



## **Institutional Radiation Protection Committee (IRPC) Terms of Reference**

The University of Toronto's Institutional Radiation Protection Committee (IRPC), formerly the University of Toronto Radiation Protection Authority, 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 IRPC is an advisory committee that reports to the Associate Vice-President, Research Oversight and Compliance (AVP-ROC), 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 committee of the program for radiation protection at the University of Toronto, the IRPC further also serves, in part, 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 following Federal and Provincial Regulations issued by the Canadian Nuclear Safety Commission (CNSC), Health Canada (HC), the Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and the Ontario 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 materials and equipment. Radioisotope and X-ray permit holders must conform to the conditions outlined in the EHS permit, the IRPC Policies and Procedures, in addition to the CNSC, MLITSD and MOH regulations. They also must ensure adequate security of all laboratories, 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 has delegated to the IRPC 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 and X-ray Safety Programs.

## Membership

The membership of the IRPC shall consist of:

1. the Chair of the IRPC
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, EHS (*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*).

Academic members are voting members, appointed to the IRPC for terms not less than two years and not more than four years (renewable) by the Associate Vice-President, Research Oversight and Compliance, on the recommendation by the Chair of the IRPC. IRPC Academic members from both research and teaching streams are selected on the basis of their experience and expertise in radiation or the use of radioactive materials and/or instruments and their physical location to ensure good representation of members across faculties and campuses. *Ex officio* members are non-voting members who provide the necessary regulatory and operations context for the committee's decisions. 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 IRPC Chair is 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 IRPC. The Chair shall have extensive experience in working with radioactive materials and/or instruments. The duties of the Chair shall include: 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 IRPC Chair shall be an *ex officio* member of the Senior Management Committee on Health and Safety (SMCHS). The IRPC Chair reviews and approves permits for radioisotopes, radiation devices, and X-ray use and acts on behalf of the IRPC for the purposes of conducting routine business between scheduled meetings.

The IRPC Vice-Chair is chosen from within the academic members of the IRPC and appointed by the Associate Vice-President, Research Oversight and Compliance, on the recommendation presented by EHS on behalf of the Chair. The Vice-Chair performs the duties of the Chair when necessary.



### **Resource People and Experts**

The IRPC 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.

### **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 Committee. The AVP-ROC 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).

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 IRPC Chair (or Vice-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). Decisions shall be put forth to the Associate Vice-President, Research Oversight and Compliance for approval and recorded in the Minutes.

### **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 IRPC 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 IRPC members, and he/she shall convene a special meeting of the IRPC 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 IRPC regarding the reconsideration request is final.

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

### **Updates of the Terms of Reference**

The Committee shall review these Terms of Reference every five (5) years, to meet any new CNSC, MLITSD and/or MOH 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 a vote of the IRPC, followed by approval of the Associate Vice-President, Research Oversight and Compliance.