

Charter

Radiation Safety Subcommittee of the Fermilab ES&H Committee (FESHCom)

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1.0 INTRODUCTION

The Radiation Safety Subcommittee is responsible for providing guidance to the Laboratory concerning implementation and improvement of the Fermilab radiation protection program.

2.0 PURPOSE

The purpose of the Radiation Safety Subcommittee is to serve as a forum to help assure the management of Fermilab and the Department of Energy that sufficient internal control and oversight systems are in place and are operating properly with respect to the management and operation of radiation protection aspects of Fermilab to enable: (1) the prompt identification of deficiencies and opportunities for improvement, (2) the prompt and accurate reporting of deficiencies to the responsible Laboratory managers and (3) the timely and effective implementation of corrective actions. This subcommittee also serves as Fermilab's As Low As Reasonably Achievable (ALARA) committee as specified in more detail in FRCM Chapter 3 Part 5.

The chair of the Shielding Assessment Review Panel (formerly the Shielding Assessment Review subcommittee of FESHCom) (SARP) is a member of the Radiation Safety Subcommittee and reports on the work of the shielding assessment review process discussed in detail in FRCM Chapter 8. The definition of roles and membership of SARP is specified in Section 5.0

The Radiation Safety Subcommittee responds to requests from, and suggests items for action to, the Laboratory Director (Chair of the FESHCom), the Chief Safety officer, Division/Section Heads and members of the Laboratory Directorate. The Chair of the Radiation Safety Subcommittee has the autonomy to consider items for review, call for meetings and to enlist other subject matter experts needed to competently deal with specific topics requiring a particular area of expertise.

3.0 Subcommittee Membership/Terms

The Chair of FESHCom normally appoints members of the Radiation Safety Subcommittee for a three-year period. Given the nature of the Fermilab Radiation Protection Program, assigned Radiation Safety Officers (as defined in FRCM Article 131) and other subject matter experts serve as ex-officio members for indefinite terms. Additional short-term appointments of technical experts are made as necessary. The Fermi Site Office appoints a DOE/FSO Observer. There is no limit to the amount of times a member can be reappointed.

Each subcommittee of FESHCom must maintain membership and meet at a minimum of once per quarter to ensure that they can meet the responsibilities as outline in section 4.0. The Chair is responsible for maintaining the appropriate membership(s) for their committee. All appointments to a subcommittee of FESHCom must be approved by the individual's supervisor and their D/S/C Head. This approval is built into the automated process. Members are charged with the responsibility of disseminating information to their organization and for collecting relevant information for

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consideration by the subcommittee. Subcommittee members should invite interested parties as appropriate.

The Chair of FESHCom will appoint a Subcommittee Chair for a two-year term. The Subcommittee Chair will appoint a Deputy Chair. The Deputy Chair will represent the Chair at meetings of the Subcommittee and at the FESHCom meeting when the Chair is not available. The Deputy Chair will take the title of Chair after two years, and in turn appoint another Deputy Chair. In some cases, the Chair may be reappointed due to his/her level of expertise. In this case, the Chair may maintain the current deputy or appoint a new one.

The list of all FESHCom subcommittees and Chairs is kept up to date on the FESHCom web page: <http://esh.fnal.gov/xms/Resources/FESHCom>.

Members of the RSS will be expected to contribute to the work of the committee. Members who fail to attend meetings or otherwise contribute to the work of the committee will be excused from the committee.

RSS meetings will be nominally scheduled for once per month with occasional changes due to operational needs or insurmountable schedule conflicts. The subcommittee will meet at least once each calendar quarter. The meetings will be open to the Laboratory at large and FSO staff except in the rare event that the Chair designates an executive session. Subcommittee members are encouraged to invite interested parties as appropriate.

4.0 Subcommittee Responsibilities and Reporting Requirements

4.1 Subcommittee Meeting Minutes:

An agenda and material for review will be distributed in advance of scheduled Subcommittee meetings. Agendas need only be distributed to subcommittee members. Meeting minutes will document all interpretative decisions and/or recommendations made, be entered into ESH&Q DocDB, and be distributed, at a minimum, as follows:

- Chair, FESHCom (Laboratory Director)
- Chiefs
- Subcommittee members
- Division Safety Officers
- Division/Section Heads (non-Chiefs)
- Secretary, FESHCom

4.2 Subcommittee Presentations to FESHCom:

Each subcommittee chair will prepare a presentation for the FESHCom roughly every four months or three times per year. The schedule for these presentations is kept up to date on this document posted in ESH&Q Doc DB:

<https://esh-docdb.fnal.gov:440/cgi-bin/ShowDocument?docid=854>.

The presentations are to be posted in the ESH&Q Doc DB in one document number for each fiscal year. The presentation will give a status of the committee membership, address the work the subcommittee is doing and present any trends, leading indicators and recommend actions that should be taken to improve the program. Monitor and update relevant FESHM/FRCM Chapters to determine if they are necessary and sufficient. When updating a Chapter, a summary of changes is to be distributed. To the extent possible, changes should be made that move the radiation safety program in the direction of improved consistency among the D/S/C.

- 4.1 The subcommittee shall conduct internal self-assessments that are based on risk using the graded approach, and shall be scheduled on an as-needed basis. Self-assessments that are completed shall be formally documented and items found during the assessments shall be tracked to closure in iTrack.
- 4.3 The RSS shall monitor and update relevant forms (FESHM, FRCM, etc.) to determine if they are necessary and sufficient. Create/update forms to help ensure consistency between all D/S/C.
- 4.4 The RSS shall monitor and update relevant training documentation, making sure FESHM/FRCM Chapters are consistent with the training being given.
- 4.5 The RSS shall monitor and update relevant contact lists and list-serves.
- 4.6 The RSS shall actively look for, discuss and share relevant lessons learned. This applies to both internal and external lessons learned.
- 4.7 Using publicized incidents, lessons learned, near misses, iTrack findings and any other documented evidence, the RSS shall examine trends in radiation protection and report these trends and recommended actions up through FESHCom.
- 4.8 The RSS shall serve as a forum for the exchange of ESH information between RSS members and monitor any opportunities for program improvement.
- 4.9 The RSS shall identify ways to communicate ESH concerns and topics (articles, posters, video campaigns) and report these up through the FESHCom.
- 4.10 The RSS shall establish ad hoc working groups created from RSS members, other subcommittees, and other ESH&Q professionals to work on technical problems associated with radiological safety issues, both occupational and environmental, at the laboratory.
- 4.11 The RSS shall conduct an annual review of the GIS map depicting the restricted buffers around beam lines and solid waste areas during the first quarter of every calendar year in coordination with the Subcontractor Safety Subcommittee as specified by FESHM 7030.

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5.0 Definition of Responsibilities and Membership of the Shielding Assessment Review Panel (SARP)

5.1 Purpose of the SARP

The purpose of the Shielding Assessment Review Panel is to serve as a forum to help assure the management of Fermilab and the Department of Energy that each shielding assessment contains a consistent methodology to assess the radiological aspects from accelerator, beamline, and experimental area operations.

The SARP responds to requests from the Chair of the Fermilab ES&H Committee (FESHCom), the ES&H Director, as well as other Division/Section Heads and the Director. The Chair of the SARP has the autonomy to consider items for review, call for meetings and to enlist other subject matter experts needed to competently deal with specific topics requiring a particular area of expertise. SARP provides input as described in FRCM Chapter 8.

5.2 SARP Membership

The Chair of the Radiation Safety Subcommittee appoints members of the SARP for a three-year period. Additional short-term appointments of technical experts are made as necessary. The Fermi Site Office appoints a DOE/FSO Observer. There is no limit to the amount of times a member can be reappointed.

6.0 Changes to Charter

This Charter shall be reviewed by the Subcommittee Chair annually to ensure its provisions are in line with applicable or evolving policies and requirements. Also, at any time the Chair of FESHCom or the Chief Safety Officer, may recommend that changes be made to this Charter.

7.0 FESHM Chapter Responsibilities

The RSS is responsible for FESHM Chapter 11001 as well as the entirety of the Fermilab Radiological Control Manual (FRCM).