

Florida State University Radiation Safety Committee Charter

(Rev. 3, August 20, 2025)





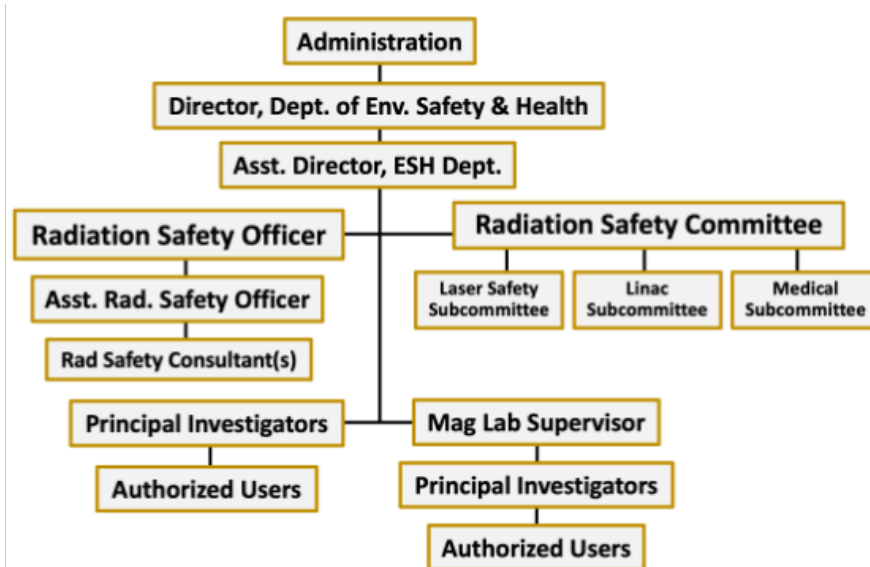
APPENDIX B

FSU RADIATION SAFETY COMMITTEE CHARTER**Licensee/Registrant Information**

Name:	The Florida State University, Environmental Health & Safety Dept.	
Address:	1021 Atomic Way, 1200 Carothers Hall, Tallahassee, FL 32306-4481	
Phone:	(850) 644-8802 (Radiation Safety Office)	
FL Rad. Materials License:	No. 32-10 (Amendment 83); Cat. 3M(I), Type A – Academic Broad Scope (5-yr. renewal; expiration date: 8/31/25)	
FL Rad. Machine Registrations: (annual renewals)	JR 07244000	Educational
	JR 22677000	Medical
	JR 37602000	Industrial (1 stored tube; Ringling Museum, Sarasota)
	JR 22255000	Ind. Accelerators
	JR 47890000	Dental

Mission Statement

The Radiation Safety Committee (RSC) provides oversight and acts as an advising panel for the University's radiation safety program. The program is designed to control the hazards associated with radioactive materials and radiation-producing machines, covering the receipt, possession, use, transfer and disposal of regulated sources of ionizing radiation to, from, and on campus. The RSC also establishes policies for the program and evaluates procedures, proposals, and records to ensure a safe and healthy work environment for students, faculty, staff, and the community.

Organizational Structure

**APPENDIX B – RADIATION SAFETY COMMITTEE CHARTER****Authority of the Radiation Safety Committee (RSC)**

The Committee's authority is established in the radioactive materials license and radiation machine registrations issued to Florida State University (FSU) by the Florida Department of Health, Bureau of Radiation Control (FDOH BRC), in accordance with Florida radiation control regulations – Chapter 64E-5, Florida Administrative Code (FAC).

The University possesses Radioactive Materials License Number 32-10, a Category 3M(I), Type A academic broad scope license authorizing radioactive material use and storage at the following University-owned locations on the FSU campus in Tallahassee, FL:

- | | |
|--|---------------------------------------|
| 1. Biology Unit 1 (BIO) | 9. Keen Building (KEN) |
| 2. Biomedical Research Facility (BRF) | 10. King Life Sciences Building (KIN) |
| 3. Carraway Building (CAR) | 11. Medical School Research (MSR) |
| 4. Chemical Sciences Laboratories (CSL) | 12. Materials Research (BLD.3) (RF3) |
| 5. Collins Nuclear Research Building (NRB) | 13. M. Carothers Hall (MCH) |
| 6. Dittmer Lab of Chemistry (DLC) | 14. Psychology Dept. Building (PDB) |
| 7. Hazardous Waste Facility (HWF) | 15. Rogers Building (OSB) |
| 8. Kasha Laboratory (KLB) | 16. Sandels Building (SAN) |

The University holds five FDOH BRC radiation machine registrations authorizing analytical, dental, industrial, and medical x-ray machines, and two linear accelerators, at the following University-owned locations:

Main Campus

1. Biology Unit 1 (BIO)
2. Biomedical Research Facility (BRF)
3. Carraway Building (CAR)
4. Chemical Sciences Laboratories (CSL)
5. Collins Nuclear Research Building/Fox Lab (NRB)
6. Dittmer Lab of Chemistry (DLC)
7. Hazardous Waste Facility (HWF)
8. Kasha Laboratory (KLB)
9. Keen Building Medical School Research (KEN)
10. King Life Sciences Building (KIN)
11. Materials Research (BLD.3) (RF3)
12. M. Carothers Hall (MCH)
13. Psychology Dept. Building (PDB)
14. Rogers Building (OSB)
15. Sandels Building (SAN)

Off Campus

1. High Magnetic Field Laboratory (Mag Lab)
Innovation Park, 1800 E. Paul Dirac Drive
Tallahassee, FL 32310-6046
2. FSU/Ringling Brothers Museum of Art
5401 Bay Shore Rd., Sarasota, FL 34243
3. FSU Marine Lab
3618 US-98, St. Teresa, FL 32358



APPENDIX B – RADIATION SAFETY COMMITTEE CHARTER

RSC Membership

Membership is restricted to individuals with experience in radiation safety, general law, or in use of radioactive materials and/or ionizing or non-ionizing radiation emitting machines.

- Qualified faculty members will be recommended and vetted by the RSC members. Selected candidates will be invited to join the committee; new members are appointed by the RSC Chairman.
- The minimum expected time commitment is quarterly meetings, meeting preparation and assignments, including subcommittee appointments.
- Resignations will be provided in writing.

The Administration representative is the appointing authority for RSC membership, with the following responsibilities:

- Appoint the RSC Chairman, in consultation with the EH&S Director.
- Appoint RSC members in consultation with the EH&S Director and the RSC Chairman.
- Oversee priorities, progress, and success of the RSC.
- Obtain institutional support for priorities and initiatives.
- Assist the RSC Chairman.

RSC Meeting Policies

- The RSC shall have regularly scheduled quarterly meetings. Additional meetings may be called by the RSC Chairman with at least one-week notice.
- RSC members shall be notified of scheduled RSC meetings by email. Meeting announcements will include the date, time, location, draft agenda, and access to any available materials to be discussed or reviewed.
- Any member, with the endorsement of two additional members, may call for a special meeting by submitting the request and endorsements in writing to the RSC Chairman.
- A quorum consists of one member more than half the members (simple majority) of the standing committee membership and is required for any meeting to be deemed an official meeting or for any meeting actions to be considered binding.
- The RSO and an administration representative must be present as part of the quorum.
- Committee members participating by teleconference are considered present and their vote is counted.
- A simple majority vote (at a meeting that has a quorum) is required to approve or adopt a motion that has been proposed and seconded.
- In the event that member vacancies prevent adherence to committee organizational rules, ES&H staff or other qualified individuals may fill those vacant committee positions.



APPENDIX B – RADIATION SAFETY COMMITTEE CHARTER

RSC Functions

The RSC's jurisdiction includes the FSU campus, remote FSU facilities, and offshore research vessels. The Committee is responsible for ensuring that the FSU radiation safety program is in compliance with all internal and external rules and regulations.

Committee Member Roles and Responsibilities

The University has an institutional responsibility to support the RSC and its activities by providing equipment, facilities, and procedures that are adequate to minimize danger to public health and safety or property. As such, the Committee is responsible for ensuring that the University's radiation safety program is adequately implemented. This responsibility may include delegation of authority to various persons and subcommittees with specific expertise in areas under their purview. If the Committee requires additional expertise, a working group can be assigned, a subject matter expert recruited to assist, or temporarily assigned ad hoc members.

RSC Chairman/RSO

The RSC Chairman/RSO is appointed by the Administration representative with consultation from the ESH director. The RSC Chairman/RSO has the following duties:

- Facilitate and conduct RSC meetings.
- Consult on RSC membership appointments.
- Maintain the RSC Charter and radiation safety policies and procedures.
- Direct the University's radiation safety program.
- Submit applications, amendments and related correspondence for the license and registrations.
- Review receipts of radioactive materials to assure that procurements of such materials comply with the license, that the material and user(s) have been approved by the RSC, and that suitable and secure use and storage areas exist.
- Review all plans for proposed uses of radioisotopes and ionizing radiation-producing equipment from the standpoint of radiation safety, outline any additional requirements to the Principal Investigator, and makes recommendations to the RSC.
- Ensure the instruction of research personnel and staff in proper radiation safety practices and procedures, and ensure that all users read and understand the FSU Radiation Safety Manual.
- Ensure inspections are made of each room or area where radioactive material or ionizing radiation-producing equipment is present to assure adherence to posting, labeling, and other requirements.
- Assure the issuance and wearing of personnel monitoring devices, when needed, their timely exchange, proper instructions on their use, and accurate and timely dose reports.
- Determine exposure potential under actual or proposed working conditions and recommend time limits for personnel exposure and minimal working distances.
- Arrange for the collection of radioactive waste for proper storage and disposal, and supervise the management of such waste.

**APPENDIX B – RADIATION SAFETY COMMITTEE CHARTER****Committee Member Roles and Responsibilities (contd.)**

RSC Chairman/RSO

- Establish proper calibration procedures for survey instruments that are currently in use or in a standby status, assure that qualified personnel perform calibrations in a timely manner, and arrange for prompt repair of survey instruments, as necessary.
- Ensure that required health physics activities are conducted, e.g., leak tests, wipe tests, surveys, dose monitoring, radiation source receipts/transfers/disposals, inventories, etc., and that the corresponding records are properly maintained.
- Submits an annual report to the Committee at the year's initial meeting describing the state of the radiation safety program, program goals, needs, and findings from the last annual RSP audit, recent inspections, and any incidents or unusual events.
- Investigate radiation incidents, supervise decontamination of major spills, and report such incidents to the Committee and to FDOH BRC, as required.
- Halt any use of radiation that is judged to be unsafe and/or represents a violation or potential violation.

RSC Responsibilities

The RSC members have the following responsibilities:

- Prepare for and attend scheduled meetings.
- Consult on membership appointments and approve selection of the RSO.
- Advise the RSO and RSC on technical matters and topics of expertise.
- Review and vote on any policy changes pertaining to the University's radiation safety program, broad scope license and/or radiation machine registrations.
- Review and approve the annual radiation safety program audit, and any other reports from the RSO.
- Revoke user privileges if the Committee perceives the situation to be warrant such action.
- Review and approve or disapprove the use of radioactive materials or ionizing or nonionizing radiation producing equipment under the University's jurisdiction.
- Prescribe special conditions as may be necessary, such as additional training and/or instructions, designated or limited areas of use, disposal methods, etc.
- Conduct periodic or discretionary reviews or evaluations of the radiation safety program.

**APPENDIX B – RADIATION SAFETY COMMITTEE CHARTER****RSC Subcommittees**

RSC Subcommittee Meetings

- The RSC/RSO must be present as part of the quorum and will assign a member to serve as secretary.
- Subcommittee members are appointed by the RSC. The RSC has the authority to overturn any subcommittee decisions.
- Committee members participating by teleconference are considered present and their vote is counted. A simple majority vote (at a meeting that has a quorum) is required to approve or adopt a motion that has been proposed and seconded.
- Within each subcommittee, a Chair is selected by the members. Subcommittee decisions are made and can be acted upon at each subcommittee meeting.
- A quorum consists of one member more than half the members (simple majority) of the standing committee membership for any meeting to be deemed an official meeting or for any meeting actions to be considered binding.
- The Chairman will notify members of any upcoming meeting, prepare agendas, disseminate materials to members and record meeting decisions.
- Meeting minutes are recorded and kept on file, and are disseminated to all members for review and comments. Members may submit agenda items to the Chairman for the next meeting. Any committee member may request a meeting.
- When a final action is not possible at a formal meeting, further information may be disseminated to all members electronically and a simple majority vote by email is permitted.

Laser Safety Subcommittee

The purpose of the Laser Safety Subcommittee is to review all safety aspects of laser and other non-ionizing radiation (NIR) sources to ensure operations are safe and consistent with applicable FSU, state and federal guides and regulations. The committee shall include the FSU RSO, the Laser Safety Officer (LSO), and at least two staff members with experience and knowledge in laser and NIR safety. The members will elect a chairperson by majority vote. The LSO serves as secretary or delegates that responsibility.

The Chairman provides a written or electronic report of all activities to the RSC on an annual basis. All subcommittee decisions are considered binding unless overturned or otherwise negated by an RSC decision.

Specific responsibilities include, but are not limited to the following:

- Review and approval of normal, routine, special and emergency safety procedures for NIR sources.
- Review and approval of proposed changes to the systems or equipment, procedures, or operations that could affect operational NIR safety and compliance with FSU rules and applicable federal, state, and local standards and regulations.



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RSC Subcommittees (contd.)

Linac Subcommittee

The purpose of the Linac Subcommittee is to review all aspects of safety in and around the University's accelerator facilities. The Linac Subcommittee membership includes the Fox Lab director, the FSU RSO, at least one Principal Investigator, and other members selected to provide important expertise or qualities. The Fox Lab director will serve as chairperson, and serves as secretary or delegates that responsibility.

The subcommittee chair provides a written or electronic report of all activities to the RSC on an annual basis. The subcommittee reviews all safety aspects of accelerator and x-ray facilities to ensure operations are safe and consistent with applicable FSU rules and state and federal guides and regulations. Specific responsibilities are listed below.

- Review and approval of normal, routine, special and emergency safety procedures;
- Review and approval of proposed changes to the facility systems or equipment, procedures, or operations that could affect operations safety;
- Review of qualifications and competency of accelerator staff.

Medical Subcommittee

The purpose of the Medical Subcommittee is to review all safety aspects of medical radiation sources and magnetic resonance imaging (MRI) sources to ensure operations are safe and consistent with applicable FSU, state and federal guides and regulations. The subcommittee shall be comprised of the FSU RSO, a representative of the medical school, the MRI program director, and any staff or faculty with medical health physics training and experience. The chairman also serves as secretary, or delegates that responsibility.

The subcommittee chairman provides a written or electronic report of all activities to the RSC on an annual basis. All decisions of the subcommittee are considered binding unless overturned or otherwise negated by an RSC decision.

Specific responsibilities include, but are not limited to the following:

- Review and approval of normal, routine, special and emergency safety procedures for medical radiation sources (radioactive material and radiation-producing machines).
- Review and approval of normal, routine, special and emergency safety procedures for MRI equipment.
- Review and approval of proposed changes to the University medical and MRI systems or equipment, procedures, or operations that could affect operational radiation safety and compliance with FSU rules and applicable federal, state, and local standards and regulations.