactive materials or *registered/regulated* ionizing or non-ionizing radiation *sources*, including acceptable training or experience.
- b. Procurement - all requisitions for *licensed* radioactive materials and *registered/regulated* ionizing and non-ionizing radiation sources.
- c. Projects - all academic programs, research and development projects, and other University activities involving ionizing or non-ionizing radiation and radioactive materials.
- d. Contracts and Grants - all contracts and grants requiring use of ionizing or non-ionizing radiation or radioactive materials.
- e. Facilities and Radiation Monitoring Equipment – the suitability of facilities and radiation monitoring equipment for all University activities requiring ionizing or non-ionizing radiation or radioactive materials.
- f. OSHA Regulations Pertaining to Ionizing Radiation - all University activities falling within the purview of the Occupational Safety and Health Act, Section 1910.96, entitled "Ionizing Radiation."
- g. Regulations Pertaining to Non-Ionizing Radiation - all University activities falling within the purview of the LSU System Non-Ionizing Radiation Safety Procedure.

III. Monitoring of Accumulative Annual Radiation Exposure

To monitor accumulative annual radiation exposure to LSU employees who have the potential for exposure at multiple facilities, including LSU and non-LSU facilities, each campus subject to this procedure shall:

- a. Establish procedures to identify those LSU employees who have a radiation exposure potential at multiple facilities, i.e., individuals who have been issued a radiation monitoring device at each facility.
- b. Cooperate with the affected LSU employee and radiation safety personnel at the other facilities by notifying them when an LSU employee exceeds 20% of the applicable regulatory limit.

IV. Committee Operations

The Committee shall meet no less than three times each year. One meeting will be in-person with the site to rotate among the System campuses; other meetings may be by teleconference, videoconference or other means. The Chair, Vice Chair, Secretary and LSU System Radiation Safety Officer shall serve as an Executive Committee with authority to conduct official business after polling the other committee members.

At each annual spring meeting, the LSU System Radiation Safety Committee will prepare a budget for the next fiscal year. Each administrative unit within the LSU System which uses radiation and/or radioactive material shall pay a proportional share of this budget, as determined by the Committee. Should the Committee be unable to agree on proportions, the allocation decision will be made by the LSU System Vice President for Academic Affairs. Each administrative unit will be invoiced in July of each year for its respective proportion of the annual costs. Administration of the budget shall reside with the LSU System Radiation Safety Officer.

The LSU System Radiation Safety Committee shall periodically review PM-30 and revise as necessary.

A current list of members of the LSU System Radiation Safety Committee is attached with contact information.

**ADDENDUM TO PM-30
(April 2014)**

**Louisiana State University System
RADIATION SAFETY COMMITTEE**

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