



University of Toronto Radiation Protection Authority (UTRPA) Terms of Reference

The University of Toronto Radiation Protection Authority (UTRPA) is charged with ensuring that all activities conducted at the University of Toronto involving radioactive materials and equipment are conducted in a safe and secure manner and in conformity with the national, provincial, local and University standards. The UTRPA is an advisory committee that reports to the Associate Vice-President, Research Oversight and Compliance, who acts as the Applicant Authority on behalf of the University and has been delegated authority by the Governing Council to enforce and maintain the required standards of radiation protection at the University. As the oversight of the program for radiation protection at the University of Toronto, the UTRPA further serves as an educational resource to members of the University community.

All research carried out under the auspices of the University and/or in University-controlled facilities must comply with all applicable rules and regulations, including, but not limited to the Federal and Provincial Regulations issued by the Canadian Nuclear Safety Commission (CNSC), Health Canada, the Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and Ministry of Health (MOH). These requirements apply regardless of the research funding source or application

The University affirms that the primary responsibility for the regulatory compliance, safety and security of staff, students and the public lies with the Permit Holder using or authorizing the use of all sources of ionizing radiation and non-ionizing radiation (both materials and instruments). In addition, the University (through the members of the Governing Council and senior administrators) acknowledges a responsibility to provide a policy and procedural framework designed to ensure that work with radiation is being conducted safely and in conformity with the relevant Acts and Regulations. Permit Holders who hold a radioisotope or X-ray permit must provide adequate training to all personnel handling X-ray devices, radioactive materials and/or nuclear substances under their supervision in the proper use, handling, storage and disposal of these hazards. Radioisotope and X-ray permit holders must follow to the conditions of the permit, the UTRPA Policies and Procedures, in addition to the CNSC, MLITSD and MOH regulations. They also must ensure adequate security of all laboratories and related equipment and materials under their supervision. Failure to comply could result in the cancellation of the radioisotope or X-ray permit.

Functions

The Associate Vice-President, Research Oversight and Compliance (AVP-ROC) has delegated to the UTRPA the following functions, powers, and duties:

1. Establishing and monitoring policy, rules, and procedures for the use of radiation at the University. All policies, rules, and procedures established must be in compliance with those set out by the CNSC and other relevant Acts and Regulations;
2. Responsibility for the overall program of radiation protection at the University, which includes all sources of ionizing radiation and non-ionizing radiation (both materials and instruments), for whatever use, for all research carried out under the auspices of the University and/or in University-controlled facilities;
3. Responsibility for negotiating with the appropriate authorities regarding the use of radiation sources, handling, storage, and disposal of radioactive prescribed materials and for the installation, development



and operating of equipment producing ionizing radiation & non-ionizing radiation, as well as the security of radioactive materials;

4. Considering and advising on the establishment of radiation emergency measures within the University and co-operation and integration with other authorities;
5. Conducting educational programs as required with respect to radiation hazards and promoting a radiation safety culture within the members of the faculty, University staff, students, and visitors;
6. Consulting with appropriate persons or institutions and revising the policies and procedures for the use of radioactive prescribed materials as circumstances warrant;
7. Reconsidering decisions concerning suspension, restriction or termination of the operation of a radiation device or the use of radioactive materials;
8. Reporting annually to the Associate Vice-President, Research Oversight and Compliance, on the operation of the institutional Radiation Safety Programs.

Membership

The membership of the UTRPA shall consist of:

1. the Chair of the UTRPA;
2. a minimum of eight (8) academic faculty members with expertise in radiation or the use of radioactive materials, one of whom is the Vice-Chair;
3. the Executive Director, Research Safety and Compliance, EHS (*ex officio*);
4. the Director, Operations, Research Safety and Compliance, EHS (*ex officio*);
5. a Manager, Research Regulatory Affairs (*ex officio*);
6. the U of T Designated Radiation Safety Officer, EHS (*ex officio*);
7. the U of T X-ray Safety Officer, EHS (*ex officio*);
8. the Manager, Environmental Protection Services, F&S (*ex officio*); and,
9. a graduate student user of radioactive materials and/or instruments

Academic members are voting members, appointed to the UTRPA for terms not less than two years and not more than four years (renewable) by the AVP-ROC on the recommendation by the Chair of the UTRPA. Academic members from both research and teaching streams are selected on the basis of their experience and expertise in working with radioactive materials and/or instruments and their physical location to ensure a good representation of members from across faculties and campuses. Ex officio members are non-voting members who provide the necessary regulatory and operations context for the academic decisions considered. Duties of the membership are to attend one meeting per year, engage in the materials, and be available for any ad hoc meeting that needs to be called for any reason or regulatory challenge that occurs in the interim.

The UTRPA Chair shall be appointed by the Associate Vice-President, Research Oversight and Compliance for a term of two years (renewable) and the Chair is normally chosen from the existing academic members on the UTRPA. The Chair shall have extensive experience in working with radioactive materials and instruments. The



duties of the Chair shall include, but are not limited to: setting meeting agendas, presiding over meetings, reviewing Committee minutes before distribution and ensuring that the Committee carries out its functions as set out in all applicable Regulations and these Terms of Reference, ensuring that new members understand their duties, powers, and responsibilities as prescribed in the Regulations and in these Terms of Reference, and maintaining accurate records of the activities of the Committee.

The UTRPA Chair shall be an *ex officio* member of the Senior Management Committee on Health and Safety. The UTRPA Chair acts on behalf of the UTRPA for the purposes of conducting routine business between scheduled meetings.

Resource People and Experts

The UTRPA relies on expertise from the EHS Radiation Protection Services, F&S Environmental Protection Services, and may also call upon external or other University experts when necessary. These individuals may be called upon to attend meetings but do not have voting privileges.

Principles of Committee Member Engagement

The work of this committee benefits the University of Toronto community, enhancing safety awareness in laboratory environments, which is why it is imperative that its activities are conducted in an ethical and highly considered manner that warrants the confidence of all participants involved including all our stakeholders in research contexts. In alignment with expectations across all [University policies](#), committee members are accountable to their colleagues on the committee and to the University for the benefit and safety of the university community and act in the best interests of the University. In doing so, we act fairly, impartially and in good faith and do not allow personal or professional interests or relationships to influence our ability to act. We uphold key principles of our institution's safety and strategic objectives, namely to lead nationally and globally in research and innovation; provide institutional supports to empower scholars to do their best research; enable train and support the next generation of researchers and innovators; and promote an environment that complies with all applicable university policies in a manner that values collaboration and consensus building. In developing safety standards and other deliverables, we commit to accepting and respecting consensus decisions. We present all information necessary for a full, fair and informed consideration of the issues before the committee.

We protect the integrity of discussions and debates and do not disclose any committee information which is confidential by nature including institutional research licenses and/or inspection information. We ensure that any committee information, documents or data in our possession are not disseminated unless appropriate to do so and properly safeguarded and abide by the University's applicable [Information Security policies](#). We identify and escalate concerns or disputes in a timely manner according to agreed processes and resolution mechanisms and we respect and uphold the outcomes of such processes.

These principles are approved and adopted by the committee as the expectations for all committee members and participants at committee meetings and will be reviewed annually or as necessary due to material changes that may need consideration.



Meetings

The Committee shall meet at least once per year and Minutes of the meetings shall be taken and kept on file. The Office of Environmental Health and Safety provides administrative support to the UTRPA Chair and the Committee. The Associate Vice-President, Research Oversight and Compliance shall be furnished with copies of agendas and final meeting Minutes.

Committee decisions that affect research with radioactive materials at the University are normally made by consensus, but a vote may be taken if consensus cannot be reached after discussion of the outstanding issue(s). In the event of a vote, a simple majority of votes of those present and will normally be conducted by a show of hands. Decisions shall be put forth to the AVP-ROC for approval and recorded in the Minutes.

A quorum shall be required for all issues that are brought to a vote by the committee. A quorum is six (6) of the academic members, one of which is the UTRPA Chair, and one (1) non-academic staff, which must be the Executive Director, Research Safety and Compliance, EHS (or a designated alternative ex officio member from EHS management).

Reconsideration of Decisions

Where new information can be provided that may affect a previous decision of the Committee, a Permit Holder may request that the Committee reconsider the previous decision. In such circumstances, the Permit Holder shall notify the Chair of the UTRPA in writing, providing all relevant documentation and a detailed basis for the request. The Chair will provide the materials submitted by the Permit Holder to the UTRPA members, and he/she shall convene a special meeting of the UTRPA to review the request. This meeting shall normally take place within 30 days of receipt of materials from the Permit Holder. The decision of the UTRPA regarding the reconsideration request is final.

The UTRPA may substitute its own decision, modify its decision, or further review a matter having regard to any concerns noted by the UTRPA. The UTRPA Chair shall notify the relevant Permit Holders in writing of the UTRPA's decision. The decision of the UTRPA is final.

Updates of the Terms of Reference

The Committee shall review these Terms of Reference (at least) every 3 years, to meet any new CNSC guidelines or policies or other relevant changed circumstances.

The Committee may recommend changes to these Terms of Reference at any time. All changes to these Terms of Reference must be approved by the Associate Vice-President, Research Oversight and Compliance.