THE UNIVERSITY OF TEXAS
MD ANDERSON CANCER CENTER
RADIATION SAFETY COMMITTEE BY-LAWS

JANUARY 2018
ORGANIZATION

The University of Texas MD Anderson Cancer Center (MD Anderson) has established a Radiation Safety Committee (RSC) which is qualified through the experience and expertise of its members to oversee the institution’s radiation program, facilities and procedures. The President of MD Anderson appoints the Members, Chair, and Vice-Chair of the RSC through the Vice President of Academic Operations. The President delegates authority to the RSC to ensure the safe handling of radioactive material, radioactive sources, and radiation-producing machines. The committee reports to the President of MD Anderson through the Vice President of Academic Operations.

PURPOSE

The Radiation Safety Committee functions to ensure compliance with State regulations, and to address radiation safety concerns for patients, staff, and visitors regarding the use of radioactive materials or radiation producing machines at MD Anderson. The RSC oversees the use of all radioactive material and ionizing radiation-producing equipment in all areas of the institution. The RSC establishes policies relating to the acquisition, use, storage, and disposal of radioactive material and radiation-producing machines. The RSC, in compliance with State regulation, reviews applications from persons requesting to use radioactive material at MD Anderson. No one may order, possess, receive, or administer radioactive material until he/she has been approved as an Authorized User by the RSC. An application to become an authorized user may be sent to the Radiation Safety Office at any time. Authorization requests to use specific isotopes must be reviewed and approved by the RSC committee before the radioactive material is ordered.
The RSC may modify, suspend or revoke an authorization at any time should they believe the user is violating the conditions of the authorization or the license of MD Anderson, or is handling radioactive materials in an unsafe manner.

RESPONSIBILITIES

The Radiation Safety Committee shall:

1. Meet as often as necessary to conduct its business, but no fewer than three times per year.

2. Review summaries of information presented by the Radiation Safety Officer (RSO) which will include over-exposures, significant incidents including, spills, contamination, or medical events, and items of non-compliance following an inspection.

3. Review the program for maintaining occupational and public doses As Low As Reasonably Achievable (ALARA) and provide any necessary recommendations to ensure that these doses are ALARA.

4. Review the audit of the radiation safety program and act upon the findings.

5. Review the compliance status for authorized users.

6. Share responsibility with the Radiation Safety Office to conduct periodic audits of the radiation safety program.

7. Develop criteria to evaluate the training and experience of new authorized user applicants.
8. Evaluate and approve authorized user applicants who request authorization to use radioactive material at MD Anderson and review and approve permitted program and procedural changes prior to implementation.

MEMBERSHIP

The President of MD Anderson appoints the Members, Chair and Vice-Chair of the Radiation Safety Committee (RSC) through the Vice President of Academic Operations. The President delegates authority to the RSC to ensure the safe handling of radioactive material, radioactive sources and radiation-producing machines. Members of the RSC are appointed to reflect the various uses of radioactive material and radiation-producing machines at MD Anderson.

The RSC membership is comprised of the Chair, Vice Chair, voting members, alternate members, and ex-officio members. Voting members include faculty and staff representatives from MD Anderson. Faculty members of the RSC must possess the title of Assistant Professor or higher. The following areas shall be represented by voting members: the Radiation Safety Officer, Nuclear Medicine, Employee Health, Veterinary Medicine & Surgery, Radiation Oncology, Diagnostic Radiology, Radiation Physics, Imaging Physics, Cyclotron Radiochemistry Facility, Nursing, and Research. The Vice President of Academic Operations will select the Chair and Vice Chair from current committee members with at least one year's time in service. These appointments are for one year and are renewable at the
discretion of the Vice President of Academic Operations. The voting, alternate, and ex-officio members are appointed by the President of MD Anderson on an annual basis with the advice of the Vice President of Academic Operations. Each member of the committee, or their designated alternate will have one vote. A quorum shall constitute more than fifty percent of the voting membership. Members who breach confidentiality, miss three consecutive meetings, or miss more than five meetings in one academic year may be removed from the committee at the discretion of the Chair.

MEETINGS

Meetings of the Radiation Safety Committee shall routinely be scheduled to occur on the third Friday of every other month starting at 1:00 p.m., or at other dates and times as deemed necessary by the RSC Chair. As a minimum, the RSC shall meet at least three times per year. The agenda for the meeting will be set by the Radiation Safety Officer or the RSC Chair with the assistance of the RSC Coordinator from the Office of Research Oversight and Integrity.

Conflict of Interest and Confidentiality

No member of the Radiation Safety Committee may be involved, except to provide information requested by the RSC, in the review or approval of a project in which the member has been or expects to be directly engaged or has a direct financial interest or research interest. RSC members are obligated to adhere to MD
Anderson confidentiality rules and regulations as stated in MDA Institutional Policy #ADM0264, Confidentiality.

BY-LAW CHANGES

The by-laws may be changed by a two-thirds majority vote of the RSC membership. Proposed changes will be circulated to the membership and discussed 30 days before a vote is taken.