

2004-2005 MIDYEAR REPORT

**Academic Education Committee
Health Physics Society
Mark Rudin - Chair**

Report Prepared by

**Mark J. Rudin, Ph.D.
January 11, 2005**

Abstract

The Academic Education Committee (AEC) has been and continues to be very active in a number of areas. Accomplishments/activities during the first half of the 2004-2005 time period included:

1. Administration of Health Physics Society (HPS) Fellowship and Travel Grant Awards
2. Maintenance of Student Branch Programs
3. A fifth health physics program participated in the Applied Science Accreditation Commission (ASAC) of the American Board for Engineering and Technology, Inc. (ABET) accreditation process.

Report Outline:

- I. Recommendations for Action
- II. Subcommittee Assignments for 2004-2005
- III. Progress Reports
 - 2003-2004 HPS Fellow Selections
 - 2003-2004 Student Travel Grants
 - Student Branch Program
 - Health Physics Education Reference Book
 - Health Physics Program Directors Organization
 - Accreditation Sub-Committee
 - Revision of the Careers in Health Physics brochure

I. Recommendations for Action

1. The Committee anxiously awaits the approval of its Rules/Operating Procedures. Once the rules are approved, the AEC will be able to appoint individuals from the AEC Subcommittee on Accreditation to the ANS and the American Academy of Health Physics. John Poston and Rich Brey have agreed to serve as the liaisons for the ANS and Academy, respectively.
2. Chuck Roessler has graciously served as the HPS Commissioner on the Applied Sciences Accreditation Commission (ASAC) of ABET for two terms (2003-04 and 2004-05). Note that ASAC is the ABET commission under which accreditation of Health Physics Academic Programs is conducted. Commissioner terms are for one year with members eligible for reappointment for up to five terms. However, Dr. Roessler has indicated that he is not available to serve a third term. The AEC recommends that the HPS consider nominating Richard Brey as its ABET/ASAC Commissioner. Dr. Brey is certainly qualified for the position. He has successfully completed ABET Program Evaluator (PEV) Training, participated in a site visit as an observer in Fall 2003, and participated in an HP program site visit as a full-fledged PEV in October 2004. Dr. Brey has also been serving as the HPS point of contact with ABET and he is the HPS member most familiar with the workings of ABET. Most importantly, he has indicated that he is willing to serve as the HPS Commissioner.

There are actually two functions to be covered by an ABET-participating society - Commissioner and Society Point of Contact. According to recent discussions with ABET, these functions can be covered by the same individual. Subsequently, the AEC recommends that the Society nominate Dr. Brey as both HPS Commissioner and Point of Contact. The AEC will work with the HPS Executive Committee to support this initiative.

3. In the advent of Chuck Roessler submitting his resignation as the HPS ABET/ASAC Commissioner and a valued ASAC PEV, and the natural attrition of other HPS PEVs, the Society is in desperate need of new PEVs for future accreditation activities. A number of years ago, the Society hosted an individual from ABET to offer an all-day training course to prospective PEVs at an annual meeting. The event was well attended and certainly did an

excellent job in providing participants with the necessary tools to become effective PEVs. However, due to the current shortage of PEVs, the AEC is requesting that the Society consider hosting another ABET PEV Training Session at the 2005 meeting in Spokane. The AEC will compile a list of individuals who will be asked to participate in this training. As in the past, the AEC is requesting that the Society pay any expenses incurred by the ABET instructor for this event. An initial estimate of these costs is \$1,500.

II. Subcommittee Assignments for 2004-2005

AEC Chair: Mark Rudin
AEC Co-Chair: Derek Jokisch

HPS Fellowships

Rick Cummings (Chair), Clayton French, *with assistance from Northern California Chapter of the Health Physics Society (NCCHPS) member Charlie Schmidt*

HPS Travel Grants

Clayton French (Chair), Eduardo Farfan, John Zimbrick

Student Branch Programs

Ian Hamilton (Chair), Erno Sajo

HP Education Reference Book

Wes Bolch (consultant), Ted Lazo (consultant)

Subcommittee for the Accreditation of Health Physics Programs

Mark Rudin (Chair), AEC representative - Derrick W. Jokisch. Consultants to AEC/Accreditation Subcommittee members: Richard Brey, Wes Bolch, Tom Borak, Jack Couch, John Poston and Bob Fjeld

III. Progress Reports

A. 2004-2005 HPS Fellow Selections

The following individuals were recommended by the AEC for 2004–2005 HPS fellowships:

Burton J Moyer Fellowship:

Jonathan Saleeby – U Mass Lowell

Robert Gardner Memorial Fellowship:

Zhonglu Wang – Georgia Tech

Landauer Fellowship:

Robert Staton – U of Florida

Richard Burk Fellowship:

Atdrienne Lehnert – U of Michigan

J. N. Stannard Fellowship:

Deborah Falta – Clemson

HPS Fellowship:

Ashley Gann – UNLV

The AEC is continuing to consider ways to enhance the available resources for fellowships. The idea is to discuss the opportunity for corporations to directly sponsor students under named fellowship programs. This idea was brought to the attention of the board of directors with approval in the past. The Committee looks forward to working with the HPS Executive Committee to accomplish this in the most diplomatic fashion possible.

B. 2004 Student Travel Grants

No significant issues were identified in disbursement and fulfillment of the 2004 Travel Grant Program. The Subcommittee on HPS Travel Grants received 26 student applications in 2004. The number of applicants in previous years is as follows:

<u>Year</u>	<u>Number of applicants</u>
1997	60
1998	47
1999	53
2000	40
2001	36
2002	56
2003	43
2004	26

C. Student Branch Program

The committee feels strongly that the student branch program has been and continues to be a great success. At present, the Society has 17 formally chartered student branches:

1. Colorado State University
2. Georgia Institute of Technology
3. Idaho State University
4. Lakeshore Technical College
5. Massachusetts Institute of Technology
6. New Mexico's Universities
7. Oregon State University
8. Purdue University
9. Texas A&M University
10. Texas State Technical College

11. University of Cincinnati
12. University of Florida
13. University of Michigan
14. University of Missouri at Columbia
15. University of Nevada - Las Vegas
16. University of Tennessee - Knoxville
17. Clemson University

Committee members felt it may be appropriate to recognize students from active student chapters (i.e., turned in a student chapter annual report, etc.) at the annual meetings. One suggestion was to place some type of placard or stick on the student's meeting badge. The Committee will continue to address this matter in the future.

D. Accreditation Sub-Committee

The following four health physics academic programs have been formally accredited by the Applied Science Accreditation Commission (ASAC) of the American Board for Engineering and Technology, Inc. (ABET):

University of Nevada, Las Vegas, M.S. Program
Idaho State University, B.S. and M.S. Programs
Oregon State University, B.S. Program
Uniformed Services University of the Health Sciences, M.S. Program

Note that a fifth program participated in an ASAC/ABET site visit during 2004.

There is every intention to keep the Accreditation Sub-Committee as a viable entity under the AEC. This sub-committee will continue to be responsible for maintaining the accreditation program for the HPS. They are the organization that considers, and if appropriate, recommends to ASAC/ABET changes to the accreditation criteria. They are also responsible for maintaining a pool of approved ABET evaluators, and dissemination of accreditation information to academic programs as appropriate. The chair of the AEC will additionally serve as the chair of the AEC's Accreditation Sub-Committee.

Recommendations of the Ad Hoc Committee on HPS Media Relations

Committee Members:

Andrew Karam, Chair
Genevieve Roessler, Editor Health Physics Society Web Site, HP News
Benjamin Stein, American Institute of Physics
Daniel McGrane, Chair Health Physics Society Public Education Committee
Elizabeth Whelan, President American Council on Science and Health
Ralph Andersen, Nuclear Energy Institute

Abstract

Radiation and radioactivity are widely used in our society in areas that include medical, research, industry, and power generation. There is widespread ignorance of radiation and its effects across a wide spectrum of our society, including members of the media, and this ignorance causes many to either forgo the benefits of radiation and radioactivity, or to take inappropriate actions when they are exposed to radiation. In the event of a radiological emergency, this could also lead to large-scale unwarranted panic and poor decision-making throughout society, possibly exacerbated by poor media coverage.

Most reporters strive to report stories in a fair and balanced manner. In the case of stories dealing with radiological issues, reporters may be unable to do this because they are not aware of information resources available for such stories, and because health physicists are often reluctant to speak with reporters.

In this report, we recommend a number of ways for the HPS to respond to breaking stories, to develop and provide information resources (written, electronic, and personnel) to the media, and for the HPS to proactively contact the media when it is appropriate. We suggest this process include a media liaison effort similar to that of the HPS legislative liaison, including retaining a professional media representative. Towards this end, we recommend the following action items, to be completed prior to the HPS Annual Meeting.

1. Investigate the costs associated with the actions recommended in this document.
2. Investigate possible funding mechanisms for this effort.
3. Develop list of HPS members to serve as the HPS Media Liaison and as HPS media contacts, for submission to the Board of Directors.
4. Develop a list of potential media contacts in the print, television, and radio media.
5. Draft rules and procedures to be presented to the Board of Directors covering the appropriate recommendations noted in this document.

Introduction

In a society in which people are increasingly busy and short of time, the media plays an ever-greater role in informing the public and in helping to form public opinion on topics as diverse as politics, religion, science, technology, and a multitude of social issues. When people lack the time, and often the inclination to gather and weigh information on their own, they become dependent on reporters, writers, and editors to assume this role on their behalf; and the end result of this processing by the media frequently serves as the basis for “informed” public decision-making. When the decisions to be made involve scientific or technical matters, the manner in which they are reported by the media becomes even more critical because there are so many at all levels of society who lack a basic understanding of science (some even take pride in their ignorance), making them unable to determine the validity of the news stories they encounter.

Radiation and radioactivity are sensitive topics to most of the public. Although the public fear of radiation and radioactivity are learned (we cannot have an innate, or instinctive fear of something that is not present in dangerous levels in nature), these fears are quite real and pervasive, and they have a significant impact on the manner in which radiation and radioactivity are used today. Some examples are:

1. Magnetic Resonance Imaging (MRI) was originally called Nuclear Magnetic Resonance imaging. The name was changed when public fear of the word “nuclear” caused people to forgo these examinations (which do not involve ionizing radiation)
2. Public opposition to nuclear power on Long Island caused the Shoreham nuclear power plant to shut down before producing any useable power, in spite of the utility’s large investment.
3. Public concerns about diagnostic radiation frequently lead parents to deny permission to use CT or x-ray imaging of their children, opting instead for often-riskier “watchful waiting” or exploratory surgery.
4. On the other hand, tens of thousands of people order self-referred CT scans in the absence of a medical reason to do so
5. Many people continue to think that the Three-Mile Island accident irradiated thousands and caused birth defects, illness, and death
6. Physicians routinely recommend therapeutic abortions(or delaying medically necessary diagnostic radiation) for pregnant women exposed to diagnostic radiation

There are many other examples of public misperceptions – literally too many to detail in this report. There are several reasons the media is so important in helping form public opinion:

1. Radiation fundamentals (radiation biology, radiation physics, radiation safety) are given only a very short mention, if at all, in the basic school curriculum that all Americans must take. Those mentions that exist are usually short and may mention nuclear weapons or accidents while omitting the rarity of these events and factors affecting their severity.
2. Radiation science is viewed as being highly complex, leading many to believe that grasping even the fundamentals is beyond their abilities
3. Many lack the desire to devote time to learning even a little bit about this topic.
4. The widespread acceptance of the concept of “deadly radiation” and the association of radiation with cancer and birth defects makes it an easy story to present to the public

For these reasons, and more, it is likely that radiation and radioactivity are topics in which public opinion is almost guaranteed to remain at the mercy of the manner in which the media reports their stories.

Radiation, radioactivity, and nuclear power continue to gain in importance to our society, our health, our economy and our national security. Radiation and radioactivity are used in medicine, research, industry, and food safety. Nuclear power plants generate over 20% of the electrical energy in the US (with fewer emissions than competing power sources), and generate a large number of isotopes that are used in the areas noted above. It is sobering to think that we are so dependent on the benefits that accrue from something that is so controversial and so feared, and even more sobering to realize that so many on both sides of this issue depend on others (generally the media) for information.

Most sobering of all is that the environmental and anti-nuclear groups that oppose radiation and nuclear energy are often well-organized in their media communications and eagerly seek opportunities to communicate with the media, while the Health Physics Society, the American Association of Physicists in Medicine, and other non-nuclear power industry groups lack a coherent, consistent, and organized media relations strategy. This effectively cedes much of the “information battlefield” to the environmental and anti-nuclear organizations, giving the public a one-sided and biased view of the actual risks and benefits of these technologies. The groups that do have a formal and organized media relations plan (American Nuclear Society, Nuclear Energy Institute) are often viewed as being a “stooge” of the nuclear power industry, in much the same manner as the Tobacco Institute was viewed by many as being a stooge for the tobacco industry; as such, their public education campaigns are often less effective than they should be. Similarly, governmental agencies (e.g. Nuclear Regulatory Commission, Department of Energy) are viewed as lacking credibility. This leaves the HPS and AAPM as two organizations with both the professional and scientific knowledge, and the credibility, and perceived objectivity to address this matter in a convincing manner.

Recent radiation-related stories

Stories involving radiation or radioactivity appear on a regular basis. In the past year, we have seen stories about:

1. Nuclear proliferation in North Korea and Iran
2. Self-referred CT scans and their possible health risks
3. Depleted uranium and its effects on Gulf War veterans and local civilians
4. The closure of Lithuania’s Ignalina Nuclear Power Plant Unit 1 (a Chernobyl-style reactor)
5. The latest Hiroshima dose study
6. Inclusion of x-ray and gamma radiation in the list of carcinogens
7. Risks of nuclear and radiological terrorism
8. Environmental consequences of radioactive leaks from sunken nuclear submarines
9. Implications of the Oklo natural nuclear reactor for long-term radioactive waste storage
10. Suggested relaxation of some public dose limits and allowable contamination levels in the aftermath of a radiological attack

In addition to these (and other) stories, HPS has been involved in work that may have been of interest to the media. Examples of this are:

1. HPS human capital crisis report and implications for radiation safety regulation, nuclear energy, radiation regulation, medical and research radiation safety, and industry
2. HPS involvement in Radiation Safety Without Borders, various IAEA programs, and other international radiation safety initiatives
3. HPS involvement in radiological aspects of homeland security
4. Issuance and re-issuance of HPS position papers on a variety of topics

In all of these cases, it is likely that a well-crafted and sophisticated approach to working with the media would help to communicate issues to them (and, through the media, to the public) that are important to the HPS and to our society.

Elements of a media relations strategy

There are organizations of scientists that appear particularly effective at communicating scientific issues to the media. In particular, the American Institute of Physics and the American Council on Science and Health both have active media communication and education programs and both seem especially talented at placing stories with the media. Their success seems to stem from the following factors:

1. A talent for carefully selecting stories to present to the media (and for helping the media to see why a story will interest their audience)
2. Their willingness to both initiate and respond to contact from the media on stories of interest
3. Having access to large “stables” of scientific talent to introduce to the media
4. Retaining professional media communications staff to liaise between scientific experts and the media
5. A reputation for presenting timely and objective information on difficult scientific topics
6. Consistently high standards of writing and speaking
7. A willingness to work with reporters to help craft a story that suitable for the audience
8. A long-term commitment to this process that makes possible long-term relationships with science, health, and environment editors and writers
9. The ability to respond quickly to breaking news, issuing press statements and helping introduce reporters to scientific and technical experts while the story is still fresh
10. The willingness and ability to initiate stories through press releases, phone calls, and e-mails
11. Working with the media during large conferences and meetings to explain the significance of various papers and events and to facilitate press coverage and interviews

The Health Physics Society currently lacks a formal program for media relations, and enjoys few, if any of the factors noted above. We feel that, if the HPS is to become effective at communicating with the media, it must develop a plan to accomplish the above items, it must commit to making media communications a long-term priority, it must provide adequate funds for the program to be successful, and it must enlist the willing participation of a critical mass of HPS members to serve in this effort. We also note that, if approached correctly, the efforts of the media and governmental relations programs may sometimes complement each other.

Recommendations

We recommend the HPS make the following actions a part of a formal media communications policy, and that HPS allocate sufficient funding to successfully implement this policy.

1. ***Appoint an HPS member to direct HPS media relations efforts and to serve as a liaison to the media.*** The person appointed to this position should be approved by the Board of Directors and the appointment should be for at least 3 years to ensure continuity with various media contacts.
2. ***Retain a media relations professional*** to facilitate communications between HPS and various media outlets. The person (or firm) chosen must have familiarity with scientific and technical matters and must have experience working with science, medical, technology, and environmental writers. The Ad Hoc Committee on Media Relations is willing to help identify candidates for this position if asked to do so by the Board of Directors.
3. ***Encourage HPS members to communicate with the media*** and offer training sessions to help them do so in a constructive manner, and to increase their confidence when working with the media. This may be encouraged via an HPS Communications Award (similar to the Volunteer Award) for those members showing outstanding initiative in working with local or national media.
4. ***Establish a rapid response mechanism for contacting and responding to the media on breaking stories.*** This should include identifying a primary and at least 3 secondary points of contact, whose contact information can be shared with the media. At least one person should be available at all times, including nights, weekends, and holidays in the event a major story breaks. We may consider paying Google to provide a link to the HPS web site for searches that include certain key words (e.g. RDD, dirty bomb, radiation, etc.) to help funnel media searches to HPS. We may also consider editing the information that appears when the HPS web site appears on a Google search to make it obvious to rushed reporters that the HPS web site is the best site available.
5. ***Develop criteria to help HPS officers and Directors determine when and how to initiate contact with the media and for drafting, releasing, and commenting on HPS press releases*** (e.g. which events or stories warrant such contact). It would detract from HPS credibility for us to comment on everything – we do not want to appear as strident or reactive as many “antis”. However, some stories do call for comment (e.g, recent academic papers on the risks of prenatal dental x-rays, the most recent Hiroshima dosimetry results, radiological risks from sunken submarines, radiological dispersal devices, and so forth). On a story that is grossly inaccurate, that may affect public health, or that has the potential to impact the public debate on radiological matters, we cannot and should not pass up the opportunity to comment.
6. ***Provide reviews of movies, books, TV specials, press stories etc. involving radiological issues.*** At least one HPS members (an officer, Director, the Media Liaison, or a respected HPS member) should be asked, for example, to watch a movie featuring radiological matters and to write a short, concise, review to be distributed to the media contact list, explaining both the inaccuracies and accuracies that were noted and their significance.
7. ***Develop briefing materials and other information resources for the media,*** beginning with radiation basics and going on to more involved topics. This should include a section on the HPS web site devoted to meeting the needs of the mass media.

8. ***Develop a media contact list for the HPS Media Liaison***; establish and maintain contact with science, energy, and environment writers and editors so that, when radiation-related stories arise, they think to contact HPS first. We may consider maintaining a password-protected section of the HPS web site for our media contacts; this section of the web site could contain contact information, areas of expertise, HPS press releases, and other information appropriate for members of the media.
9. ***Continue development and web publication of media and public information and fact sheets***. These should include sheets describing case studies of radiological/nuclear accidents, what we have learned from them, the levels of public exposure, health effects that were noted, and comparing them to potential accidents such as terrorist use of an RDD. These should be reviewed and updated on a regular basis, according to a schedule to ensure that the contents reflect up-to-date information and the most recent HPS position (if appropriate).
10. ***Actively publicize HPS meetings through the media contact list and offer short summaries in the form of press releases on each day of the meeting***. These should be given to reporters who attend meeting and e-mailed to all others on our media contact list. HPS should also provide free registration to reporters covering HPS meetings, which may include the “goodie bag” and copies of printed materials. HPS should also stage at least one media event daily in which some meeting attendees are made available to reporters for interview. HPS may also consider offering free short courses (1-2 hour) to reporters attending the meetings, or to permit reporters to attend scheduled Professional Enrichment Program sessions and other such events at no cost. Our goal should be to have coverage of the high points of HPS meetings summarized in Science and Science News, as well as the local and national media, during and immediately following our meeting.

Costs

We recognize that, while many of these recommendations can be implemented at little or no cost to the HPS, others will carry a financial price. In particular, retaining a professional media representative will be a repeating cost to the HPS. This is analogous to the expense of retaining Capital Associates and the HPS Legislative Liaison, and we feel the benefits of professional media representation are sufficient to justify the cost. We also note that media and legislative representatives' efforts can complement each other in some circumstances.

There are many avenues available to pay for the recommendations noted above. Some that have occurred to us are listed below.

1. Apply for grants for public education. Such grants are available through the National Science Foundation, the Alfred Sloan Foundation, the National Institutes of Health, the Department of Energy, and other sources.
2. Apply for grants or financial support from HPS affiliates, the nuclear power industry, and other trade or industry organizations. However, such funds should be sought with the clear understanding that contributions carry with them no obligation to the donor.
3. Increase dues on HPS members, with the expectation that greater HPS visibility and less frustration with the media will make the increase acceptable.

Recommended Action Plan

Based on the above narrative, we recommend the Board of Directors take, or assign the following actions, to be reported no later than the Annual Meeting in July, 2005.

1. Investigate the costs associated with the actions recommended earlier in this document.
2. Investigate possible funding mechanisms for this effort.
3. Develop list of HPS members to serve as the HPS Media Liaison and as HPS media contacts, for submission to the Board of Directors.
4. Develop a list of potential media contacts in the print, television, and radio media.
5. Draft rules and procedures to be presented to the Board of Directors covering the appropriate recommendations noted earlier in this document.

HPS Ad-Hoc Committee on Restructuring

Final Report to the Executive Committee

21 January 2005

Brian Dodd, Chair
Rich Brey
Richard Burk
Gloria E. Chavez
Suzanne Helfinstine (from July '04)
Ed Maher
Ruth McBurney (until July '04)
Cheryl Olson

Abstract: Following a joint meeting of the Strategic Planning Committee and the Executive Committee in April, 2004, the Ad Hoc Committee on Restructuring was appointed by President Kase in a letter dated April 20, 2004, and re-appointed with one member change by President Guilmette. The Committee met at the HPS annual meeting on July 14, 2004 and via teleconferences on September 8, 2004 and January 11, 2005. Several email discussions also took place. An interim report with three draft proposals for restructuring was provided to the Executive Committee in September 2004. Following written feedback received from the Executive Committee in November, the Ad Hoc Committee revised these proposals and added an additional proposal on implementation. These four proposals form the body of this final report to the Executive Committee.

Report Prepared by: Brian Dodd, Ad Hoc Committee Chair

Ad Hoc Committee on Restructuring

Background

Following a joint meeting of the Strategic Planning Committee (SPC) and the Executive Committee (EC) in April, 2004, the Ad Hoc Committee on Restructuring was appointed by President Kase in a letter dated April 20, 2004, and re-appointed with one member change by President Guilmette. Suzanne Helfinstine replaced Ruth McBurney because the latter became President-Elect. The Committee met at the HPS annual meeting on July 14, 2004 and the chair reported verbally to the Executive Committee at its meeting on July 14, 2004. In addition, the Committee met via teleconference on September 8, 2004. Several email discussions took place throughout the process. An interim report with three draft proposals was submitted to the Executive Committee in September 2004 for consideration at its October meeting. The proposals were generally well-received and written feedback was provided to the Ad Hoc Committee in November. Accordingly, changes to the Strategic Plan were proposed consistent with the feedback and the proposals subsequently revised and discussed at a teleconference on January 11, 2005. A fourth proposal on implementation was also generated and discussed. This report contains the final recommendations of the Ad Hoc Committee to the Executive Committee for consideration at its meeting during the HPS Midyear meeting in February 2005.

Charge to the Committee

Purpose: The Ad Hoc Committee on Restructuring is appointed...for the express purpose of reviewing the organizational structure of the Health Physics Society and recommending appropriate restructuring to accomplish the Society's objectives and perform its functions as stated in the HPS Strategic Plan.

Tasks: Recommending to the Executive Committee:

- An alignment of the HPS structure with the Strategic Plan and its priorities as determined by the SPC that will enhance the ability of the HPS to fulfill its objectives.
- A redefinition of the roles and responsibilities of the Board of Directors and its members.
- The elimination, reorganization or consolidation of HPS standing committees to enhance the ability of the HPS to fulfill its objectives.
- The formation of a new committee and task force structure, which may include new standing committees, to enhance the ability of the HPS to fulfill its objectives.

Terminology

The following terms are used consistently in the committee's discussion and proposals.

- *Goals* – preferred name for what were Major Objectives in earlier versions of the Strategic Plan.
- *Objectives* – preferred name for what were Specific Objectives in earlier versions of the Strategic Plan.
- *Actions* – those things that officers and committees do to achieve the Objectives under their responsibilities.
- *Tasks* – specific work assigned as components of, or to perform Actions.

Proposals

Four linked proposals are presented in this report for the Executive Committee's consideration. It would be too laborious to report all of the detailed discussion that resulted in these proposals; however some key points are provided with some of the pros and cons of each of the proposals.

Proposal 1 – Board of Directors and Executive Committee

1. The Executive Committee, the total number of Directors, their length of service and the voting balance between them should remain unchanged.
2. There should be six Director positions, five of which (D1-D5) each have responsibility for one of the five Goals of the proposed revised Strategic Plan. The sixth Director is an 'at large' position (DA).
3. HPS members would stand for, and be elected to a particular position, serving one year as Director-Elect for that position (DE1 etc.). This person would then serve the subsequent two years as the Director (see Table AI in Annex I for an illustration of the rotation sequence).
4. Each year, three new Director-Elect and two new EC-Elect (i.e. President + Secretary or Treasurer) positions are filled, thus maintaining the present 1/3 total turnover of the Board/EC.
5. All elect positions have an equal vote with the other positions.
6. The At Large Director (DA) would be assigned responsibilities by the President or Board as needed. For example, the DA could have responsibility for Ad Hoc Committees and/or Task Forces. This Director and Director-Elect would also be on the Finance Committee dovetailed with the Treasurer-Elect to maintain a Finance Committee of three persons.
7. Each Director would work with an assigned group of committees, and particularly the Chairs of these committees. The committees would be those whose Objectives align with the Director's area of responsibility in the Strategic Plan (i.e. Goal). It is more than just the current liaison role, but less than specifically directing what the committees do (see Annual Cycle proposal and Clarification of Roles below).

Pros

1. Provides the desired increased emphasis on the Strategic Plan by aligning each of the Directors with a Goal.
2. Provides a way for new Directors to be mentored (while Director-Elect). This also allows for overlap, continuity of direction and minimizes the loss of corporate knowledge.
3. Maintains the number of opportunities (positions available) for members to serve.
4. Maintains the balance of voting power on the Board, whereas reducing the number of Directors would increase the influence of the Executive Committee.

Cons

1. Does not make the HPS governance leaner or more efficient per the recommendation of the consultant.
2. Could require a more effort in the nomination process since specific Director positions will be being filled.

Proposal 2 – Annual Cycle of Planning and Budget

1. The HPS planning and budget cycles should be co-incident and the same as the present fiscal year i.e. 1 September – 30 August.
2. Prior to the Midyear meeting (say in 200X), each officer and committee should develop a draft action plan and associated budget for the next fiscal year using a standard format (such as that in the partial example shown in Annex II).
3. The action plan should include actions and tasks that work towards achieving the Strategic Plan Objectives under that officer's/committee's responsibility.
4. Directors (and Director-Elects when applicable) meet with the Chairs of the committees under their purview at the Midyear meeting. Here they discuss, review and amend the draft action plans and budgets as appropriate. Directors have the responsibility of ensuring that the planned work moves the Society towards achieving the specific Strategic Plan Goal for which each is responsible.
5. Following the Midyear meeting, the proposed action plans and associated budgets are forwarded to the Executive Committee and the Finance Committee.
6. At their April/May meeting, the Executive Committee and the Finance Committee review and approve the action plans and associated budgets for recommendation to the Board. Modifications are discussed with the Directors and Chairs and resolved prior to the Annual meeting (in 200X).
7. Final action plans and budgets are submitted to the old and new Board prior to the Annual meeting.
8. At the Thursday new Board meeting, the action plans and budgets are presented, discussed, amended as necessary and approved for implementation the next fiscal year (September 200X-August 200X+1).
9. The Officer/Director/Committee reports to the Midyear and Annual Board (old) meeting will largely consist of a status report (using the same standard forms) on the action plan.

Pros

1. Achieves the desire that each committee plans its work and budget in a manner that works towards achievement of the Strategic Plan.
2. Helps ensure that the valuable, but limited Society volunteer effort is being put into areas of Society priority.
3. Gives Directors the responsibility of working with their committees to help ensure that the Strategic Plan Goals are achieved.
4. Links the budget with the action plan throughout the approval and implementation process.
5. Provides a better status reporting mechanism to the Board.

Cons

1. Requires more work for committees (particularly their Chairs), Officers and Directors in thinking through and planning their future actions and tasks. (First time through the process will be more work, since some tasks are repetitive or on-going.)
2. Requires an additional meeting for Directors and committee Chairs at the Midyear meeting. This may require some financial support for committee Chairs to attend, particularly if the Midyear topic is not in their field.

Proposal 3 – Committees

1. Committees should be reorganized in such a manner that the lead responsibility for achieving a Strategic Plan Objective resides with one committee.
2. The committee with the lead responsibility for an Objective is under the purview of the Director responsible for the Goal of which that Objective is part.
3. The Strategic Plan should be revised in accordance with the recommendations of the Executive Committee to even the workload of Directors and facilitate the alignment and restructuring recommendations. The proposed revision of the Strategic Plan is given as part of Table 1. The major components of this revision involve:
 - a. Splitting old Goal 2 into two Goals (new Goal 2 and Goal 3). Old Goal 3 subsequently becomes new Goal 4.
 - b. Combining old Goals 4 and 5 into one new one (Goal 5).
 - c. Moving old Objective 3.6 from under Goal 3 to Goal 1.
 - d. Dividing old Objective 5.1 into two Objectives (new 5.4 and 5.5) to enable better committee alignment.
4. The proposed alignment of Strategic Plan Objectives and ‘new’ committees along with Director assignments is given in Tables 1 and 2. Cross-references between old and new committees can be seen in the tables in Annex III.
5. In addition to the committees shown in Table 1, there are other committees whose functions are such that they contribute across the whole, or large parts of the Strategic Plan. These committees will be under the purview of the EC and Board with the President filling the equivalent ‘Director’ role. These committees are:
 - a. Finance
 - b. Nominating
 - c. Awards
 - d. Social and Public Issues
 - e. President’s Emeritus
 - f. Rules
 - g. Strategic Planning (could become an Ad Hoc Committee as needed)

Pros

1. Getting good alignment of committees and Objectives will enable the Strategic Plan to permeate the Society and make it easily manageable and sustainable.
2. It greatly facilitates the linkage between Directors, the Goals under their responsibility, and the committees.
3. Each committee, even if it has the same name as previously has the opportunity to start from scratch and develop its action plan to perform activities that move towards meeting an Objective.

Cons

1. Attempts to achieve the desired alignment will result in compromises that are likely to leave some member dissatisfied due to the elimination of committees or change in responsibilities.
2. In re-inventing the committees, it is possible that some activities currently being performed will get overlooked.
3. There will be start-up problems that have not been identified and that will need to be addressed as they arise, within the principles outlined above.

Table 1 – Proposal 3: Committee Responsibilities Aligned to Strategic Plan Objectives

Goals and Objectives (HPS-2010-Nov. 2004 Rev. Proposal)	Lead Committee	Notes
1. Support the science and sound practice of radiation safety		
1.1 Maintain and improve science and mathematics teaching	Science and Math Support	Modified Science Teacher Workshop Committee
1.2 Support the international development of the science and sound practice of radiation safety	International Collaboration	
1.3 Promote international activities in the health physics profession	International Collaboration	
1.4 Promote sound measurements in health physics	Standards and Lab. Accreditation	
2. Enhance support for Society membership		
2.1 Maintain and improve support to chapters	Society Support	New Committee supporting members (concerns, involvement, communications), chapters, sections.
2.2 Establish and implement methods to address member concerns	Society Support	
2.3 Maintain and improve internal communications.	Society Support	
2.4 Maintain and improve support to sections	Society Support	
2.5 Involve a greater number of members in the administration and activities of the Society	Society Support	
2.6 Maintain and improve Society utilization of the Secretariat's capabilities	Executive	

3. Provide enhanced scientific and professional development		
3.1 Maintain and improve the quality of meetings of the Society	Meetings	Combine Program, Symposia, Venues. LAC.
3.2 Maintain and improve member education opportunities	Continuing Education	
4. Sustain the health physics profession		
4.1 Maintain and improve the vitality of the Society	Membership	Modified role
4.2 Maintain and improve the status of the health physics profession	None	Presidential responsibility, includes the related societies Presidential summit.
4.3 Encourage students to embark on health physics careers	Academic Education	
5. Foster the use of sound science in public policy and the recognition of the HPS		
5.1 Establish the Society as the source of expertise in radiation safety	Government and Society Relations	New Committee
5.2 Maintain and improve interaction with other professional societies	Government and Society Relations	New Committee
5.3 Maintain and improve external communications	Government and Society Relations	New Committee
5.4 Inform elected officials and agency personnel on radiation safety issues	Government and Society Relations	New Committee, split objective from previous SP
5.5 Inform the public on radiation safety issues	Public Information	Modified role for Public Education, split objective from previous SP
5.6 Communicate with news media personnel on radiation safety issues	Public Information	Modified role for Public Education
5.7 Provide reliable and useful information about radiation protection to people from all walks of life	Public Information	Modified role for Public Education

Table 2 – Director Responsibilities				
Director	Goal	Committees		Objectives
D1	1	Science and Math Outreach		1.1
		International Collaboration		1.2, 1.3
		Standards and Lab. Accreditation		1.4
D2	2	Society Support		2.1 – 2.5
D3	3	Meetings		3.1
		Continuing Education		3.2
D4	4	Membership		4.1
		Academic Education		4.3
D5	5	Government and Society Relations		5.1 – 5.4
		Public Information		5.5 – 5.7
DA	At large			
President	All	Executive (2.6) Finance Nominating	Awards S & PIC Rules	4.2

Clarification of the distinctive roles of Director and Committee Chair

The exact relationship between a Director and the Chairs of the committees working towards that Director’s Goal will need to be worked out in practice, but there is value in making some clarifications and highlighting some principles.

Since the HPS is in essence a society of peers, it is *not* intended that there should be a line management role with Directors directing Chairs and Chairs reporting to Directors. Rather there should be a collegial relationship between Directors and Chairs, with both working together to achieve agreed Objectives and Goals. A committee’s final action plan and budget that is submitted to the EC, FC and Board for approval needs to be agreed between the Director and the Chair.

Chairs:

- Have responsibility, along with their committees, for developing action plans and supporting budgets that help achieve the Objective(s) for which they are responsible.
- Ensure as far as possible that an approved action plan is fully implemented, within the budget.
- Keep the associated Director informed regarding the status of the action plan and provide draft reports to the Director for the Board Midyear and Annual meetings.

Directors:

- Each help the HPS move towards the achievement of the Goal for which they have been given responsibility.

- Report to the Board progress in achieving Objectives under their Goal. In practice this will include conveying a committee Chair’s status report to the Board.
- Are the link between the Board and committees under their Goal, and ‘champion’ these committees’ issues before the Board.
- Should understand the current and ‘big picture’ issues that might have impact on their committees’ objectives and actions.
- Can provide advice, guidance and encouragement for committees to perform certain actions, or conversely discourage them from performing actions which do not contribute to their Objective(s).

Proposal 4 – Implementation and Time Line

Table 3 outlines an implementation plan and possible time line. The objective is to move forward expeditiously, yet still allow reasonable time for member input and feedback. The proposal also allows time to make any necessary By-Laws and Rules changes and to phase in the restructuring in an orderly manner. Clearly, any non-approval or revisions to the proposals will extend the time line, usually by at least another meeting (Midyear or Annual), or if an election cycle is missed, by one complete year.

Table 3 – Implementation and Time Line		
Time	Action	Comment
January 2005	Ad Hoc Committee submits this final proposal to the EC in time for its Saturday Midyear Meeting.	
February 2005 Midyear Meeting	EC reviews the proposal. If it largely concurs, then the proposal could be submitted to the Board at its Sunday meeting for consideration, and approval if appropriate.	Otherwise, the proposal will need to be revised (perhaps at the Spring EC meeting) and submitted to the Board at the July 2005 Annual Meeting.
	Board can request the Rules Committee to evaluate and report at the Annual Meeting on any By-Laws or Rules changes needed.	
July 2005 Annual Meeting	Board approves proposals.	If not, then time line is extended.
	Nominations committee prepares slate for DE1-DE3 for Nov/Dec 2005 election.	Director transition begins.
	President-Elect becomes the focal point for the transition.	
	President and P-E discuss positions with Directors and President appoints D1, D2, D3 from those three whose terms expire in 2007 and D4, D5, DA from those whose terms expire in 2008.	Other three will be replaced by DE1, DE2 and DE3 at Annual Meeting in 2006. Director orientation for all Directors on upcoming new roles and responsibilities.

Table 3 – Implementation and Time Line		
Time	Action	Comment
Fall 2005	President-Elect selects new committee members and chairs as necessary based on new structure, but using members of existing committees whose terms have not yet expired where appropriate.	Committee transition begins.
	Designated lead Committees (bold in Table 3) prepare work plan (actions) and budget for 2006-7 for the new committees as far as possible.	
Nov/Dec 2005	Election for DE1-DE3 and vote on any By-Laws changes needed.	Usual election for President-Elect and Secretary-Elect or Treasurer-Elect.
	Old Directors transitioning to D1-5, DA, plus new DE1-3 begin working with their committees.	
Winter 2006 Midyear Meeting	Directors and designated lead committees finalize action plan and associated budget for the new committees for review in May.	
Spring 2006	Finance and Executive Committees review work plans and budgets for new committees.	
Summer 2006 Annual Meeting	DE1-DE3 take positions on Board	Full Director transition will not be complete until after the Annual Meeting 2008.
	New committee structure and annual cycle takes effect.	First phase of committee transition completed. It will likely take a year or two for the new committees to fully define those actions which best help achieve their Objective(s).

Pros

1. This ‘aggressive’ time line moves the implementation of the proposals ahead about as quickly as possible.
2. Moving expeditiously will keep the momentum of the restructuring while the people who have been intimately involved with it are still active within the Society.
3. The sooner the proposals are implemented, then the sooner the Society will be living up to, and fulfilling its Strategic Plan.

Cons

1. The time line does not allow much time for any delays or major problems. Any significant disagreements or revisions to the proposals will lengthen the implementation time from that given in Table 3.

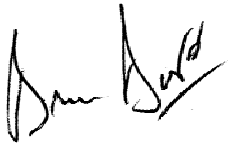
2. Missing an election cycle would result in a year's delay.
3. Some may feel that there is not sufficient time for member input and feedback into the proposals. Others find that most members are not significantly concerned about the restructuring anyway.

Conclusion

The Ad Hoc Committee on Restructuring respectfully submits these four proposals for consideration by the HPS' leadership as its response to the charge given it last year. The Committee regards its task as completed, but remains available for clarifications and questions as the proposals go through the evaluation process.

Submitted:

21 January 2005 by the Chair, Brian Dodd, on behalf of the Ad Hoc Committee on Restructuring.

A handwritten signature in black ink, appearing to read "Brian Dodd". The signature is written in a cursive style with a large, sweeping initial "B".

ANNEX I

Table AI – Board Rotation Sequence Proposal (Six year period illustrated)							
Position	Individual	200X	200X+1	200X+2	200X+3	200X+4	200X+5
Goal 1 Dir	A	D1	D1				
	B		DE1	D1	D1		
	C				DE1	D1	D1
	D						DE1
Goal 2 Dir	E	D2	D2				
	F		DE2	D2	D2		
	G				DE2	D2	D2
	H						DE2
Goal 3 Dir	I	D3	D3				
	J		DE3	D3	D3		
	K				DE3	D3	D3
	L						DE3
Goal 4 Dir	M	D4					
	N	DE4	D4	D4			
	O			DE4	D4	D4	
	P					DE4	D4
Goal 5 Dir	Q	D5					
	R	DE5	D5	D5			
	S			DE5	D5	D5	
	T					DE5	D5
At Large Dir	U	DA					
	V	DEA	DA	DA			
	W			DEA	DA	DA	
	X					DEA	DA
No. Dir (new)		9 (3)	9 (3)	9 (3)	9 (3)	9 (3)	9 (3)
President	Y	PP					
	Z	P	PP				
	AA	PE	P	PP			
	BB		PE	P	PP		
	CC			PE	P	PP	
	DD				PE	P	PP
	EE					PE	P
	FF						PE
Secretary	GG	S					
	HH	SE	S	S			
	II			SE	S	S	
	JJ					SE	S
Treasurer	KK	T	T				
	LL		TE	T	T		
	MM				TE	T	T
	NN						TE
Exec. Sec.	OO	ExC	ExC	ExC	ExC	ExC	ExC
No. EC (new)	PP	7 (2)	7 (2)	7 (2)	7 (2)	7 (2)	7 (2)
No. BD (new)		16 (5)	16 (5)	16 (5)	16 (5)	16 (5)	16 (5)

D = Director; DE = Director-Elect etc.

This table shows the rotational sequence and how each year there would be an election for three Directors. One year they would be D1, D2, and D3 and the next year they would be D4, D5 and DA. The officer situation remains the same as now.

For example: Individual B would stand for Director position 1, who is responsible for Goal 1 of the Strategic Plan. S/he would serve as Director-Elect for Goal 1 for the 200X+1 year, then take over as Director for the next two years (200X+2 and 3). During the 200X+3 year s/he would mentor and train her/his successor (individual C).

ANNEX II

Table AII –Partial Example of a Possible Action Plan for the International Collaboration Committee

Goal	1. Support the science and sound practice of radiation safety							
Objective	1.2. Support the international development of the science and sound practice of radiation safety							
Action	1.2.1. Increase the involvement of the cadre of HPS experts available to the IAEA by 10% per year							
Task (SMART)	Priority	Responsibility	Resources including Budget	Planned Schedule		Progress		Evaluation
				Date	Notes	Date	Notes	
1. Develop and maintain a list of those who have been trained and who have participated in IAEA activities	Medium	International Relations Committee (IRC) – A. Aiken	Several hours for one person who already has MS Access. No budget needed.	6/200X	Complete initial list			
				Annual	Update list and report at AM			
2. Develop and maintain relationships with IAEA groups and US Agencies needing experts	High	IRC – B. Bannister	Routine emails with IAEA, DOE, State for one person. No \$	Monthly email contacts	Compile list of current needs and opportunities			
3. Notify membership of available opportunities to become involved	High	IRC – B. Bannister	A few hours to prepare list and submit for Newsletter or broadcast. Half page Newsletter (\$X).	Annual in Jan. and as needs arise	Newsletter or broadcast email			
4. Conduct orientation sessions every two years	Low	IRC – C. Cotillo	Several hours of one person's time. Cost of AM Meeting room, AV, and refreshments for participants	January	Invite IAEA to send instructor			
				April	Update presentation materials, schedule room			

ANNEX III

This annex provides two tables to enable an easier cross correlation between old and new committees. However, it should be recognized that the new committees will be developing new action plans that help fulfill the Strategic Plan Objective(s) for which they are responsible, and even though the old and new names may be the same, the functions may differ.

Table AIII-1 – Cross Correlation of Committee Responsibilities Sorted by Existing Committees				
Existing Committee	New Committee	Objective	Director	Note
Academic Education	Academic Education	4.3	D4	
Affiliates	None	None	None	Eliminated
Awards	Awards	4.2	President	
Continuing Education	Continuing Education	3.2	D3	
Electronic Media	None	None	None	Eliminated
Executive	Executive	All	President	Continue as is with overall big picture thinking and dealing with immediate issues
Finance	Finance	All	President	DA on the Finance Committee
History	Society Support	2.3	D2	Incorporated into new Committee
Homeland Security	HS Task Force			Revert to an Ad Hoc Cttee or Task Force
International Relations	International Collaboration	1.2 and 1.3	D1	
Lab Accreditation Assessment	Standards and Lab. Accreditation	1.4	D1	Responsibility goes to Standards – AH/TF when an assessment needed.
Lab Accreditation Policy	Standards and Lab. Accreditation	1.4	D1	Responsibility goes to Standards – AH/TF when policy needs revision.
Leg. and Reg.	Government and Society Relations	5.1-5.3	D5	Incorporated into new Committee
Liaison	None	None	None	Eliminated
Local Arrangements	Meetings	3.1	D3	Merged into Meetings Committee
Membership	Membership	4.1	D4	Expanded role
Nominating	Nominating	4.2	President	
Presidents' Emeritus	Ad Hoc as needed	4.2	President	Become Ad Hoc Senior Advisory Committee as needed. (Note: Landauer/Morgan lecturer selection function needs to be retained or moved.)

Table AIII-1 – Cross Correlation of Committee Responsibilities Sorted by Existing Committees				
Existing Committee	New Committee	Objective	Director	Note
Program	Meetings	3.1	D3	Merged into Meeting Committee
Public Education	Public Information	5.5, 5.6, 5.7	D5	
Publications	Ad Hoc as needed			Ad Hoc when needed to search, select and recommend new editors and new publications contracts.
Research Needs	None	None	None	Eliminated
Rules	Rules		President	
Science Teachers Workshop	Science and Math Support	1.1	D1	Expand role, rename (Science and Math Support)
Scientific and Public Issues	Scientific and Public Issues		President	
Standards	Standards and Lab. Accreditation	1.4	D1	Lab. Acc. Policy and Lab. Acc. Assessment work brought under Standards using AH/TF as needed.
Strategic Planning	Ad Hoc			Function routinely performed by EC. Ad Hoc committee formed with SP needs revising.
Summer School	Continuing Education	3.2	D3	Sub-committee
Symposia	Meetings	3.1	D3	Merged into Meetings Committee
Venues	Meetings	3.1	D3	Merged into Meetings Committee
	Society Support	2.1 – 2.5	D2	New committee incorporating History Cttee
	Government and Society Relations	5.1 – 5.4	D5	New committee incorporating Leg. and Reg. Cttee

Table AIII-2 – Cross Correlation of Committee Responsibilities Sorted by New Committees (in Second Column)				
Existing Committee	New Committee	Objective	Director	Note
Academic Education	Academic Education	4.3	D4	
Presidents' Emeritus	Ad Hoc	4.2	President	Become Ad Hoc Senior Advisory Committee as needed, or retain for Morgan/Landauer function.
Publications	Ad Hoc			Ad Hoc when needed to search, select and recommend new editors and new publications contracts.
Strategic Planning	Ad Hoc			Function routinely performed by EC. Ad Hoc committee formed with SP needs revising.
Homeland Security	Ad Hoc/Task Force			Revert to an Ad Hoc Cttee or Task Force
Awards	Awards	4.2	President	
Continuing Education	Continuing Education	3.2	D3	
Summer School				Sub-committee
Executive	Executive	All, esp 2.6	President	Continue as is with overall big picture thinking and dealing with immediate issues
Finance	Finance	All	President	DA on the Finance Committee
	Government and Society Relations	5.1 – 5.4	D5	New committee
Leg. and Reg.				
International Relations	International Collaboration	1.2 and 1.3	D1	
Local Arrangements	Meetings	3.1	D3	Merged into Meetings Committee
Program				
Symposia				
Venues				

Table AIII-2 – Cross Correlation of Committee Responsibilities Sorted by New Committees (in Second Column)				
Existing Committee	New Committee	Objective	Director	Note
Membership	Membership	4.1	D4	Expanded role
Nominating	Nominating	4.2	President	
Public Education	Public Information	5.5, 5.6, 5.7	D5	
Rules	Rules		President	
Science Teachers Workshop	Science and Math Support	1.1	D1	Expand role, rename (Science and Math Support)
Scientific and Public Issues	Scientific and Public Issues		President	
History	Society Support	2.1 - 2.5	D2	New committee
Lab Accreditation Assessment	Standards and Lab. Accreditation	1.4	D1	Ad Hoc when assessment needed or policy needs revision.
Lab Accreditation Policy				
Standards				
Affiliates	None	None	None	Eliminated
Electronic Media	None	None	None	Eliminated
Liaison	None	None	None	Eliminated
Research Needs	None	None	None	Eliminated

Committees in **bold** are the designated lead committee for the transition. They prepare the work plan and the budget in the fall/spring for review in May and approval at the subsequent annual meeting.

Health Physics Society Board of Directors Recommendations and Motions to the Board

Meeting (Underline one): Annual Midyear Date: January 18, 2005

Director/Officer: John P. Hageman Functional Area: Publications

Committee: _____ Chair: _____

Recommended Board Action 1: Replace the old HPS Logo

Motion: Moved by/Seconded _____ / _____

I move that the HPS replace the current Logo with one of the attached new designs. _____

Outcome: Passed Failed; Minority Voters: _____

_____ ; Abstentions: _____

Recommended Board Action 2: _____

Motion: Moved by/Seconded _____ / _____

I move _____

Outcome: Passed Failed; Minority Voters: _____

_____ ; Abstentions: _____

Recommended Board Action 3: _____

Motion: Moved by/Seconded _____ / _____

I move _____

Outcome: Passed Failed; Minority Voters: _____

_____ ; Abstentions: _____



Health Physics Society

*Specialists in
Radiation Safety*



**Health
Physics
Society**
Specialists in Radiation Safety

**Mid-year Awards Committee Report
18 January 2005**

Awards

Kenneth R. Kase, Chair

Prepared by Kenneth R. Kase

Abstract:

The Committee met in Washington, DC in July and discussed issues related to carrying nominations for 3 years, and criteria to help evaluate nominees for Fellow membership. A “National Service Award” was proposed as was an award for middle or high school students. Both were favorably received. A motion to institute the Student Award on a trial basis was advanced to the Board of Directors. The possibility of a communications award was introduced, but no decision was made.

Report:

The Awards Committee met in Washington, DC on 13 July 2004. The following items were discussed and action taken as noted.

1. The Committee discussed the requirement in the Rules to carry nominations for 3 years. One of the difficulties has been evaluating old nominations against the newly submitted ones because often the previous nominations have not been updated.

Decision: Retain the Rule to carry nominations for 3 years, but the Chair is to send letters to the “nominators” requesting update and strengthening of the nomination.

2. The Committee discussed the need for some quantitative criteria for Fellow membership that would aid in making a decision when more individuals are nominated than there are spaces available.

Decision: Criteria would be helpful and we will attempt to define such criteria prior to the 2005 award process. In October the Chair sent an e-mail to Committee members suggesting a set of criteria based on:

- i. Administration: Rank by years of service.
- ii. Education: Director of HP Academic
- iii. Academic dean for HPS Summer School.
- iv. Teaching PEP or Summer School courses.
- v. Directing Science Teacher Workshops.
- vi. Contributing to PEP, CEC, STW.
- vii. Science: Published

The Committee members favor a point system based on criteria such as suggested above, but as yet, no system has been agreed.

3. The Committee discussed the institution of a “National Service Award” that would be available to the President to recognize meritorious service during his or her term of office. The Committee is favorable to establishing such an award with a token gift (a pen & pencil set was suggested), but no specific action was taken.
4. A Society member has offered to fund an award for science projects at the middle school and high school level. The Committee decided to accept the

offer and, upon recommendation of the Committee, action was taken by the Board of Directors to institute this award on a trial basis for 2005. The Chair was tasked to communicate with the Chapters to solicit their help with identifying potential awardees through local science fairs. A communication was sent to all Chapter presidents and Chairs of the Science Teacher Workshop and Public Education Committees requesting that nominees be submitted by 1 May 2005. The expectation is that the award(s) would be presented at a local Chapter meeting(s).

Decision: Motion presented to the Board of Directors.

5. The possibility of instituting a “Communications Award” was introduced, but lacking specifics of who it might be designed for and how awardees would be nominated and selected, no action was taken.

The Committee will meet at the Mid-year symposium in New Orleans.

Recommendations for Action: None

ANNUAL REPORT

January 2005

HPS CONTINUING EDUCATION COMMITTEE

(Robert C. Whitcomb, Jr , Director, Member Education)

Author: Gregory R. Komp

COMMITTEE MEMBERS

Gregory Komp, '05	Robert Sitsler, '06
Tonya Bernhardt, '05	Ed Christman, '07
Susan Langhorst, '05	Mike Charlton, '07
Lorraine Day, '06	Jason Dunavant, '07
Sunita Kamboj, '06	

ABSTRACT

This report covers the activities of the Continuing Education Committee (CEC) since the annual report submitted in July 2004. The report covers the following items:

- PEP/CEL program in New Orleans
- HPS Resource Center

This report contains two recommendations for action.

- Honorarium Adjustment
- Pricing for Resource Center Materials

PEP/CEL Program in New Orleans

There will be 9 PEP courses and 2 CELs at the mid-year meeting in New Orleans. Most of these are related to the topic of the meeting.

HPS Resource Center

The education videos have been converted to DVD and are available for purchase. An inventory is attached. A decision needs to be made as to the purchase price.

Recommendation is for \$15.00 to \$25.00 per DVD. Once the decision is made, the committee will advertise the availability of the DVDs.

We are in the process of compiling the PEP lectures. Tonya Bernhardt has completed the PDF conversions for the 2004 meetings, the 2003 meetings, and the 2002 annual meeting. A problem is the lack of copyright declaration forms for some of the material. The committee will address this issue at the mid-year meeting. A decision is also needed for the price of the PEP courses. They will be distributed as an entire meeting, not individual PEP courses. The suggested price is \$30.00 to \$40.00 for the mid-year PEPs courses and \$60.00 to \$90.00 for the annual meeting PEPs.

The intent of the committee is to have the titles and order form accessible through the HPS website. Working on the Resource Center website and automating this process will be a priority for the Committee.

Recommendations for Action:

Establish Prices for Educational Materials. Establish prices for the DVD and CD sets as described above. Recommendation is for \$15.00 to \$25.00 per DVD and \$30.00 to \$40.00 for the mid-year PEP courses and \$60.00 to \$90.00 for the annual meeting PEP courses.

Honorarium Adjustment. At the end of the Washington DC meeting, the committee submitted a request to raise the honorarium fees for the PEP courses to equal the pre-registration fees and to set the CEL honorarium at approximately one-half that of the PEP honorarium.

2002 Annual Meeting CELs and PEPs
Handout Materials for HPS Resource Center
Continuing Education Committee
Electronic Handouts in PDF Form
Available on CD

- CEL 1 – The OKlo Natural Nuclear Reactor (P. Andrew Karam)
- CEL 3 – Radiation Protection Quantities: A Critique (John R. Cameron)
- CEL 4 – Radiation Accident History (R. E. Toohey)
- CEL 5 – Updated Internal Radiation Dosimetry; ICRP Publication 68 (D. E. Bernhardt)
- CEL 6 – Depleted Uranium – Why is Public Concern so Great? (Eric G. Daxon)
- CEL 7 – Basics of PET Imaging (John Jacobus)
- CEL 8 – Current Status of Agents used in Nuclear Medicine Therapy (Michael Stabin)
- PEP 1A – Electronics Instrumentation Standards - Past, Present and Future (Morgan Cox)
- PEP 1B – NEPA Strategy and Analysis: A Health Physicist's Perspective (Tracy Ikenberry, Gene Rollins)
- PEP 1C – The History of Release Criteria: From *de minimus* to Clearance (W. E. Kennedy, Jr.)
- PEP 1D – Radiological Risk Assessment (Alan Fellman)
- PEP 1E – Accelerator Radiation Safety (Vashek Vylet)
- PEP 1F – MARLAP Overview (Paul Frame)
- PEP 1H – Facility Decommissioning Surveys: Instrumentation Selection and Survey Strategies (Shane Brightwell)
- PEP 1I – An Analysis of Untoward Events in Radiotherapy (Bruce Thomadsen, Shi-Woei Lin)
- PEP 2A – Electronics Instrumentation Standards – Past, Present and Future (Morgan Cox)
- PEP 2B – New Regulations and Guidance for Dealing With Radioactivity in Solid Waste in Pennsylvania (David J. Allard)
- PEP 2E – Food Irradiation Primer (H. Gregg Claycamp)
- PEP 2G – Radioactive Material Transportation – 1 (Sean M. Austin)

- PEP 2H – Modern Radiobiology versus Radiation Protection: Time for a New Approach? (Douglas R. Boreham)
- PEP 2I – Recent Advances in CT Technology and Adult and Pediatric CT Dosimetry (Terry Yoshizumi)
- PEP 3A – Electronics Instrumentation Standards – Past, Present and Future (Morgan Cox)
- PEP 3C – Implications of Proposed Future Human Tissue Studies of the USTER (John J. Russell, J. P. Hardwick)
- PEP 3D – Radiation Dosimetry Management: Dosimeter Characteristics, Quality Assurance and Investigations (Sander Perle)
- PEP 3E – Radiation Quantities and Units: Their Evolution and Proper and Not Quite So Proper Usage and Applications (Ronald L. Kathren)
- PEP 3G – Radioactive Material Transportation – 1 (Sean M. Austin)
- PEP 3H – Real-Time Monitoring for Airborne Radioactive Particulates with an Alpha-Environmental Continuous Air Monitor (ECAM) (John C. Rodgers)
- PEP 3I – Particle Size and Pulmonary Hazard (Herman Cember)
- PEP 3J – Conducting a Comprehensive Laser Safety Evaluation in the Research University Setting (Ben Edwards)
- PEP M1 – Is Radiation an Essential Trace Energy? (John R. Cameron)
- PEP M2 – Coronary Artery Radiation Therapy (Peter G. Vernig)
- PEP M3 – ICRP 66 Lung Model (Herman Cember)
- PEP M5 – Challenges for the Health Physicist in Radiation Accident Management (R. E. Toohey)
- PEP M6 – Technical Basis for an Internal Dose Program (J. L. Alvarez)
- PEP T1 – Updated Internal Radiation Dosimetry; ICRP Publication 68 (D. E. Bernhardt)
- PEP T2 – Medical Management of Patient vis-à-vis Radiological Terrorist Events (Venkata K. Lanka)
- PEP T4 – The Art and Science of "Selling" Your Radiation Safety Program (Robert Emery)
- PEP T5 – MARSSIM Implementation at University and Medical Research Facilities (Eric W. Abelquist)

- PEP W1 – How to Have Fun Teaching Kids and Adults About Radiation (Carolyn Owen, Kathy Shingleton)
- PEP W3 – Introduction to Non-Ionizing Radiation – Practical Strategies (Joseph M. Greco)
- PEP W4 – A Risk Management & Insurance Primer for Radiation Safety Professionals (Robert Emery)
- PEP W6 – Fetal Exposure to Diagnostic Radiation (Andrew Karam)
- PEP TH1 – Radiation Safety in Brachytherapy (James O'Rear)
- PEP TH2 – Back to Nature: Sources of NORM (Andrew Karam)
- PEP TH3 – Internal Dose Assessment in Nuclear Medicine (Michael Stabin)
- PEP TH4 – Subsurface Radiological Surveys and Investigations (J. L. Alvarez)

2003 Midyear Meeting CELs and PEPs
Handout Materials for HPS Resource Center
Continuing Education Committee
Electronic Handouts in PDF Form
Available on CD

- CEL 1 – Depleted Uranium – Science is Not Enough (Eric G. Daxon)
- PEP 1A – Radiological Risk Assessment (Allen Fellman)
- PEP 1B – Detection and Decision at Low Total Counts (J. L. Alvarez)
- PEP 2A – How to Deal with the Terror of Nuclear Terrorism (Ray Johnson)
- PEP 2B – Role of the Laser Safety Officer & Program Development (Ken Barat)
- PEP 2C – Challenges for the Health Physicist in Radiation Accident Management (R. E. Toohey)
- PEP 3A – Radiation Safety Aspects of Homeland Security and Emergency Response – Cellular Response Mechanisms to Low Doses of Ionizing Radiation: New Science for Radiation Risk Assessment (Douglas R. Boreham)
- PEP 3B – Implications of needs, services and service delivery in a post-radiological incident environment (Tim Jones)
- PEP 3C – Orphan Radiation Sources (James G. Yusko)

2003 Annual Meeting CELs and PEPs
Handout Materials for HPS Resource Center
Continuing Education Committee
Electronic Handouts in PDF Form
Available on CD

- CEL 2 – Current Issues in Radiation Epidemiology (John D. Boice, Jr.)
- CEL 3 – Radiation Threshold – What Do Basic Studies Tell Us? (John F. Ward)
- CEL 4 – Nuclear/Radiological Emergency Preparedness in Pennsylvania (David J. Allard)
- CEL 5 – The Effects of Solar Evolution on Cosmic Radiation Exposure (P. Andrew Karam)
- CEL 6 – Radiological Emergency Response Instrumentation (Carson Riland)
- CEL 8 – Update on New Radionuclide Therapies in Nuclear Medicine (Darrell R. Fisher)
- PEP 1B – Medical Laser Safety (Ken Barat)
- PEP 1C – Radioactive Material Transportation – I (Sean M. Austin)
- PEP 1D – Radiological Risk Assessment (Allen Fellman)
- PEP 1F – The Art and Science of "Selling" Your Radiation Safety Program (Robert Emery)
- PEP 1G – Fundamentals of Preparing ANSI Standards for Radiation Protection (Morgan Cox, Michelle Johnson)
- PEP 1I – Physics, Health Physics, and Applications of Backscatter X-ray Imaging Technology (Daniel J. Strom)
- PEP 2C – Radioactive Material Transportation – II (Sean M. Austin)
- PEP 2F – Internal Dose Calculations in Nuclear Medicine (Michael Stabin)
- PEP 2I – Review of Current CT Technology and CT Dosimetry (Terry Yoshizumi)
- PEP 3B – Laser Safety In the Research Setting (Ken Barat)
- PEP 3C – RCRA for Health Physicists (William V. Lipton)
- PEP 3E – All You Wanted to Know About Tritium (Robert Litman)
- PEP 3F – Implementation of the ICRP Publication 68 Series of Models and Dose Coefficients (C. A. Gus Potter)

- PEP 3G – Draft ANSI Standard N42.33 – Portable Radiation Detection Instrumentation for Homeland Security
- PEP 3H – Radiation Epidemiology for the Health Physicist (John D. Boice, Jr.)
- PEP 3I – Operational Accelerator Health Physics (L. Scott Walker)
- PEP M1 – Why Can't You Measure ²²⁸Ra Directly? (Robert Litman)
- PEP M2 – Software and Applications of the HRTM (ICRP66) for Health Physics and Industrial Hygiene (Anthony C. James, Mark D. Hoover)
- PEP M3 – Skin injuries and interventional fluoroscopy --- why they occur and how to reduce the risk (Louis K. Wagner)
- PEP M4 – Overview of Radiological/Nuclear Devices and Effects (William G. Rhodes III)
- PEP T1 – "Health Physics Archeology" (Elizabeth H. Donnelly)
- PEP T2 – Shielding of Medical Radiation Therapy Facilities – From Design To Construction (Nisy Ipe, Arthur Boyer, Marcus Staniford, Erk Pampel)
- PEP T3 – Closing the Loop on Audit Corrective Actions...And what is it costing you? (James M. Hylko)
- PEP T4 – Common Problems in Radiological Emergency Response (Carson Riland)
- PEP W1 – Managing and Auditing University Radiation Safety Programs (P. Andrew Karam)
- PEP W3 – Critical Decisions for First-Time and Experienced Managers Or How I Learned to Love the Org Chart (James M. Hylko)
- PEP TH1 – Biomedical Ethics for the HP (Lisa Coronado)
- PEP TH2 – Radon Reduction at a Former Uranium Processing Facility (Fernald) (Ken Eger, LaVon Rutherford, Ken Rickett, John Lawson, Bob Fellman, Stece Hungate)
- PEP TH3 – Management of Mixed Waste at a Large Academic / Medical Institution (Michael J. Zittle)
- PEP TH4 – Microbial and Antimicrobial Resistance Risk Analysis (H. Gregg Claycamp)

2004 Midyear Meeting CELs and PEPs
Handout Materials for HPS Resource Center
Continuing Education Committee
Electronic Handouts in PDF Form
Available on CD

- CEL 1 – Internal Dose Models and Examples in Nuclear Medicine Applications (Michael G. Stabin)
- CEL 2 – Communicating with the Public and the Media (P. Andrew Karam)
- PEP 1A – Elements of Exposure, Bioassay, and Internal Dose Assessment Programs (K. W. Skrable)
- PEP 1B – Standards for Radiological Instruments: Status and Future, US and International (Morgan Cox)
- PEP 1C – The History of Release Criteria: From *de minimis* to Clearance (W. E. Kennedy, Jr.)
- PEP 2A – Particle Size and Pulmonary Hazard (Herman Cember)
- PEP 2B – Eight Steps for Effective Radiation Safety Training of Non-Technical People (Ray Johnson)
- PEP 2C – Release Criteria – Operational Aspects (Kenneth W. Crase)
- PEP 3A – Practical (?) Internal Dosimetry (Richard E. Toohey)
- PEP 3B – Real-time Accessible Data Networking (RadNet) 101 (Keith Olson)
- PEP 3C – What is the Single Most Important Thing When Responding to a Disaster? Take Care of Your Family First (James Jordan)

2004 Annual Meeting CELs and PEPs
Handout Materials for HPS Resource Center
Continuing Education Committee
Electronic Handouts in PDF Form
Available on CD

- CEL 1 – Terrorism Prevention: Important Accomplishments and Mistakes We Have Made (Robert L. Brent)
- CEL 4 – High Dose Irradiation of Mail and Products (Orhan Suleiman, Edward Tupin)
- CEL 5 – Outpatient Release of Nuclear Medicine Patients: Health Physics Aspects (Jeffrey A. Siegel, Michael Stabin)
- CEL 6 – Radiation Health Effects in Atomic Bomb Survivors A Review of Recent Results (Dale Preston)
- PEP 1A – TEPP Planning Products Model Procedure for Properly Handling and Packaging Potentially Radiologically Contaminated Patients (Tom Clawson)
- PEP 1B – Implementation of the ICRP Publication 68 Series of Models and Dose Coefficients (Gus Potter)
- PEP 1D – Radiation Dosimetry Management: Dosimeter Characteristics, Quality Assurance and Investigations (Sandy Perle)
- PEP 1F – Detection and Interdiction for Public Protection From Terrorism (Richard Kouzes)
- PEP 1H – The Art of the Interview - How to Get Your Point Across (Teri Sprackland)
- PEP 2A – TEPP Planning Products Model Procedure for First Responder Initial Response to Radiological Transportation Accidents (Tom Clawson)
- PEP 2C – Multi-Detector CT (MDCT) Dosimetry - Current Issues and Challenges (Terry Yoshizumi)
- PEP 2D – The Risks of Ionizing Radiation Exposure During Pregnancy: Controversies Resolved and yet to be Resolved (Robert L. Brent)
- PEP 3B – Operational Accelerator Health Physics (L. Scott Walker)
- PEP 3D – Radiation Quantities and Units: Their Evolution and Proper and Not Quite so Proper Usage and Applications (Ronald Kathern)
- PEP 3F – How to Deal with the Terror of Radiation and Nuclear Terrorism (Ray Johnson)
- PEP M1 – Treating Patients with Radioiodine: Clinical, Regulatory and Management Aspects (Robert E. Reiman)

- PEP M3 – Is there a need for paradigm shifts in radiation biology? Recent low dose studies say "Yes" (Antone L. Brooks)
- PEP M4 – Calculating and Reporting Fetal Radiation Exposure (P. Andrew Karam)
- PEP T1 – Management of Mixed Waste at a Large Academic / Medical Institution (Michael J. Zittle)
- PEP T2 – Critical Decisions for First-Time and Experienced Managers (James M. Hylko)
- PEP T6 – Radiological Risk Assessment (Alan Fellman)
- PEP W1 – Defining, Explaining, and Detecting Dirty Bombs (J.L. Alvarez)
- PEP W3 – Managing and Auditing University Radiation Safety Programs (P. Andrew Karam)
- PEP W4 – Conducting a Comprehensive Laser Safety Evaluation in the Research University Setting (Ben Edwards)

Educational Video Library List
HPS Resource Center
Continuing Education Committee
Available on DVD

Library Number	Title	Presenter Last Name	Format	Date
EV-10001	Internal Dosimetry: ICRP 26 and 30 Concepts	John Poston, Sr.	PEP	1990
EV-10002	Neutron Quality Factor	George Kerr	PEP	1991
EV-10003	The SL-1 Accident	US Atomic Energy Commission	Film	
EV-10004	Radiation and Health Part 1 (Radiation in the Environment)	Ron Kathryn	STW	
EV-10005	Radiation and Health Part 2 (Radon and Risk Perception)	Ron Kathryn	STW	
EV-10006	An Evening with Dr. Edward Teller	Edward Teller	HPS	June 1992
EV-10007*	Riskin' It	Bendure et al.	Film	
EV-10008	Everything but the Counting Statistics (Measurement Errors, Etc.)	Ron Kathern	PEP	1992
EV-10009	Adventures in Air Sampling (Isokinetic Sampling, Particle Sizing and Other Assorted Oddities)	Herman Cember	PEP	
EV-10010	Lower Limits of Detection	Thomas Borack	PEP	July 1995
EV-10011	Internal Dosimetry by MIRD & MIRDOSE: Theory and Dose Calculations	Wesley Bolch	PEP	July 1995
EV-10012	Fundamentals of Ionizing Radiation	John Leonowich	PEP	
EV-10013	Radiation Protection Requirements Based on Radionuclide Characteristics and Quantities	Allen Brodsky	PEP	July 1996
EV-10014-A	Trends in Consumer Product & Food Irradiation (1 of 2) (Seminar at New Jersey HPS Chapter)	Duncan White (Moderator)	Symposium	May 14, 1993
EV-10015	Statistical Considerations in Radiation Monitoring	Allen Brodsky	PEP	
EV-10016	History of Radiation Experiments Utilizing Human Subjects	Bernard Cohen	PEP	

Educational Video Library List
HPS Resource Center
Continuing Education Committee
Available on DVD

EV-10018	Risk Communications for the Technically Inclined	David Waite	PEP	July 1996
EV-10022-A	The Linear No Threshold Debate (1 of 2)	Ken Mossman	PEP	June 1997
EV-10050-1	Vingnettes of Early Radiation Workers :00 - John Lawrence :59 - Herbert Parker (A)			
EV-10050-2	Vingnettes of Early Radiation Workers :00 - Herbert Parker (B) :56 - Sir Edward Pochin			
EV-10050-3	Vingnettes of Early Radiation Workers :00 - Edith Quimby :51 - John Rose (partial segment)			
EV-10051-1	Vingnettes of Early Radiation Workers :00 - John Victoreen :59 - S. Reid Warren			
EV-10051-2	Vingnettes of Early Radiation Workers :00 - Sheilds Warren :57 - Marvin Williams			
EV-10051-3	Vingnettes of Early Radiation Workers :00 - Harold Wyckoff			
EV-10052-1	Vingnettes of Early Radiation Workers :00 - Roberts Rugh :46 - J. Newell Stannard			
EV-10052-2	Vingnettes of Early Radiation Workers :00 - Lauriston Taylor :59 - E. Dale Trout			
EV-10052-3	Vingnettes of Early Radiation Workers :00 - John Trump			

Educational Video Library List
HPS Resource Center
Continuing Education Committee
Available on DVD

EV-10053-1	Vingnettes of Early Radiation Workers :00 - Paul Henshaw :50 - Norman Hilberry			
EV-10053-2	Vingnettes of Early Radiation Workers :00 - Lillian Jacobson :55 - Harold Johns			
EV-10053-3	Vingnettes of Early Radiation Workers :00 - George Laurence			
EV-10054-1	Vingnettes of Early Radiation Workers :00 - George Henny :46 - Robley Evans			
EV-10055	Senior Health Physicists	Newell Stannard	Interview	Sept.r 22,1999
EV-10056	Ranked Set Samplings	Richard Gilbert	PEP	1999
EV-10057	DQO Process	Richard Gilbert	PEP	1999
EV-10058	A Conversation with Dr. Coolidge		Film	
EV-10014-B	Trends in Consumer Product & Food Irradiation (2 of 2)	Duncan White (Moderator)	Symposium	May 14, 1993
EV-10022-B	The Linear No Threshold Debate (2 of 2)	Ken Mossman	PEP	June 1997
EV-10054-2	Vingnettes of Early Radiation Workers :00 - Carl Braestrup :51 - Austin Brues			
EV-10054-3	Vingnettes of Early Radiation Workers :00 - Howard Andrews			
EV-201	The Linear No-Threshold Debate (1 of 3)	Ken Mossman	PEP	June 1997
EV-202	The Linear No-Threshold Debate (2 of 3)	Ken Mossman	PEP	June 1997

Educational Video Library List
HPS Resource Center
Continuing Education Committee
Available on DVD

EV-203-B	Adventures in Air Sampling (Isokinetic Sampling, Particle Sizing and Other Assorted Oddities) 1 of 2	Herman Cember	PEP	
EV-204	The Linear No-Threshold Debate (3 of 3)	Ken Mossman	PEP	June 1997
EV-207-A	Everything but the Counting Statistics (Measurement Errors, Etc.)	Ron Kathern	PEP	
EV-207-B	Everything but the Counting Statistics (Measurement Errors, Etc.)	Ron Kathern	PEP	
EV-208-A	Basics for Risk Estimates 1947- 1998	Charles Meinhold	PEP	July 1998
EV-203-A	Adventures in Air Sampling (Isokinetic Sampling, Particle Sizing and Other Assorted Oddities) 2 of 2	Herman Cember	PEP	
EV-208-B	Basics for Risk Estimates 1947- 1998	Charles Meinhold	PEP	July 1998

* This film is copyrighted and can not be copied.

HEALTH PHYSICS SOCIETY
MIDYEAR REPORT OF THE HISTORY COMMITTEE

SUBMITTED BY:

Alex J. Boerner, Chair

January 26, 2005

Report Abstract/Summary: This report provides a midyear update to the Board of Directors on History Committee activities commencing with the July 2004 Washington, DC HPS annual meeting and ending December 31, 2004. (The most recent *annual* report submitted to the HPS covered the period July 2003 – June 2004 with the report dated 6/25/04). The following activities took place during the reporting period:

Alex Boerner began his second (and final) year as Chair of the Committee at the Washington, DC meeting.

The History Committee meeting was held as scheduled on July 12. Thirteen individuals were in attendance, principally comprised of Committee members, the Committee liaison, and Columbia Chapter members. The primary focus of discussion was the 50th anniversary meeting in Spokane, Washington. The Committee agreed to actively support the Spokane meeting but not take the “lead” in the planning. A. Boerner requested “ideas” from all attendees to compile for planning purposes.

Note: HPS President R. Guilmette later confirmed the Committee’s “supporting” role by requesting that History-related considerations for the annual meeting receive his concurrence.

Special Note: The Committee photographer, Gail Magenis, resigned after many years of committed service. (The Committee assisted John Frazier to have Gail receive an award at the Award Banquet for her service.) Casper Sun has agreed to replace Gail as Society photographer.

An update on Committee activities was provided to President Ken Kase and President-elect Ray Guilmette on July 13 during the “President’s Meeting with Directors and Committee Chairs”. K. Kase provided A. Boerner with a copy of the Society of Nuclear Medicine’s hard bound book covering its fifty year period (1954-2004).

Interviews of senior HPS members continued. Four individuals were interviewed consisting of David Allard, Ronald Kathren, Charles Meinhold, and Robert Van Wyck. The interviews were conducted by Frances Harshaw for the Committee. The interviews were conducted for the first time using a digital video cassette (DVC) format. The assistance of Sue Burk and other Burk and Associates staff with the coordination of filming activities (and providing moral support to the Chair!) is gratefully acknowledged. These tapes (and a few others from prior interviews) will be transferred to DVDs when cost effective to do so. (All other tapes were previously converted to DVD in December 2003).

Note: Interviews are currently being conducted during annual meetings due to budget and logistical constraints. Therefore, the next round of interviews is scheduled for Spokane, Washington. Unfortunately, the current pace of interviews is not considered sufficient, an issue which needs to be addressed.

Post-committee activities in Washington, DC included informal meetings with Karen Langley (Local Arrangements Committee) and Elizabeth Brackett (Program Committee) to discuss the 50th anniversary meeting in Spokane, including a possible special session.

Note: Followup discussions have been held in the months since the annual meeting, including conference calls and other communication exchanges with Dan Strom, Ron Kathren, Jim Jamison (Columbia Chapter), Liz Brackett, and Kathy Pryor (Committee liaison) regarding the 50th meeting. Recent progress has been made in the area of a special session – a good sign considering that confusion over the actual date of the Society’s 50th anniversary has hampered planning for the Spokane meeting.

R. Kathren and A. Boerner completed the 50th anniversary History article which was accepted for publication in the upcoming March 2005 HP Journal. The co-authors requested and received concurrence from the HPJ Editor-in-Chief, Mike Ryan, to waive page charges associated with the article. The support of the HPJ editorial staff, Mike Ryan and Amy Gudelski, in this effort, is acknowledged. The publication of the article culminates a lengthy period of uncertainty between the History Committee and the HPS Board on capturing the Society’s important past. It is the Chairman’s hope that the History article, while not meeting the Committee’s originally envisioned goals, will serve as a springboard to follow-on activities in this area.

John Taschner, committee member, provided the Committee with a completed document of the collection of papers from the special session at the 48th annual meeting of the HPS in San Diego entitled “J. Newell Stannard and the University of Rochester”. John’s submittal culminated a year-long effort and deserves acknowledgment from Society members (not only for this, but other “behind the scenes” efforts that garner little attention.)

Copies of the videotaped interviews of Newell Stannard by Bill Bair and Bair by Stannard were made and provided to these gentlemen. (Neither had received a prior copy.) Both men provided acknowledgment of their appreciation.

In his dual role as society archivist, A. Boerner received several archival materials which will be transferred to the University of Tennessee during the next reporting period. Materials were received from Eric Abelquist and John Handloser (Newsletters), Joel Lubenau (Society Proceedings), and Ritchie Buschow (North Carolina Chapter archive materials).

Background Information

The History Committee is not asking the Board to take action on any specific request at this time.

Recommendations for Action:

The Committee will be focusing its efforts over the next six months in supporting the Columbia Chapter and HPS members associated with planning the 50th anniversary meeting.

The Committee has requested a meeting room in New Orleans for the upcoming midyear meeting and requested Committee members indicate whether their attendance is possible. The Committee meeting will be held on February 14, 2005 from 3-5 pm in the Galvez Room at the Conference Hotel. The History Chair will be sending out an e-mail invitation to non-committee members to attend the meeting to discuss 50th anniversary activities. Participation by interested Board members is encouraged as well.

Recommended replacements for the Committee Chair and other outgoing members will be discussed with the President-elect, Ruth McBurney. At least two HPS members have indicated their interest in joining the Committee.

As noted above, videotaping of senior HPS members will not take place in New Orleans, but is anticipated in Spokane.

Archival materials received during the current reporting period will be transferred to the U. of Tennessee archival location in Knoxville during the first quarter of 2005.

The Committee expects to continue slow, but ongoing progress with the archival/digitizing of photographs taken at Society meetings. The committed efforts of John Taschner are acknowledged.

A standard operating procedure (SOP) has not been prepared to date.

The website will require updating to reflect archival material updates and to consider adding the "J. Newell Stannard and the University of Rochester" document to the web for wider/easier distribution.

Respectfully submitted,

Alex J. Boerner

Report of Activities

January 28, 2005

Homeland Security Committee

James G. Barnes, CHP
Chairperson

Abstract

Public awareness of the potential for the use of radiological and nuclear materials has been greatly heightened over the last several years. Over the last six months, the Homeland Security Committee has taken a number of steps to increase the Society's level of participation and recognition as a body of experts available for assistance with first responder and other organizations. Principal among these are continued support of the Homeland Defense Equipment Reuse (HDER) program, a significant upgrade of the Homeland Security website (<http://www.hps.org/hsc>), and attendance and participation in several key workshops and conferences on first response issues (Wing and Rotor Conference; San Diego, and the ANSI Homeland Security Standards Program workshop). The Committee continues to expand its operations, currently having 46 Society members involved in its activities. Plans for the next 6 months are discussed.

Report of Activities of the Homeland Security Committee (July, 2004 – January, 2005)

Membership

Currently, the HSC has 46 Society members who have expressed interest in working in Homeland Security areas and have been involved in HSC activities.

Virtual Meetings

At the annual meeting, it was recognized that due to the scope of HSC activities, it would be necessary to meet more often than twice yearly. Due to time and financial constraints of the committee members, it was not feasible to hold meetings that would require travel to a meeting location. To address this issue, the HSC has held two “virtual” meetings through the Reservationless-Plus internet conference service. Using a combined internet / teleconference system, the committee has been able to discuss and coordinate activities without members being physically located in the same place. As a result, the HSC has been able to maintain some momentum that was gained from the two strategy sessions conducted at the last annual meeting. Using this tool, the HSC has also been able to permit the attendance of new members so that more people can become involved in the Homeland Security effort. The cost of the service is approximately \$12/person/hour. On average, we have had an attendance of about 20 people at the two meetings. This approach has been quite successful in keeping committee activities coordinated, and in maintaining interest in committee activities.

Website Upgrades

Through the earlier efforts of Joe Alvarez, the HSC had a website established on an external server. After the annual meeting, this site was converted to a standard HPS format, and was relocated to an HPS server. It was recognized at the annual meeting that an increased internet presence was critical as a first step to increasing the Society’s recognition as an expert resource in Homeland Security issues. Following the conversion of the first site to the HPS server, each of the main sub-committees upgraded their respective sites to a standardized format, added short background briefings to each subject area, and populated the site with a number of reputable links for specific information. Thus, the HSC now has a significantly upgraded web presence in the subjects of nuclear weapons, dispersive devices, cleanup, interdiction, first response, medical response, and training. In addition, an extensive bibliography of reports, training presentations, etc., have been placed on-line. The committee is working on special formats for the media/communications and liaison sub-committees.

With the upgrading of the site, we now have a vehicle that we can encourage other non-HP persons to visit. Thus our approach has been to explain what health physics is, to review some of the major issues involved in WMD response, then to refer individuals to the website and local chapters. Having this resource reduces the need to try to “train” the audience with a one-time 20 minute presentation. Instead, the presentation can spend its

time introducing the Society and its resources, refer to the website for general information, and promote the local chapters for technical resources and support.

Wing and Rotor Conference (11/17 – 11/20/2004)

The HSC recognized that a heightened outreach program was needed so that the Society would be more widely recognized as a technical resource to the first response community. In support of this effort, the HSC sent two representatives to the Rotor and Wing Conference in San Diego. The Rotor and Wing conference is an annual event that brings together a wide variety of representatives of first responder organizations. Two Society members attended the conference (J. Barnes and Bobbie Walton). Both were on several panel discussions dealing with radiological WMDs, and delivered two formal presentations. Several important contacts were made at the conference; one has led to meetings with LA County Fire (and discussions of a demonstration project are ongoing). The Society's participation was greatly appreciated, and it has been invited to participate in the 2005 meetings (perhaps with a heightened participation). Approximately 750 persons registered for the conference. The WMD tracts generally averaged about 20-25 attendees each (there were a number of parallel tracts, so these were considered well attended).

ANSI N-13.XX

For the last several months, an ANSI writing team has been developing a document outlining training standards for first responders. The initial draft was prepared, but issues arose regarding the scope of the committee vis a vis a similar N-42 effort being conducted. Those issues have now been resolved and the N13 effort (chaired by the HSC chairman) has been resurrected. The HSC Chair attended a workshop in Washington (ANSI HSSP) in late January in order to ensure the Society was involved in the overall training standards process, and to establish the specific needs of the first responder community. The ANSI PINS has been submitted for the renewed effort, and it is hoped that a draft of the standard will be ready for review in the next six to eight weeks.

Midyear Meeting

The HSC believes that it is critical that the Society membership be briefed regarding the specific needs of the first responder community. To this end, Tom O'Connell (Chair of the First Responder sub-committee) recruited a prominent first responder in Massachusetts and together they developed a PEP course that will be presented at the mid-year meeting. The course will discuss, among other things, the process required for the integration of health physics experts into the first response community. The HSC has provided a stipend to the responder to cover his travel expenses to the mid-year meeting.

HDER Program

The HSC continues its support of the HDER program. There will be a HDER dessert meeting on Monday night at the mid-year meeting. A chapter training guide has been

prepared, and should be released at the mid-year. ODP has expressed its satisfaction and gratitude to the Society for its continued assistance. Some issues remain in coordinating the activities of local Chapters within the HDER program, but it is believed these issues are manageable. Linda Bray serves as the HDER coordinator for the Society.

Anticipated Future Activities

The HSC hopes to hold a meeting at the mid-year meeting with teleconferencing to members who will be unable to attend.

The HSC is exploring sponsoring a topical session on Homeland Security issues with presentation from invited speakers covering non-HP topics.

The HSC will continue to support the initiatives described above. It is hoping to be able to participate in a demonstration project with LA County Fire (using members of the SCCHPS) tentatively schedule for late May or early June. It hopes to complete the ANSI writing effort by the annual meeting. We hope to have the communications and liaison committee websites designed and running.

By the annual meeting, the HSC hopes to have conducted enough outreach efforts that the Society is recognized as a resource of technical expertise by the major first response organizations (NFPA, fire departments in major cities, etc.) and to be in a position where it has assembled an extensive library of references on its website. At that time, it hopes to be able to activate the local chapters as sources of support for each chapter's local area. Planning for this will be occurring over the next several months, and the committee hopes to be able to implement a rudimentary plan at the annual meeting. It also anticipates that it enter a collaboration with the NRRPT in order to encourage technicians to become involved with local HPS chapters in these support efforts to the first response community.

MIDYEAR REPORT TO THE BOARD OF DIRECTORS OF THE HEALTH PHYSICS SOCIETY

DATE OF PREPARATION: Friday, January 21, 2005

INTERNATIONAL RELATIONS COMMITTEE

COMMITTEE CHAIR: Amir H. Mohagheghi

AUTHOR OF THE REPORT: Amir H. Mohagheghi

ABSTRACT:

During the period of June 2004 to December 2004, the Health Physics Society (HPS) International Relations Committee (IRC) conducted activities in several areas as follows:

- 1) The IRC met in Washington, DC on July 14, 2004 associated with the 49th Annual Meeting of the HPS. The highlights were:
 - The following IRC members and interested HPS members attended the meeting: Bill Kennedy, James Barnes, David Medich, Auroba Al-Samarae, Jose Lopez, Susan Jablonski, Lidia Litinski, James Rea, Faraj Ghanbari, and Eric Abelquist. An updated contact list for the IRC members was compiled and distributed.
 - Bill Kennedy, the outgoing IRC chair, introduced the incoming chair, Amir Mohagheghi and gave a history of IRC activities.
 - The Radiation Safety Without Borders (RSWB) was discussed in great detail as it is facing numerous challenges that range from funding issues (it recently lost its State Department funding), the relationship between RSWB and the other HPS entities (specially the Chapters), to liability issues related to international travel sponsored by the HPS.
 - The IRC sponsored the third international poster session which included 7 papers from 6 different countries. Efforts are currently underway to better define and potentially award a “Best International Poster” from this session. The author of this paper will be recommended for travel to the following HPS meeting and/or summer school to foster peer-to-peer contacts with U.S. HPS members.
- 2) The IRC is planning to issue an electronic call for papers for the fourth international poster session for foreign authors at the July 2005 HPS Annual Meeting to be held in Spokane, Washington. This will be the fourth consecutive year that the IRC has sponsored this special session, which provides an opportunity for international researchers to electronically send over a paper to be presented in a poster section. This effort has been coordinated by committee member James Barnes.
- 3) To help focus the IRC activities, the following three subcommittees were formed.

- Sub-committee on Radiation Safety Without Borders
Coordinate the RSWB activities within the HPS, specially with regard to the chapters. Develop a manual to define the appropriate protocols for engaging foreign health physicists and provide guidance for international travel.

Faraj Ghanbari, chair
David Medich
James Rea
Jose Lopez

- Sub-committee on International Posters
Engage foreign scientists to present posters at the HPS annual meetings. Develop a simple process for selecting a scientist to attend the annual meeting.

James Barnes, chair

- Sub-committee on Fund Raising
Formulate and implement a strategy for raising funds to support the IRC initiatives.

Auroba Al-Samaree, chair
Bill Kennedy

4) The current IRC membership is as follows:

Amir Mohagheghi, Chair	2005
Susan Jablonski	2005
Lydia Litinski	2005
James Barnes	2006
James J Rea	2006
Richard Griffith	2006
Faraj Ghanbari	2007
David Medich	2007
Auroba Al-Samaree	2007

BODY OF THE REPORT

Recommendations for Action:

The issue of liability for the HPS sponsored travel needs to be discussed by the board. A decision needs to be made on whether the HPS will provide life, medical , legal, and emergency evacuation insurance for sponsored travelers. IRC member, James Rea, has done extensive research on this topic and will be a good source of information.

BACKGROUND INFORMATION

Attachment A - The latest version of the RSWB Manual is attached.

ATTACHMENT D

RADIATION SAFETY WITHOUT BORDERS: BACKGROUND INFORMATION MANUAL

DRAFT FOR COMMENT

December, 2003

*Prepared and Maintained by the
International Relations Committee of the
Health Physics Society*

1313 Dolley Madison Blvd., Suite 402
McLean, Virginia 22101



HEALTH PHYSICS SOCIETY

Specialists in Radiation Safety

Preface

This Manual has been prepared as a living document to answer questions and to address the various processes and procedures that constitute the Health Physics Society (HPS) program within the International Relations Committee (IRC) called Radiation Safety Without Borders (RSWB). It is intended to be used as a guide by the participating Chapters of the HPS. This manual is organized to provide more general information and guidance in the main text, followed by detailed information and guidance in the Appendixes. The information contained herein has been compiled from numerous sources that describe some internal requirements of the associated parent organization. RSWB receives essential input and contributions from several organizations, including the U.S. Department of Energy (DOE) and the International Atomic Energy Agency (IAEA). In order to work effectively with these organizations, the implementing Chapters in the HPS need to be aware of the protocols of these supporting organizations. In addition, the HPS provides operational guidance and direction to ensure that all participating Chapters are proceeding in a similar fashion and remain within the legal, ethical, financial, and professional standards established by the HPS.

This manual was initially prepared by a working group consisting of Howard Dickson, Eric Abelquist and Andy Karam at the request of George Anastas, HPS President in 2001 - 2002. This manual was revised by a an IRC working group consisting of James Rea, Amir Mohagheghi, and committee chair W. E. Kennedy, Jr during the Fall and Winter of 2003. It will be edited and updated by members of the IRC as required to address future events and conditions affecting RSWB. This document will be available through the HPS webpage.

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INTRODUCTION

The Health Physics Society (HPS) recognizes that many nations do not possess the infrastructure to adequately control and beneficially use ionizing radiation. In a substantial number of countries, organized radiation protection programs do not exist. In other countries, the quality of the programs do not meet minimum reasonable standards (IAEA, 1996). Several severe accidents involving ionizing radiation have occurred in developing countries and have resulted in serious injuries or death (Rosenthal 1991, Jalil 1992, Vargo 1999, IAEA 2000a, IAEA 2000b, IAEA 2000c, IAEA 2000d, IAEA 2000e, IAEA 2001c, Nakagawa 2001). Orphan radiation sources have been to blame for several of these accidents. Additionally, radioactive sources have been obtained and transferred improperly within the overseas scrap metal market. Domestic concerns are growing because of the potential introduction of contaminated scrap metal from these illicit operations in foreign countries. Finally, the HPS acknowledges the potential uses of radioactive materials by terrorist organizations, and fully understands national and international efforts to prevent those uses from becoming a reality.

In response, the HPS established the Radiation Safety Without Borders (RSWB) program, to be conducted by Society Chapters and coordinated through the International Relations Committee (IRC). RSWB is expected to have numerous beneficial impacts, including among others,

- Improve the radiation safety of the countries that participate,
- Bolster the humanitarian efforts of the United States, and
- Enhance Homeland Security through the identification and interdiction of illegal and potential harmful quantities of radioactive materials.

This manual was developed with recognition of the following fundamental premise:

Radiation Safety Without Borders is a highly inspirational activity, consistent with the values and vision of the Health Physics Society that inspires membership participation, which should continue to be supported.

In addition, the following principles and assumptions were identified and considered:

- The primary actions associated with RSWB are at the initiative of the Chapters, with directions and support from the Officers, Board of Directors, and IRC of the HPS.
- Actions within the RSWB program must be consistent with the rules and procedures of the Health Physics Society, including approvals and authorizations by the Board of Directors and the Finance Committee, when appropriate.
- The safety and security of individual members of the Society participating in RSWB shall be protected at all times, using all prudent practices.
- RSWB must be managed and administered in a manner to provide accountability at all levels (i.e., financial, technical, and ethical).
- For success, RSWB must allow the flexibility to respond to the specific needs of any country, within a consistent framework for credibility.

- Activities within the RSWB program must be conducted within the envelop of ethical propriety of professional health physicists. Participants should not be expected to perform outside their expertise in radiation safety and related matters.
- In recognition of the spirit of volunteerism essential for success, bureaucratic procedures and requests must be kept at a minimum, while providing basic accountability.

This Manual provides necessary information for Chapters and members to review and understand before undertaking RSWB activities. The manual is considered to be a “living” document; and, therefore, suggestions on improving the Manual are always welcome. Please address suggestions to the HPS Secretariat or to the Chair of the IRC.

HISTORY

During 2000-2001, HPS Chapters were briefed on the opportunities for Chapters and individual members to volunteer to assist nations in improving their radiation safety infrastructure. This initiative has been identified as RSWB. The initiative operated as part of an *ad hoc* committee under the direction of the HPS Board of Directors. On Sunday, January 26, 2003, the Board of Directors of the Health Physics Society unanimously passed the following motion:

The International Relations Committee shall be given responsibility for establishing operating procedures and guidance for coordinating and facilitating HPS Chapter activities in the Radiation Safety Without Borders program.

In response to this motion, the *ad hoc* Committee on RSWB collaborated with the IRC, and held an initial meeting at the 2003 Midyear Meeting in San Antonio Texas. At this meeting, and as part of the transition of responsibility to the IRC, it was agreed that a report would be drafted to provide to the HPS Board of Directors, with an initial identification and discussion of relevant issues. The intent of the report is to help facilitate the future development of guidance and procedures for RSWB. Following delivery of the report, the IRC took full responsibility to develop guidance and establish operating procedures for the RSWB program. The IRC will also continue to help coordinate the efforts of RSWB, whenever central management and administration prove beneficial to the overall program.

A summary of the RSWB program and its scope, goals, and organization has been provided to various national and international agencies with interests in radiation safety. These agencies have been universally supportive of the RSWB program. The HPS anticipates that equipment and financial aide will be made available from at least some of these agencies. The HPS expects to obtain surplus instruments, text books, journals and other useful items from many domestic sources to donate to the designated countries.

The International Atomic Energy Agency (IAEA) was one of the agencies that has been involved from the inception of RSWB. IAEA has recognized the worldwide radiation safety problems and has taken steps to improve the radiation protection infrastructure in its Member States (countries). A total of 82 countries have asked for assistance in upgrading or strengthening their radiation safety programs. The IAEA recognized the merits of RSWB to provide the kind of

support that many of these countries need and has assigned several individuals to work with the HPS in this regard.

The HPS contacted the U.S. Department of Energy (DOE) National Center of Excellence for Metals Recycle, within the Assets Utilization Office of Oak Ridge Operations. As a consequence, the (DOE) offered to support an international effort to provide instrumentation and personnel for training purposes. The HPS is interested in working with the DOE to provide radiological instruments to countries overseas to assist in such activities as emergency response and orphan source detection. This is a particularly significant area of concern since several recently documented radiological over-exposures have been due to orphan sources.

The HPS is working with the DOE to locate a wide range of suitable instrumentation from commercial and government-related sources and this process will continue. The DOE, through its relationship with The Oak Ridge National Recycle Center, have the potential to prepare individual "radiation detection/instrumentation kits" which consist of several types of instruments. The DOE has requested assistance from the East Tennessee Chapter of the Health Physics Society to provide "no cost" instrument functionality and calibration support.

Additionally, the Nuclear Regulatory Commission (NRC), the Environmental Protection Agency (EPA) have been briefed and have indicated that they will support RSWB, although specific mechanisms for support have yet to be identified and implemented.

During 2002 – 2003, the U.S. Department of State (DOS) entered into a pilot program with HPS supporting RSWB. Through the success of the initial phases of the pilot program, efforts are under way to expand the program so that additional chapters can participate. Currently, eight Society Chapters volunteered to participate in the program. These initial Chapters and their host countries are:

- East Tennessee – Estonia
- Florida – Jamaica
- Greater New York & New England – Portugal
- Northeastern New York – Ecuador
- Northern California – Panama
- South Texas & North Carolina – Costa Rica
- Rio Grand Chapter – Egypt
- Columbia Chapter – TBD (Resource evaluation in progress)

The current list of chapters participating in RSWB can be found on the HPS website. From the initial list, a pilot program, involving South Texas (for Costa Rica), Northern California (for Panama), Florida (for Jamaica), and Northeastern New York (for Ecuador) was established through an agreement with the U.S. State Department. Specifically, the agreement was under the State Department's Nonproliferation and Disarmament Fund, Project 167. Under this project, travel and expenses were paid to Chapter members who traveled to the sponsored country through individual service contracts, with no administrative fees or expenses to the Chapters or the Society. In 2002, trips were taken by South Texas and Northern California to their respective sponsored countries. In 2003, representatives from the Northeastern New York Chapter and the

DOS visited Ecuador and delivered a batch of radiation detection instrumentation from the DOE with assistance from the East Tennessee Chapter. Representatives from the Florida Chapter and the DOS completed a trip to Jamaica during early 2004. In addition, independent of the pilot program with the DOS, contacts were made by the Western New York Chapter under RSWB and a trip was made by a chapter representative to Lithuania. Overall, the trips have been an unqualified technical success, and the experiences of the travelers are summarized in the *Health Physics News* (December 2002). The project will be expanded in the future so that additional chapters and countries can be involved.

The instrumentation and training that RSWB will provide to personnel in other countries will enable them to interdict illegal and potentially harmful shipments of radioactive materials in their own countries or in trans-shipment to the United States.

PURPOSE AND SCOPE

The **purpose** of RSWB is to **provide a group of volunteers, who, collectively, have expertise in a number of radiation (ionizing and non-ionizing) safety related areas.** Through cooperation with international agencies such as the International Atomic Energy Agency (IAEA), these volunteers will be available to assist developing countries improve their radiation safety programs where needed.

The **scope** of this assistance **will be focused on assisting those countries with emerging health physics and radiation safety programs, but whose resources are limited.** For example, RSWB could provide subject matter experts to help organize a radiation safety infrastructure, organize and/or provide training in radiation safety, provide and train personnel to use basic radiation safety equipment or assist in locating lost radiation sources.

The **goal** of the program is to **facilitate peer-to-peer communications regarding radiation safety practices, procedures, and information with the fewest possible number of intermediaries.**

Through this program, subject matter experts would be available to help organize a radiation safety infrastructure, organize and/or provide training in radiation safety, provide and train personnel to use basic radiation safety equipment, assist in locating lost radiation sources, or support in any other activity that would support the enhancement of radiation safety in the host country. The foundation of the RSWB program is the voluntary participation of individual HPS Chapters and individual Chapter members.

Additionally, if requested and financially supported, RSWB could assist countries in responding to radiation related emergencies, both natural and manmade, in which the countries response capabilities are either overwhelmed or where assistance will expedite the resolution of the emergency.

Regarding the IAEA, RSWB helps the Agency achieve two goals in their medium-term strategy, namely:

- A comprehensive and effective worldwide nuclear safety culture, and
- Effective interaction with partners and the public.

Relative to the first IAEA goal, RSWB promotes IAEA objective B.3 to achieve more effective application of safety standards in Member States by extending safety related assistance to address Member States needs and by expanding co-operation with other safety related organizations.

Relative to the second IAEA goal, RSWB promotes IAEA objective D.1 to optimize synergies with traditional partners and develop co-operation with non-traditional partners. Also RSWB promotes IAEA objective D.2 to facilitate increased collaboration among Member States in sharing knowledge and best practices in the nuclear field.

ROLES AND RESPONSIBILITIES OF KEY ORGANIZATIONS

Health Physics Society

The principal contacts within the HPS, by office or position, are:

- Current HPS President
- Current Director, Society Heritage and Future Planning
- Current Committee Chair, International Relations Committee
- East Tennessee Chapter for coordination of radiation detection instrumentation

Note: consult the current version of the Radiation Safety Professional's Membership Handbook & Directory for the names associated with these positions. A list of Chapter points of contacts is maintained by the IRC and is available upon request through the Chairman of the IRC. Chapters are encouraged to collaborate with each other and to share lessons learned as we proceed.

U.S. Department of Energy

The principal contacts within the U.S. Department of Energy (DOE) are listed in Appendix A. These include:

- Richard Meehan, Office of Assets Utilization, U.S. Department of Energy, Oak Ridge Operations
- Alex Boerner, Oak Ridge Institute of Science and Education (ORISE).

U.S. State Department

The principal contacts for RSWB representing the U.S. State Department (DOS) are Warren Stern and David Jackson. At the U.S. Mission in Vienna the contact person is Ira Goldman. Other individuals with DOS may be identified for interfacing with specific countries.

International Atomic Energy Agency

The principal contacts within the International Atomic Energy Agency are listed in Appendix A. These include:

- Abel Gonzalez, Director, Division of Radiation and Waste Safety
- Khammar Mrabit, Head, Radiation Monitoring & Protection Services

Host Country

The contacts within the host countries will include the IAEA and State Department liaison persons and the counterpart person within the host countries' radiation safety program. It is anticipated that an Appendix will be added to this manual with this information when these persons have been identified.

CHAPTER PARTICIPATION

The foundation of the RSWB program is the voluntary participation of individual HPS Chapters. The goal of the RSWB program is to facilitate peer-to-peer communication regarding radiation safety practices, procedures, and information with the fewest possible number of intermediaries. For this reason, it is vital that individual members, supported by their respective Chapters be the focus of this program. This section covers various aspects of Chapter participation in RSWB.

Participation in the RSWB program is entirely voluntary. Each Chapter must volunteer to participate in a manner that is consistent with the Chapter's own Bylaws and the guidance provided in this Manual. Once a Chapter has decided to participate in RSWB, this fact shall be communicated to HPS through a letter of request, signed by the Chapter President or a designated alternate.

Chapter POC

Following approval of the request, a nation will be assigned to that Chapter by IRC and the appropriate contact information will be forwarded to the Chapter's point of contact (POC). If a Chapter indicates a preference for a specific nation, the IRC will attempt to honor that request

when ever possible. If not, the nation assigned by the IRC may be determined in coordination with the IAEA and the DOS.

Each Chapter must designate a Chapter officer or other responsible person as their RSWB POC. The Chapter should notify the IRC of any change in their POC. The Chapter POC is responsible for communications and coordination, including the following:

- Passing information requests to the designated Chapter subject matter experts.
- Returning answers to the person asking for assistance or following up to ensure that the designated Chapter expert replies in a timely manner.
- Coordinating with IRC for the procurement and expenditure of necessary funds (e.g. mailing journals, travel, obtaining and mailing reference materials, etc.).
- Interfacing as necessary with RSWB sponsoring organizations.
- Tracking RSWB activities within a given Chapter.
- Providing reports annually or upon request to the Chapter and the IRC regarding their Chapter's RSWB activities.

Each Chapter is also responsible for providing to HPS a list of names and contact information for Chapter personnel volunteering to assist in the RSWB program. A summary list of the current chapter contacts is found in Appendix B.

Funding for RSWB

Currently, some funding is being provided by the DOS for the pilot program. However, this funding is to individuals through technical consultant agreements, and not officially through the IRC or the HPS. Both the Chapter and the IRC will continue to seek funding from other sponsoring organizations for future efforts. This funding will help cover necessary expenses (such as those noted below). Chapters may choose to augment these funds from their budgets, but such expenditures are not required of participating Chapters, and must be approved according to individual Chapter Bylaws.

Requests for funding may be made by individual Chapters or by participating nations. Such funding requests are described more fully in the Guidance section of this document.

Withdrawing from RSWB

Participation in RSWB is entirely voluntary on the part of the Chapters, and HPS will not force a Chapter to remain an RSWB participant against the Chapter's expressed wishes. However, each participating Chapter must recognize that the health physicists in a host nation are relying on continued access to health physics expertise. Therefore, before a Chapter withdraws from the RSWB program, they should make a good-faith effort to locate a replacement RSWB Chapter for "their" nation(s), to shepherd the new RSWB Chapter through the start-up process, and to make their Chapter "experts" available for consultation for a reasonable period of time. If the

current RSWB Chapter cannot locate a replacement RSWB Chapter, the IRC will intervene to resolve the situation and request that the current Chapter continue working with the host nation until the replacement Chapter has taken over.

To withdraw from RSWB, a Chapter must submit a letter to the IRC noting their desire to withdraw from the program, their reasons for doing so, and identifying the replacement Chapter and new POC. It is expected that the Chapter will provide this notice at least 90 days in advance of terminating their support for the host nation. This letter should, whenever possible, be preceded or accompanied by a letter from the replacement Chapter applying for participation in the RSWB program.

METHODOLOGY

The purpose of RSWB is to assist our international colleagues in nations that have identified themselves as desiring assistance in some aspects of radiation safety. This assistance may be offered at several levels. Currently the HPS anticipates that these levels will include:

1. Sharing procedures, guidelines, instruction manuals, etc. by emailing them directly to contact or by posting them on the Chapter's web site for downloading.
2. Donating radiological instrumentation and equipment.
3. Travel to the country to provide training and/or practical demonstrations (for example, Chapter representatives might travel to a country following the shipment of a radiation detection kit to explain/demonstrate the use of instrumentation).
4. Conduct an expert mission, which includes (a) HPS Chapter experts traveling to the host country to provide advice or assistance with a radiation safety problem or issue, and (b) host country personnel coming to the U.S. to learn some radiation safety practices or operations.

Thus the "product" of RSWB will frequently be information that will help our colleagues to improve radiation safety programs, whether at a hospital, university, industrial facility, or other institution using radiation and/or radioactivity.

At the highest level, services may include hosting a foreign health physicist as an exchange professional or as a conference attendee, visiting a host nation to provide on-site specialty expertise. Support levels in between would include sending equipment or instruments, and/or providing basic or advanced radiation safety training. HPS Chapter members may provide assistance to countries receiving instruments, perhaps by providing training in their operation, developing survey procedures, and interpretation of instrument results. Other activities may be performed as requested, although those requiring expenditure of funds may require approval by the Chapter, potentially the HPS, and/or a sponsoring organization.

Another activity would include participating RSWB Chapters posting documents or other information on a web page for download by their host nations (i.e., facilitating access to basic technical information). Whenever possible, these documents should be made available for use by all RSWB Chapters and their host nations, thereby building a collective resource. The Methodology section of this document details some of the specific activities that are anticipated. Chapters need not consider themselves bound to help in only these areas, and may use their discretion and imagination regarding additional ways of responding to the needs of specific host nations. In addition, each chapter should locate language support for the host countries and educate the volunteers in very basic language skills. However, Chapters choosing to help in an alternative fashion should ask IRC for guidance prior to straying too far from the guidelines contained in this document.

The following paragraphs provide a more detailed description of the activities that could be performed by a Chapter for each level of participation.

Level 1: Providing Information

Chapters may support their host country by providing necessary and essential information on radiation safety. Level one activities would include sharing procedures, guidelines, instruction manuals, or other information by sending them electronically (via email) directly to their contact person in the host country. Thus the “product” of RSWB will frequently be information that will help our colleagues to improve radiation safety programs, whether at a hospital, university, industrial facility, or other institution using radiation and/or radioactivity. At the lowest level, this “product” will often take the form of procedures, policies, checklists, advice, manuals, packaged training presentations, and similar items that can be transmitted electronically (preferred) or via the mail. Direct electronic access to subject matter experts within the Chapter to assist the host country will also be made available through this level of participation.

Level 2: Equipment and Instrumentation Donations

An important aspect of the RSWB program is to provide equipment and instrumentation to IAEA Member States for distribution to those needing assistance in the development of their radiation protection infrastructure. For example, surplus instrumentation would be used for sealed source detection and emergency response - particular areas of ongoing concern. Providing equipment has become an important part of the DOS pilot program and it will likely remain an essential ingredient for success during visits by Chapter members to the host countries. Appendix C provides general guidance regarding equipment and instrumentation donations.

Level 3: Training and Logistics Support

It is anticipated that part of the RSWB program may include travel to the host nation to provide training or other in-country support. It is also anticipated that health physicists from host nations may travel to the US to attend specific training courses. The IAEA has provided guidance for

conducting radiation safety training (IAEA 2001a) and it is expected that RSWB participants will follow that advice.

Each Chapter should work with their counterparts in the host country to identify educational and training institutions that could host the proposed training. Ideally, some of the local teachers may be able to attend the training in order to acquire the knowledge and skills necessary to propagate the training long after the Chapter subject matter expert returns to the U.S. The IAEA strongly endorses and supports the train-the-trainer concept to optimize training resources and encourage self-sufficiency. Additional details regarding in-country training are provided in Appendix D.

Level 4: Expert Missions With the IAEA

The IAEA Technical Co-operation Program (TCP) provides many opportunities for individuals and organizations to participate in its Expert Mission program. In general, requests for participation are made within the framework of national or regional projects, by filling out specific forms and submitting them through the relevant national authorities to the IAEA. The main avenues for participation include:

- Provision of Expert Services (see details below);
- Participation in Meetings/Workshops;
- Involvement as a Fellow or Scientific Visitor for training in a specific field;
- Participation in a Training Course, either as participant or lecturer;
- Participation as a Supplier of goods or services.

Participating in the TCP as an Expert

Specialists in radiation safety, nuclear science, engineering and related subjects have been a key element in the TCP since its inception and have assisted developing Member States to achieve self-reliance in numerous scientific and technological fields. The specific tasks that experts perform are defined by the scope and objectives of the individual projects within the TCP.

The TC Project Request Form is available on-line at www.iaea.org for use by the relevant counterparts and authorities in IAEA Member States eligible to receive technical assistance. It is important that the form be completed in as much detail as possible and that it be submitted with the appropriate Government endorsement. Forms without such endorsement will not be considered. Requests for assistance under the program should be to the Department of Technical Co-operation at IAEA Headquarters. Please submit the TC requests from your country electronically via the following e-mail address: Official.Mail@iaea.org in English.

The TC Project Request Form can be downloaded in PDF format as well as in MS Word format. PDF format should be chosen only to print a hard copy, not to fill the form electronically; the

MS Word format should be chosen to fill the form electronically. Detailed guidelines on how to complete the request are given in the introductory part of the form itself.

Typically, expert services include provision of advice to counterparts in the field, lecturing at training courses, and contributions to meetings or workshops. An IAEA Job Description Form for an expert may be obtained on the IAEA web site noted above. Recruited for a limited period only and ready to travel abroad, experts possess sophisticated scientific and technical knowledge, and have the ability to share it effectively with others.

The range of subjects within which experts provide services to the TCP is wide, requiring a multitude of different specializations. The principal areas of nuclear science and technology in which experts are active are:

- **human health**
- **nuclear safety**
- **food and agriculture**
- **marine environment, water resources and industry**
- **physical and chemical sciences.**

Educational and Professional Requirements

The detailed requirements are communicated to candidates at the time they are officially approached by the IAEA for an expert assignment. In general, experts should have a university degree in a relevant field and several years of experience in the required subject. There are, however, also requirements for expertise which can be met by personnel with an appropriate technical certificate (such as the CHP). Experience in project management, especially of technical co-operation projects, is especially valuable. An IAEA Expert Personal History Form is provided on the IAEA web site.

FOREIGN TRAVEL

Support of the RSWB program may involve some degree of foreign travel. The HPS is committed first and foremost to the protection of its RSWB volunteers. Traveling can pose two potential problems - the inherent danger of flying and the traveling by rental car in an unfamiliar environment. When travel is conducted internationally, the difficulties are compounded. Travelers are encouraged to request logistical support from their host including pickup from airport, hotel selection, and local transportation.

When making your plans for traveling overseas, contact the US embassy or consulate in the region and inform them of your travel plans before you finalize your travel plans. This will give the embassy a chance to inform you of the local conditions and to provide feedback on any issues that the traveler should be aware of. The embassy can also send you information on local traditions and cultural sensitivities.

Know the location of the US Embassy or Consulate or any other area where you can find refuge or assistance. If a disturbance breaks out, they can only notify and assist you if they know you are there. If arrested or detained, ask to speak to someone from the American Embassy or Consulate. Do not make any statements or sign any documents without guidance from Embassy personnel. Useful guidance for travelers is included in Appendix E.

LIABILITY ISSUES

The HPS recognizes that there are significant concerns associated with many aspects of this program. These concerns cover both individuals (for example, those that provide expert advice), and organizations (both HPS Chapters and the National organization). To minimize these risks, the actions of the RSWB program contributors must be consistent with the rules and procedures of the HPS, including approvals and authorizations by the Board of Directors and Finance Committee, when appropriate.

All personnel providing information to a host nation must ensure that the information is as accurate, timely, and within their scope of professional competence. Although procedures, policies, advice, and other information provided should conform to accepted standards of practice in the U.S., most nations closely follow the recommendations of the IAEA. In this regard, the rules and regulations of host nations may differ from those in the U.S. (i.e., basic radiation protection units and terms), and these differences must be clearly communicated. *The HPS, host Chapters, and participating members shall not be held negligent for providing information that reflects current US regulations and radiation safety practices, provided that the information (policies, procedures, etc.) is considered acceptable in the US.*

Each person participating in RSWB has a professional obligation to adhere to the Code of Ethics of the HPS and the American Academy of Health Physics (AAHP). Violation of any of these codes will result in expulsion from the RSWB program and may lead to appropriate actions from the HPS and the AAHP.

Each person participating in RSWB should become familiar with the basic radiation safety standards (IAEA, 1996) promulgated by the IAEA and attempt to give advice and assistance in harmony with those standards. A brief tutorial on the basic safety standards (BSS) of IAEA is provided in Appendix F. Should the US standard of practice be inconsistent with the BSS, the provider of “services” should make the differences clear to the host. The IAEA provides additional guidance on building radiation protection competence in other publications (IAEA 2001b)

INSURANCE

Input from James J. Rea goes here...

FINANCIAL ARRANGEMENTS AND ACCOUNTABILITY

At this point, there are no contractual arrangements between any funding organization and the HPS, on the national or Chapter level. The only funding source has been DOS, where individual services agreements between the U.S. Government and the individual travelers have been issued. These agreements cover travel, per diem, and a modest honorarium to the traveler. Accountability has been achieved through the submission of travel forms and receipts, as required by DOS. However, should this situation change, the IRC will work with the Chapters the funding organizations, the HPS Board of Directors, and the HPS Finance Committee to determine the path forward. The HPS Board of Directors will have final approval for any contracts or agreements that may be reached, which can only be signed by the Society President. At that point, any accountability procedures required by contract, and any additional procedures enforced by the HPS will be applied.

REPORTING AND RECORD KEEPING

As RSWB grows, it is important to document the experiences of the Chapters and to provide this information in the form of “lessons learned.” To foster good communications, Chapters must submit an annual report of activities to the IRC by December 1 of each year. This will give the IRC enough time to evaluate the information and develop a comprehensive report to the HPS Board of Directors summarizing current activities. The IRC will also evaluate these reports and make any necessary recommendations to the Board of Directors at the HPS Annual Meeting. These recommendations may include potential changes in the HPS rules, the identification of individuals who may be able to assist Chapters with specific host country requests, and the preparation of an update to this manual.

OVERSIGHT AND AUDITING

The HPS, through the Board of Directors and the elected officers, reserves the right to conduct inspections or surveillances of the activities of Chapters participating in RSWB. This will help ensure accountability on several fronts, and help HPS develop additional procedures and guidance, as required, for the continued success of RSWB.

GUIDANCE

To facilitate RSWB, the following set of basic guidance has been developed. The information presented here is intended to be a minimal set and is provided as general guidance since it is

recognized that the specific situation in a host country, or the conditions encountered during travel, may justify deviation from this guidance. However, when this occurs it should be noted and communicated to the IRC. In recognition of the spirit of volunteerism essential for success, the IRC has a goal to keep the guidance, procedures, and requirements for the program to a minimum. The IRC will continuously monitor Chapter activities within the RSWB program and develop additional procedures as required for credibility, accountability, and to foster communications among program participants.

Guidance Area 1: Getting Started at the Chapter Level

Background/Purpose

Before Chapters can successfully participate in RSWB, it is essential that they evaluate their resources and develop a strategy for success. The purpose of this procedure is to provide guidance for Chapters in getting started in the RSWB program.

Survey Existing Chapter Resources

The first consideration for a Chapter is to determine the level of interest and potential commitment with Chapter members. Does it appear that the Chapter can attract a core group to get the program started, and to provide follow-through since Radiation Safety without Borders is viewed as a long-term relationship with a host country? Can the chapter establish a standing committee or other internal entity within the Chapter bylaws to assure a long-term commitment? Based on the results of the initial survey of Chapter resources, the Chapter should establish the organizational structure it will need for future interactions with both the IRC and the host country.

Determine if Contacts Already Exist

Many Chapters have selected host countries based on existing ties between individuals or institutions (such as Universities) with radiation professionals. If no contacts currently exist, determine if individual chapter members have basic skills, such as language skills, or experience with IAEA missions, that could help serve as the nucleus of the Chapter effort. Lacking any contacts or experience, contact the IRC for support and direction. Remember, the long-term success of the program will likely rest with individual contacts and efforts. The more and stronger the contacts, the better the chance for success.

Identify and Evaluate Potential Technical Resources

Health Physics is a broad field and individual areas of expertise may range from medical applications, to reactor operations, to research and development, to radioactive waste management. Identify potential strengths and existing areas within Chapter membership that could easily evolve into sustained involvement. Remember, these areas will need to be tailored to fit the needs of a host country. For example, consider the following checklist of potential areas:

- Regulatory Support - Are Chapter members familiar with International Recommendations against which to develop National Regulations?
- Training - Are there Chapter Members who have experience in the development and delivery of training programs of potential use to the host country? Remember that internet tools can be very useful.
- Waste Management - Are there Chapter Members who have Waste Management experience and who could assist IAEA training or inspection missions to the host country?
- Medical Health Physics - Are there Chapter Members who can assist medical health physics programs in many areas, including training, instrument calibration, and development of procedures?
- Operational Health Physics - Are there Chapter Members who can assist operating facilities of various kinds establish and maintain radiation safety programs?
- Instrumentation/Survey/Calibration - Are there experienced Chapter Members who can advise the host country on a variety of instrumentation/survey/calibration issues?
- Other Skill Areas - Are there experienced Chapter Members who can assist the host country in a variety of other useful radiation safety areas? These areas could include laser safety, source control programs, educational outreach programs on the University level, or simply providing literature useful to developing resource libraries supporting radiation safety programs.

Based on the results of this evaluation, consider establishing a focus for your Chapter. Remember, if additional requests or resources are needed for a specific situation in a host country, resources beyond the Chapter may be necessary. If this is the case, contact the IRC for assistance.

Remember, the overall success of the program will fall on the volunteer efforts of individual Chapter members. We are all busy people. Plan for backup to those that volunteer, and make sure all efforts are met with some recognition and reward. Build a successful long-term program one contact, one individual, and one subject area at a time.

Guidance Area 2: Host Chapter Application

Background/Purpose

Participation in the RSWB program is entirely voluntary. Each Chapter must volunteer to participate in a manner that is consistent with the Chapter's own bylaws. Ideally, Chapters should discuss the program at a Chapter meeting and participation should be the consensus decision of Chapter members and officers. The purpose of this procedure is to provide basic guidance to chapters on how to apply to participate in RSWB.

Application to Participate

Once a Chapter has decided to participate in RSWB, this fact shall be communicated to HPS, with a copy to the IRC, through a letter of request, signed by the Chapter President or a designated alternate. This letter should contain the following information:

Chapter name
Chapter point(s) of contact
RSWB volunteers and field(s) of expertise
Nation(s) requested for hosting

Following approval of the request, a nation will be assigned to that Chapter by HPS and the appropriate contact information will be forwarded to the Chapter's point of contact.

Chapter Point of Contact (POC)

Each Chapter must designate a person or Chapter officer as their RSWB POC. The Chapter has an obligation to make sure that the HPS is informed of any change in the POC. The Chapter POC is responsible for the following:

- Passing information requests to the designated Chapter subject matter experts.
- Returning answers to the person asking for assistance or following up to ensure that the designated Chapter expert replies in a timely manner.
- Coordinating with HPS for the procurement and expenditure of necessary funds (e.g. mailing journals, travel, obtaining and mailing reference materials, etc.).
- Interfacing as necessary with RSWB sponsoring organizations.
- Tracking RSWB activities within a given Chapter.
- Providing reports annually or upon request to HPS and the host Chapter regarding their Chapter's RSWB activities

Financial Participation

Some level of funding may be provided by HPS and other sponsoring organizations to support RSWB activities, such as travel. This funding will help cover necessary expenses and perhaps a small honorarium when on travel and working in a foreign country. Chapters may choose to

augment these funds from their budgets, but such expenditures are not required of participating Chapters, and must be approved according to individual Chapter bylaws.

Requests for funding may be made by individual Chapters or by participating nations. Such requests should be made through the IRC and in coordination with the requirements of the funding source.

While funding is important, obtaining funding to support Chapter efforts should be seen as a long-term commitment that may best be coordinated through the HPS. Although initial efforts to develop a funded pilot program have met with some success, they currently offer little beyond an initial visit of Chapter members to the host country. Perhaps a better starting point is to identify individuals in the host country that can travel to the U.S. for an initial training mission. A good example would be to fund individuals to attend the HPS Summer School and Annual Meeting. In this manner, numerous Chapter members could meet the individuals and determine initial needs prior to committing to travel by Chapter members. Again, remember that the goal is to facilitate peer-to-peer communication in radiation safety.

Personnel

Each Chapter is responsible for providing to HPS and the Chapter POC a list of names and contact information for Chapter personnel volunteering to assist in the RSWB program. Each Chapter must have a minimum of two members identified as RSWB volunteers at all times, and must inform HPS of any changes in the names or contact information for these personnel.

The list of participating personnel should be updated at least annually and should identify, for each person, the area(s) in which they are competent to provide assistance. Any requests for information that fall outside the areas of expertise listed should be referred to other Chapter personnel (if possible) or to HPS for an answer.

Guidance Area 3: Distribution of Surplus Equipment

Background/Purpose

When travel to the host country has been identified for U.S. experts representing Chapters, it may be possible to gather surplus radiation detection instrumentation for the host country. The purpose of this procedure is to provide guidance on how to obtain and distribute surplus radiation detection equipment. Radiation detection kits, comprised of functional equipment and instrumentation, will be compiled at TORNRC. These kits will consist of a variety of radiation instruments (e.g., high-range civil defense and other portable meters, bench-top friskers, pocket dosimeters with chargers, etc.). Note: It is expected that up to five prototype radiation detection kits containing a variety of surplus equipment and ancillary materials (batteries, cables, smears,

etc.) will be sent to the HPS, IAEA, and DOE-Headquarters for examination. It is important to note that these surplus instruments need to be functional, but do not require traceability through the U.S. National Institute of Standards and Technology (NIST). Traceability in this instance is neither necessary nor cost effective for the RSWB Program objectives.

Currently, efforts are underway to effect a trilateral agreement between the DOE, HPS, and IAEA for the surplus instrument initiative. One issue of importance to the DOE involves proliferation sensitivity. It is expected that the DOE would have to rely on the IAEA to control the distribution of instrumentation to non-sensitive countries (the IAEA has previously prepared standards related to this issue and is therefore well versed with this situation.) Note: in all likelihood, countries participating in the RSWB Program should be “non-sensitive.”

While the HPS is charged with providing functional surplus radiological instrumentation through RSWB, with assistance from the DOE, the IAEA is tasked with brokering surplus equipment to member countries. To facilitate these efforts, the HPS will provide the IAEA with a list of the equipment available. The success of this initiative requires an integrated approach of equipment, expert advice, and training. Specifically, the IAEA plans to maintain ongoing communications and coordination with the U.S. NRC and State Department officials at the U.S. Embassy in Vienna to establish an appropriate protocol to follow on this initiative.

Distribution of Surplus Equipment

DOE, HPS and IAEA will coordinate the distribution of the surplus radiological equipment as follows:

- The HPS will provide a list of available surplus radiological equipment to the IAEA point of contact, currently identified as Mr. Khammar Mrabit (see Appendix A). This list will include the number and contents of each completed radiation detection kit.
- Mr. Khammar Mrabit, or other designated point of contact for the IAEA, will review the list of available instrumentation and provide feedback to the HPS concerning the country and point of contact to receive the radiation detection kit.
- Once a kit has been selected by the IAEA, the title/possession of the radiation detection kit (which will in all likelihood contain some DOE surplus radiological instruments) will be transferred to the IAEA. The IAEA would then use the HPS as a custodian to complete the transfer of instrumentation to IAEA member countries.
- Upon receipt of the radiation detection kits by the designated country, the IAEA will provide documentation to the HPS and DOE that the kit has been received and will note its condition.

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APPENDIX A - AGENCY/ORGANIZATION CONTACTS

U.S. Department of Energy

Name	Affiliation	Address	Telephone	E-Mail
Boerner, Alex	ORISE	Oak Ridge	865-574-0951	Boerner@oro.gov
Gresalfi, Michael	ORNL	Washington DC	301-916-0509	Gresalfimj@ornl.gov
Meehan, Richard	Oak Ridge Operations Office	Oak Ridge	865-576-2598	Meehanrw@oro.doe.gov

U.S. State Department

Name (Title)	Affiliation	Address	Telephone	E-Mail
Jackson, David	DOS	Washington DC		
Stern, Warren	DOS	Washington DC	202-647-7326	
Goldman, Ira	U.S. Mission	Vienna, Austria		Igoldman@usia.co.at

International Atomic Energy Agency

Name (Title)	Affiliation	Address	Telephone	E-Mail
Gonzalez, Abel (Director, Division of Radiation & Waste Safety)	IAEA	Wagramer Strasse 5 P.O. Box 100 A1400 Vienna Austria	43-1-2600-22654	A.J.Gonzalez@iaea.org
Mrabit, Khammar (Head, Radiation Monitoring & Protection Services)	IAEA	Wagramer Strasse 5 P.O. Box 100 A1400 Vienna Austria	43-1-2600-22722	K.Mrabit@iaea.org

APPENDIX B - CHAPTER CONTACTS

Chapter	Principal POC	Telephone	E-Mail	Host Nation
East Tennessee	Eric Abelquist	865-576-3740	Abelquie@orau.gov	Estonia
Florida	Kevin Nelson	904-953-8978	nelson.kevin2@mayo.edu	Jamaica
Greater New York	Dennis Quinn	845-298-7596	Dquinn@cabreraservices.com	Portugal
New England				Portugal
North Carolina				Costa Rica
Northeast New York	Heide Voelk	518-262-3366	Voelkh@mail.amc.edu	Ecuador
Northern California	Howard Dickson	925-960-1731	Hwdickson@prodigy.net	Panama
South Texas	Susan Jablonski		SJABLONS@tnrcc.state.tx.us	Costa Rica
Western New York	Andy Karam	585-275-1473	Akaram@safety.rochester.edu	Philippines
Columbia	Ed Parsons	509-376-2876	Joe_E_Ed_Parsons@rl.gov	TBD

APPENDIX C - BASIC IAEA RADIATION SAFETY STANDARDS

To control the radiation exposure of workers, medical patients and the public, many countries have developed laws, which are supported by administrative measures and enforced by inspectors. Equally important is to have internationally agreed standards, and the International Atomic Energy Agency has played a lead role in developing and refining these. The IAEA together with the World Health Organization, International Labor Organization, OECD Nuclear Energy Agency, Food and Agriculture Organization and Pan American Health Organization recently revised and updated its International Basic Safety Standards (BSS) for protection against ionizing radiation and the safety of radiation sources (IAEA, 1996).

The new Standards are intended to ensure the safety of all types of radiation sources and to complement engineering safety standards developed for large and complex radiation sources, such as nuclear reactors and radioactive waste management facilities. The Standards are not mandatory, but can serve as a practical guide to all those involved in radiation protection, taking into account local situations, resources, etc. The BSS are enforced in all activities involving IAEA assistance and support.

A wealth of new information about radiation exposure over the past decade prompted the revision of the BSS. First and foremost, a study of the biological effects of radiation doses received by the survivors of the atomic bombing of Hiroshima and Nagasaki suggested that exposure to low-level radiation was more likely to cause harm than previously estimated. Other developments notably the nuclear accident at Three Mile Island in 1979 and that at Chernobyl in 1986, with its unprecedented transboundary contamination had a profound effect on the public perception of the potential danger from radiation exposure. There were serious accidents with radiation sources used in medicine and industry in Mexico, Brazil, El Salvador and other countries. In addition, more has been discovered about natural radiation such as household radon as a cause of concern for health. Finally, natural radiation exposures of workers such as miners, who were not thought of as radiation workers, were discovered to be much higher than had been realized.

PRINCIPLES OF RADIATION PROTECTION

The BSS apply to both "practices" and "interventions":

Practices are activities that add radiation exposure to that which people normally receive due to background radiation, or that increase the likelihood of incurring exposure. These include the use of radiation or radioactive substances for medical, industrial, agricultural, educational, training and research purposes and, of course, the generation of energy by nuclear power. Also included are facilities containing radioactive substances or devices such irradiation installations, mines and mills processing radioactive ores and radioactive waste management facilities.

Interventions are any activities that seek to reduce the existing radiation exposure, or the likelihood of incurring exposure.

These apply to both chronic exposure situations such as radon in buildings, and emergency situations such as those created by contamination in the aftermath of an accident.

Protection under the BSS is based on the principles of the International Commission on Radiological Protection, which can be summed up as follows:

- Justification of the practice. No practice involving exposure to radiation should be adopted unless it produces a benefit that outweighs the harm it causes or could cause.
- Optimization of protection. Radiation doses and risks should be kept as low as reasonably achievable economic and social factors being taken into account; constraints should be applied to dose or risk to prevent an unfair distribution of exposure or risk.
- Limitation of individual risk. Exposure of individuals should not exceed specified dose limits above which the dose or risk would be deemed unacceptable.

All three principles apply to the protection of workers and the public. However, to protect patients during the medical use of ionizing radiation only justification and optimization apply. Dose limits are not applicable to medical exposure, but guidance levels which show what is achievable by good practice may be established for use by medical practitioners. Dose limits are also inapplicable to interventions, which are concerned with reducing exposure.

The dose limits for practices are intended to ensure that no individual is committed to unacceptable risk due to radiation exposure. For the public the limit is 1 mSv in a year, or in special circumstances up to 5 mSv in a single year provided that the average does over five consecutive years does not exceed 1 mSv per year

The objective of the BSS is to prevent the occurrence of short term effects of high doses of radiation and to restrict the likelihood of occurrence of long term effects. Assuming that a practice is justified, the objective is achieved both by optimizing the protection of the exposed individuals and by ensuring the safety of the source of exposure.

For any justified interventions, the objective is achieved by keeping the individual doses lower than the threshold levels for deterministic effects and keeping all doses as low as reasonably achievable in the circumstances.

Justification of practices and interventions involves many factors, including social and political aspects, as well as radiological considerations. Some practical guidance on justification for practices and interventions is provided by the BSS, and some examples are provided here:

An intervention is justified if it is expected to achieve “more good than harm,” having regard to health, social and economic factors. Protective actions are nearly always justified if, in the absence of intervention, doses are expected to approach certain specified values related to deterministic effects.

Unjustified practices

- Addition of radioactive materials to food, beverages or cosmetics
- Use of radioactive materials in toys and jewelry
- Certain medical exposures, e.g., the exposure of population groups for mass screening, unless the benefit outweighs the risk

APPLICATION OF THE BASIC SAFETY STANDARDS

The BSS set out detailed requirements for practices and interventions to protect workers, patients and the general public from radiation exposure. They also recommend procedures for ensuring the safety of sources, for accident prevention, for emergency planning and preparedness and for mitigating the consequences of accidents. Although the majority are of a qualitative nature, the BSS also establish many requirements expressed in terms of restrictions or guidance on the dose that may be incurred by people. The range of doses spreads over four orders of magnitude, from ones that are so minute that they should be exempt from the requirements to doses that are large enough to make intervention almost mandatory.

Organizational Requirements

National governments usually have the responsibilities for enforcing radiation safety standards, generally through a system that includes a regulatory authority. In addition, governments usually provide for certain essential services for radiation protection and safety and for interventions that exceed or that complement the capabilities of regulators. The BSS can only be effectively applied when such a national infrastructure is firmly in place. In addition to legislation and regulations, the essential elements are:

- A Regulatory Authority. This should be empowered to authorize and inspect, and to enforce the legislation and regulations. It must have sufficient resources, including adequate numbers of trained personnel. There must be arrangements for detecting any build up of radioactive substances in the general environment, for disposing of radioactive waste and preparing for interventions, particularly during emergencies that could result in exposure of the public.
- Education, training and public information. There must be adequate arrangements and resources for these, as well as for the exchange of information among specialists. There must also be appropriate means of informing the public, its representatives and the information media about health and safety concerns.
- Facilities and services for radiation protection and safety must be well established at the national level. These include laboratories for personal dosimetry and environmental monitoring, and calibration and intercomparison of radiation measuring equipment; they could also include central registries for radiation dose records and information on equipment reliability.

Management requirements

To ensure radiation safety, the BSS promotes development of:

- A Safety Culture - that encourages a questioning and learning attitude to protection and safety, and discourages complacency.
- Quality Assurance Programs - that provide, as appropriate, adequate assurances that the specified requirements related to protection and safety are satisfied.
- Control of Human Factors - limiting, as far as practicable, the contribution of human error to accidents and other events that could give rise to exposures. This can be achieved by ensuring that all personnel on whom protection and safety depend are appropriately trained and qualified.
- Qualified experts - made available for providing advice on the observance of the BSS.

Technical Requirements

The BSS promotes sound technical planning and implementation through the following:

- Security of sources. Radiation sources must be kept secure so as to prevent theft or damage.
- Defense in depth. A multilayer system of protection and safety provisions commensurate with the radiation hazards involved is applied to sources, so that a failure at one layer is compensated for or corrected by subsequent layers.
- Good engineering practice. This reflects approved codes and standards, and must be supported by reliable management and organization to ensure protection and safety throughout the life of the sources.
- Verification of safety. Protection and safety measures for sources must be made in a way that they can be regularly monitored and verified for compliance. In addition, records should be kept of the results of monitoring and verification.

Transport of Radioactive Material

Additionally, radioactive substances have to be transported in accordance with the IAEA Regulations for the Safe Transport of Radioactive Material and with any applicable international convention.

Under the BSS, interventions apply to the following:

- Emergencies, where protective action is needed to reduce or avert temporary radiation exposures, including accidents at nuclear installations (for which emergency plans or procedures have been activated).

- Chronic exposure situations requiring remedial action to reduce or avert long-term radiation exposure. This includes exposure to radon in buildings and exposure to radioactive residues from past events.

APPENDIX D – EQUIPMENT AND INSTRUMENT DONATIONS

The Department of Energy (DOE) has expressed an interest in identifying surplus radiological instrumentation and equipment for donation to the RSWB Program. The DOE complex has a large potential stockpile of surplus radiological instrumentation. Specifically, the DOE National Center of Excellence for Metals Recycle (NMR), within the Assets Utilization Office of Oak Ridge Operations (ORO), Oak Ridge, Tennessee, is actively involved in an initiative to locate, accept, and evaluate surplus radiological instrumentation within the DOE complex.

Additionally, potential sources of surplus instrumentation from States, other federal agencies, and commercial entities (e.g., power reactors, instrument manufacturers and vendors), are being sought for inclusion in the RSWB Program. Since September 11, 2001, the supply of surplus radiological instrumentation has been in high demand by several agencies, notably the Office of Homeland Security. As a result, the future availability of instrumentation through ORO may become limited.

The DOE has developed a working relationship with The Oak Ridge National Recycle Center (TORNRC), a Tennessee-based private corporation established in July 1999 to recycle electronic products. TORNRC has an established, documented, and extensive process flow system incorporating receiving, sorting, equipment evaluations/triage (i.e., identifying, profiling, testing, rebuilding/repairing, etc.), quality assurance, and other aspects related to this initiative. The company leases a large warehouse facility (~50,000 sq. ft.) that has the needed space to store and process the large anticipated future receipt of surplus instrumentation from within the DOE complex and additional sources. Using TORNRC's capabilities furthers the goals of the RSWB Program by providing a physical focal point for the receipt, assessment, and distribution of surplus instrumentation and equipment.

Surplus instrumentation of particular interest includes hand-held dose rate meters (e.g., Civil Defense type instruments, etc.). In addition, electronic pulsers, microrem meters, and count rate meters used for contamination surveys are also being solicited. It is expected that other instrument types would be considered as well. The following surplus instrumentation is of particular interest for the RSWB Program:

- Hand-held dose rate meters (e.g., Civil Defense-type instruments, etc.)
 - Mid-range gamma meters
 - High-range gamma meters
- Mid-range beta probes(e.g., G-M probes of all types)
- Microrem meters
- Count rate meters (i.e., contamination survey applications)
- Electronic pulsers
- Pocket dosimeters and chargers
- Audible Alarming Radiation Detectors (Chirpers)
- Bench-top friskers, meters and other radiation counting systems

Instruments of potential interest include alpha probes and air samplers (including continuous air monitors). Ancillary materials and supplies include: instrument manuals, smears, batteries, instrument cables, check sources and instrument maintenance equipment and parts.

Donated survey instrumentation does not require calibration. Those considering donating surplus instrumentation should provide information that would allow classification of the item(s) into one of three principal categories: fully functional instrumentation, instrumentation that is potentially repairable, and spare parts (e.g., detector probes and handles, spare instrument casings, cables, circuit boards, etc.).

Plans to Assess Instrument Functionality

Personnel will initially evaluate and segregate each piece of instrumentation according to the assigned categories and the type(s) of instrumentation. Where possible, efforts will be made to match instruments and detectors. It may be necessary to make minor repairs to these instruments, or to provide batteries, cables, or check sources. These activities are considered a necessary prerequisite to determining potential instrument/detector functionality and instrument response to a radiation source. Without availability of these materials, the evaluation will be limited to qualitative assessments of instrument functionality.

To assess instrument functionality, one or more of the following operational and/or visual checks should be performed (as applicable to the instrument type):

- Extent of physical damage
- Verification of necessary internal components (readout device)
- Battery function
- High voltage
- Response to a reference (check) source
- Reset button function
- Audible response function
- Visual readout display function
- Operability of manual dose rate/count rate level range switches

For pocket ionization chambers, the presence of the “hairpiece” inside the device should be verified along with the lack of damage to the outer casing and the outer glass-viewing window.

Assessing the likelihood that instrument repair can be accomplished should include an evaluation of:

- The extent of physical damage - such as deformed/dented/broken surfaces - to the readout device (e.g., instrument casing or the pocket chamber).
- The extent of physical damage to the detector (e.g., visual confirmation of broken G-M pancake and alpha scintillation windows, suspected internal damage to components such as sodium iodide and plastic scintillation crystals, alpha and gamma photomultiplier tubes, etc.)

Those instruments that do not appear to meet either a “functional” or “repairable” category will either be categorized as spare parts or disposed of as scrap metal/trash.

A sufficiently detailed listing of the results should be documented as the evaluation proceeds. This should include the listing of instrument and detector/probe types by manufacturer, model number, serial number, designation of the assigned instrument grouping, listing of tested “pass/fail” items for each instrument, physical condition of the instrumentation, and any other particular characteristics worthy of note. Note: a detailed listing of radiological instruments (by type, serial number, etc.) to be used in radiation detection kits has already been initiated for the RSWB Program.

TORNRC is expected to assist the DOE with the evaluation of surplus instrumentation for functionality and “repairability” and eventual shipment overseas to IAEA identified countries. Additionally, TORNRC is experienced in packing and shipping logistics, a necessary and important component of the overseas initiative.

Plans for ETCHPS to Coordinate Calibration of Surplus Instrumentation

The East Tennessee Chapter of the Health Physics Society (ETCHPS) is planning to coordinate “calibration” services for these instruments through the use of its Affiliate members. Specifically, the ETCHPS Affiliate members have been asked if they would be willing to donate basic calibration services for these surplus instruments as they are made available to the RSWB Program. As a benefit (i.e., good public relations opportunity) to the Affiliate members who volunteer their calibration services, the host countries, the IAEA, the DOE and other entities will see the Affiliate member calibration stickers.

It is recognized that calibrating an instrument in the United States, then shipping it around the world may void its calibration, but the intent is to, at a minimum, ensure that the instruments are operational and “calibrated” prior to shipment overseas. The ETCHPS and its Affiliates will not be held liable once the calibrated surplus instruments leave their facilities.

Final evaluation and overseas shipment of surplus instrumentation will be arranged through DOE/ORO and will be coordinated through the Oak Ridge National Recycle Center located on the East Tennessee Technology Park (ETTP).

APPENDIX E – FOREIGN TRAVEL TIPS

The following information is provided as potentially useful information to Chapter members who may travel to their host countries.

Pre-travel Issues

Ensure your host picks hotels that are located in the safest part of town and when possible have good security. If possible, make travel arrangements using US flag carriers. Avoid scheduling through high-risk areas (the State Department provides current lists of sensitive countries to avoid). Make sure to take enough local currency with you, along with the hotel name and address in the local language, to pay a taxi, in case you miss your host at the airport. Purchase medical travel insurance and expense it as a miscellaneous item.

If you are military, do not use rank on travel documents or hotel reservations. Be prepared to hide your military or government ID card in case of a hijacking. The mere association with the military may incite the attackers to violence. Travel with a tourist passport, rather than an official one to reduce your profile. Select a window seat, as they offer more protection. Aisle seats bring you physically closer to the hijackers. Sit towards the rear of the plane. Generally the terrorists will stay center and forward to give them access to the cockpit. Seats at an emergency exit may provide an opportunity to escape.

Travel in civilian clothing when using commercial transportation. Do not wear distinctive military items such as organizational shirts, caps. Take every precaution to look “ordinary.” In a hijacking or other terrorist situation, people who “stand out” in some way are more likely to attract unwanted (if not fatal) attention from the terrorists.

Do not take reading material or items that may be offensive to the people in the country you are visiting. If you have medication, take at least twice as much as you anticipate needing – and in the original containers. If you need items like syringes, take along a letter of explanation from your doctor. Make a copy of important papers (passport, driver’s license, etc.) and carry those copies separately from the originals. If possible, do not drive or rent a car. Ask your host to provide transportation.

Make an effort to learn about the country you will be visiting before your trip. Lonely Planet, the Rough Guides, and the “Culture Shock” series all have excellent information about the history, culture, customs, and limited phrase books for a large number of countries, as do many web sites. Making this effort will help you show respect for your hosts, will help you get more from your visit, and will help your hosts to recognize that you are genuinely interested in them as a people. Being able to say basic phrases (please, thank you, hello, goodbye, nice to meet you, etc.) will also go far in assuring your hosts that you view them with respect. Such guides can also help you to avoid pitfalls that might otherwise give offense (i.e. pointing at someone with chopsticks in Japan, pointing the sole of your shoe at someone in Malaysia, patting someone on the head in Thailand, and so forth). In addition, it’s likely that you will have some time away from work during your visit – learning about the country you are visiting cannot help but make

your visit more enjoyable, as well as helping you come to a better understanding and appreciation of your hosts. Finally, there may be genuine cultural issues that will serve to make you a more effective instructor or communicator during your visit; it behooves you to try to understand these to make the most productive use of the time and money spent on a visit.

Precautions at the Airport

When you arrive, be prepared to give the immigration/customs officials an explanation for your visit and your hotel address. If at all possible, arrange to be met and dropped off at your final destination airport by a local representative. This will help speed the process of clearing customs, collecting your luggage (if you can, do not check in luggage and bring only carry on), and traveling to your hotel. Spend as little time as possible at the airport. While there, watch for suspicious activity, such as nervous passengers who maintain eye contact with others from a distance. Observe what people are carrying. Note behavior not consistent with that of others in the area. No matter where you are in the terminal, identify objects suitable for cover in the event of attack. Pillars, trash cans, luggage, large planters, counters, and furniture can provide protection. Do not linger near open public areas and do not sit near lockers. Try to keep your back to a wall. Quickly transit through security checkpoints, waiting rooms, commercial shops, and restaurants. Avoid secluded areas that provide concealment for attackers. Use concealed baggage tags. On baggage tags, use your name, phone number, and zip code, not city and state. Also, be aware of unattended baggage anywhere in the terminal. Exit the airport as soon as possible. When going through customs, stay at the edge of the crowd. Always report suspicious activity to the airport security personnel.

Precautions at the Hotel

Do not give anyone your room number. If possible, choose an inside hotel room. Sleep away from street-side windows. Ask for a room between the 2nd and 7th floors (Ground floors are primary targets and safety equipment will not be able to reach you on higher floors.) Learn the emergency exit route from your room. Always keep your room door locked and bolted. Leave lights on when leaving the room and hang the “do not disturb” sign on the door. Keep the room key in your possession at all times and always lock your room. Arrange knock signals. Answer the phone with “hello” and do not use your name. If there is knock on your door, look through the peep hole prior to saying anything. Do not accept deliveries to your room unless previously arranged and you are certain of the source and contents. Do not admit maintenance workers unless you have either called for them or checked their authenticity with the hotel desk. Do not talk about any sensitive company or government information on the phone – assume the phones are tapped. If you are traveling for business reasons, assume everyone is either a member of the local intelligence staff or will be debriefed by them. That includes the hotel clerk, the porters, the maid that cleans your room, the waitress that serves your food, the taxi cab driver – all can be used to gather information about you.

Precautions while Traveling

Look for signs of tampering (such as doors, hood, or trunk ajar). Look under your auto. Be alert when opening the door. If using a keyless remote entry device, be sure it is programmed to open only one door at a time, or else open the doors only at the last minute and lock them again immediately upon entering the car. Alternate parking places. Vary your routes to and from your workplace. Drive with the windows up and the doors locked. Always lock your car when leaving it. Avoid “choke points” and plan an escape route as you drive. Keep some distance between you and the car ahead to allow for evasive maneuvering. Stay in the outside lanes. Keep the gas tank at least half full. Be cautious of anything that causes you to make an abnormal stop. Watch mopeds and cycles closely. Do not pick up hitchhikers.

Be aware of your surroundings when traveling. Quite often the terrorist will perform surveillance before acting. Stay alert for the following indicators that someone nearby is stalking you. While you may not be the intended victim, you could be injured in the attack. Some off normal actions may include:

- Illegally parked vehicles
- Occupied parked vehicles
- Vehicles that move with you
- Vehicles that pass then park
- Erratic moves/driving
- Vehicles slowly maneuvering through turns and intersections
- Vehicles signaling for turns but do not
- Running through red lights
- Flashing lights between cars
- Pausing in traffic circles until target exits
- Speeding up/slowing down
- The same vehicle day after day, particularly if occupied
- Different vehicles occupied by the same people

General Precautions

Vary eating establishments and dine at moderate to expensive restaurants. Vary your shopping habits. Do not establish patterns! Avoid crowded areas and civil disturbances, when possible. Be alert when exiting bars and restaurants. In bars and restaurants, sit where you can see the entrance, and know where possible alternate exits are. Walk on the outside edge of sidewalks. This makes it harder for someone hiding in a doorway or alley to reach you. Walk facing oncoming traffic and be alert for the sound of a vehicle that passes you and stops suddenly. If carrying a purse, keep the purse on the side away from the street. Avoid high crime areas, just like you would in the States. The Embassy, local police, and the hotel staff can help guide you. Vendors, children, even mothers with children, have been used as distractions to aid pickpockets. Whenever possible, take a mobile phone with you and have your host and embassy phone numbers handy for assistance. As a backup, know how to use the local telephones (always keep

telephone change available). If attacked, don't yell "help!", instead yell "fire!" – it will attract more attention.

Know emergency numbers for police, ambulance, fire, and hospital. If asked about your job, give only general information and try not to identify yourself with the US government. Stay alert. Ensure the vehicle to be used is in safe working order.

It is recommended that you do not drive and ask your host to provide transportation. If you chose to drive, inspect the vehicle prior to use to include but not limited to: tires, lights, motor oil level, brakes and windshield wiper condition. Always plan the trip fully prior to leaving or returning. Drive with the vehicle doors locked. Keep plenty of gasoline in the vehicle's tank. Operate the vehicle in the safest manner road conditions will allow. Observe all traffic laws. Participate in defensive driving. Seat belt use is mandatory.

Use caution when in and around airports. Stay in area where there are other people. Use restroom facilities that are located near to public areas. Be aware of people around you. Travel as light as possible and always carry your luggage.

APPENDIX F – TRAINING

A key part of Chapter participation with a host country may be organizing training sessions to be delivered in the host country by Chapter experts. When this is the case, the following discussion provides basic information to assist in developing and conducting radiation safety training programs.

Language

It is assumed that all communications will be conducted in English unless the RSWB representative is conversant in the local language(s). We recommend that, prior to visiting a host nation, the instructor make an effort to learn some words in the local language, if only the very basic pleasantries. Most people do not expect foreigners to speak their language, and making the attempt to learn even a few words will go a long ways toward showing respect for your students, their culture, and their nation.

During all training, the instructor must be aware that the students likely speak English as a second language and their English language skills may be poor or non-existent. It is also likely that the instructor will have poor language skills in the host nation. In many cases, it is easier for the students to comprehend written English than spoken English, but only if the writing is easily legible. Instructors with poor handwriting are urged to use standard software packages to prepare slides, overheads, and handouts whenever possible. Doing so will also let the students pay more attention to the training because they will need to take fewer notes. Speaking at a slower tempo will also enhance understanding. Finally, given the above, it is important to remember that the students are very likely well-educated and very intelligent – in most cases, among the elite of their nation; instructors must not fall into the trap of becoming or appearing condescending to their students. It is vitally important to not confuse English language skills with other skills, any more than we would want our students to assume our intellectual incapacity simply because we do not speak their language.

On-the-job training (OJT)

OJT is training given at the place of employment, typically while performing tasks. Although OJT is typically understood to involve the performance of physical tasks, it can also include administrative work. Some benefits of OJT are that students learn by doing, giving them the opportunity to ask questions while performing a task, to watch a more experienced teacher, and to learn in an environment with only a few students. Many apprenticeship programs are heavily dependent on OJT, although such programs have the luxury of more instructor time than is likely in the RSWB program. In this program, OJT is expected to include classroom teaching as well as demonstrations and performance of practical factors. Ideally, these factors should be integrated into a coherent teaching plan to make the most of the time available. One possible sequence of training for visiting a host country would be:

Before visit:

- mail or e-mail training materials (lesson plans, lecture notes, procedures, etc.) and equipment (if applicable) to host nation for preliminary study and familiarization

During visit:

- initial classroom training to instruct students in the basic principles involved in the task(s)
- Classroom demonstrations in techniques to be used (or calculations to be performed)
- Demonstration of techniques to individual students (preferably 1 or 2 at a time)
- Supervised performance of techniques by students with instructor comments
- Supervised training given to new students by recent student, observed by the instructor

After visit:

- Follow-up correspondence, initiated by either side to “fill in” gaps in training, address questions, etc. as necessary

OJT must have a clear objective. Each student must understand the purpose of each lesson, the lesson should be broken down into a number of simple and discrete steps, and at the end of the training the student must be able to understand the significance of what they just learned. For example, it may be preferable to teach a student how to perform pre-survey checks on a radiation survey meter as an individual lesson because many of these checks are performed for all surveys. They should understand that the purpose of the checks is to ensure the meter’s operability and calibration, and that these checks are performed prior to conducting any radiation survey.

It may be helpful to teach processes (conducting radiation surveys, using a scintillation counter, performing a bioassay) by means of a standard operating procedure, including checklists where appropriate. By so doing, the students will be left with documents that can be adopted for later use, and they will leave with a better understanding of the rationale for the tasks they just learned. We suggest adapting SOPs already in use in your facility for this purpose, or using model procedures published by many regulatory organizations.

In general, it is best to concentrate on teaching a few fundamental procedures very well. Fundamentals (surveys, bioassays, scintillation counting, dose calculations, etc.) account for the majority of radiation safety work and they form the backbone of our profession. More involved processes and procedures can be taught at a later time, during visits to the US, towards the end of a visit, or during subsequent visits as appropriate.

Classroom teaching

Be sure to explore the potential opportunities for teaching at local institutions of learning that could continue the training using local resources after the initial RSWB training effort.

As always, remember to make use of typed handouts and slides and to speak clearly to your class. Try to communicate with your hosts prior to your visit to ensure you bring your slides and handouts in an appropriate format (i.e. will there be a computer projector, slide projector, overhead projector? Will there be photocopying equipment available? What computer equipment is available and what operating system(s) are in use?). Advance preparation will help you make the most of time spent in the classroom. It may also be helpful to ask a colleague (in the host nation or in the US) to help translate some of the most important slides into the local language to be absolutely certain that these points are understood correctly, and to print them out in the local script if necessary (in, for example, Asia, the Middle East, and Eastern Europe).

Many nations have different standards of formality than the US and in some nations is it considered a sign of disrespect to dress too casually in a workplace or learning environment. On the other hand, in some nations, wearing a coat and tie is considered too “Western” and is discouraged, and women are expected to cover their hair in most Islamic nations. Try to learn in advance from your hosts your expected attire so that your students pay attention to your teaching and not to your clothing.

The purpose for giving lectures varies, and no single set of rules covers all possibilities. Lectures that are introducing practical subjects (i.e. how to perform a radiological survey) often benefit from being short, succinct, and having demonstrations incorporated into the lesson plan. Lectures that are introducing background (or some advanced) materials are often necessarily more involved. It will help your students to absorb the materials if your lectures are well-organized, your lecture notes are handed out to students for their review, and if you summarize the most important points in writing as well as verbally. As noted above, the use of pre-printed materials is strongly advised, particularly in nations that use a different writing system than ours.

Demonstrating Equipment Operation

In theory, demonstrating the proper operation of equipment should rely less on language than classroom teaching. However, written and verbal communication is still necessary, if only to let a student know they are right or wrong. Demonstration of equipment operations should be preceded by a short lecture in which the principles behind the operation are reviewed. A checklist or procedure should be handed out before the operational training commences, and this procedure should be followed when you are demonstrating the equipment use. If you choose to stray from the written procedure, to

show various possible responses for example, you should make it very clear to your students that you are momentarily deviating from the procedure and why you are doing so. It is helpful to note such deviations in advance in your lesson plan so that your students expect them and are not confused.

As noted above, each demonstration should have a definite and limited objective that is clearly understood by all before the demonstration (or practical factor training) begins. This objective must be stated when the training begins and, after the training is completed, should be repeated so that the students are clear about what they have just learned. Following a demonstration, every effort should be made to watch each student perform the task just learned, giving feedback on their performance. Depending on the number of practical factors to be taught, the instructor may wish to make a list of all tasks and, as each student satisfactorily demonstrates competence in one, to check it off on the list.

TO: Richard J. Burk, Jr.
FROM: HPS 2004-2005 LAPC/LAAC Committee Chairs
DATE: January 31, 2005
RE: Midyear Meeting Committee/Section Reports

In response to your request of December 22, 2004, the attached joint report is provided for the Laboratory Accreditation Policy Committee and the Laboratory Accreditation Assessment Committee for inclusion in the Midyear Report for the 2005 New Orleans, Louisiana Meeting. A copy will be provided to our Board Liaison, Joe Alvarez. Please let us know if you should want additional information or any clarification.

Sincerely,

/S/
Sam Keith
Chair, LAPC

/S/
Chuan-Fu Wu
Chair, LAAC

Cc: Joe Alvarez

2005 Midyear Report for the LAPC and LAAC

Date of preparation: 27 January 2004

Committee/Section: Laboratory Accreditation Policy Committee (LACP) and
Laboratory Accreditation Assessment Committee (LAAC)

Chairperson(s): Sam Keith (Chair LAPC) and Chuan-Fu Wu (Chair LAAC)

Author(s) of report: LAPC: Sam Keith, Tom O'Connell, Chuan-Fu Wu, Rick
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Slowey, and Carl Gogolak
LAAC: Chuan-Fu Wu, Ronnie Minniti, Thomas Bratvold, James
Liu, Govind Rao, Michael Davidson, and Robert Kellner

Abstract of report:

This report addresses work the LAPC and LAAC have been doing since the 2004 annual meeting, plans to reaccredit a laboratory using our new procedures, and plans to provide a special session on lab accreditation at the 2005 annual meeting. It provides appreciative comments to the Board of Directors and the Executive Committee for their support of the HPSLAP. It also requests their continued support as we seek NACLA recognition.

Joint LAPC/LAAC Report
For 2005 Midyear Meeting

The LAPC and LAAC have actively engaged in Society work this year. We met at the 2004 annual meeting, where we (1) conducted two Professional Enrichment Program seminars on accreditation requirements and assessor technical training and (2) audited the HPSLAP record system. Our activities continued throughout the intervening time with frequent phone conferences, from which we were able to take the initial steps for recognition of the Health Physics Society as a National Accrediting Body under the National Cooperation for Laboratory Accreditation (NACLA). We are scheduled to meet at the 2005 midyear meeting to discuss progress towards our goals, entertain a new work proposal from an agency seeking accreditation in an area we don't currently cover, and develop the program for special session on accreditation to be given at the Spokane meeting...

HPSLAP Milestones and Future Planning Initiatives.

- Developed a business plan to chart the course for the goal of obtaining NACLA accreditation.
- In October 2004, sent a marketing oriented invitation letter to potential clients that identified the benefits of participating in the HPS Laboratory Accreditation Program. In an effort to reach as many companies as possible, a description of the expanded program was also announced in *HPS News*.
- Outreach to the membership via publishing an article in the January 2005 HPS Newsletter.
- The LAAC plans to audit K&S this spring to the new LAPC procedures that are compliant with ISO17025. This will be coordinated with NACLA, which would like to participate in such an audit as part of evaluating HPS toward receiving NACLA recognition. NACLA reports that this aspect of its recognition review is often its most difficult and time consuming to schedule with organizations that apply for recognition.
- Applications are being prepared for membership in and recognition by the National Cooperation for Laboratory Accreditation (NACLA).
- A special session on laboratory accreditation will be conducted during the 2005 annual meeting to identify progress by HPS in enhancing the quality of laboratory accreditation and to market the HPSLAP to the membership and affiliates. The special session was requested by the LAPC and LAAC, and approved by the Program Committee.

IMPORTANT COMMENTS.

Comment #1: The LAPC and LAAC thank the BOD for approving the LAPC's new procedures at the 2004 annual meeting

Background information: The new procedures were developed to comply with ISO 17025 (so as to provide national and international level compliance) and expand the HPS Laboratory Accreditation Program beyond laboratories that calibrate radiation survey meters to include those that supply NIST-traceable radioactive sources. It is these latter organizations that petitioned HPS to expand the accreditation program. The revised procedures will help facilitate HPS being recognized by NACLA as an accrediting body, and the resulting recognition is expected to increase the number of HPS accredited labs.

This recognition will elevate the stature of the Society by acknowledging to the scientific community that the HPS accreditation program meets international standards for quality.

Comment #2. The LAPC and LAAC also thank the Executive Committee for carefully reviewing and endorsing the HPSLAP Business Plan.

Background information. The approval of the Business Plan releases existing HPSLAP funds so they can be applied to satisfy fees charged by NACLA. This action underpins the desire by HPS to be recognized as an accrediting body by the National Cooperation for Laboratory Accreditation (NACLA). Candidate laboratories indicate that HPS accreditation will become appealing when HPS becomes recognized by NACLA. This action along with the BOD approval of the new procedures posture us to begin the NACLA recognition process.

RECOMMENDATION.

Recommendation #1: The HPSLAP recommends that the Board of Directors and the Executive Committee continue to support HPSLAP efforts to obtain NACLA recognition for HPS. The primary goal is to support health physicists in achieving quality survey meter and radioactive source calibrations. Two supplementary goals are to increase the number of HPS accredited labs and to become a revenue neutral part of the Society.

Background information: The LAPC is preparing applications for NACLA membership and recognition. The result is that HPS will become a nationally recognized laboratory accrediting body. This involves LAPC/LAAC effort and HPS financial support until the program reached revenue neutrality.

NACLA is an organization whose purpose is to recognize accrediting bodies that meet standards of national and international acceptability. To date, NACLA has recognized five accreditation bodies (ABs): the American Association for Laboratory Accreditation (A2LA); the American Industrial Hygiene Association (AIHA); the International Accreditation Service (IAS, formerly ICBO ES); the National Voluntary Laboratory Accreditation Program (NVLAP); and the Performance Review Institute (PRI-Nadcap).

The mutual recognition agreement signed by NACLA-recognized organizations establishes the equivalence of the competence of calibration and testing laboratories accredited by recognized accrediting bodies (e.g., the HPSLAP) and offers the market confidence in accepting the certificates and reports issued by those accredited laboratories. In essence, NACLA recognition will place our HPSLAP program on equal footing with NVLAP, other national accrediting bodies, and international accrediting bodies. It will give HPS a foothold in an area in which HPS members have intense professional interest and extensive knowledge, and for which our professional expertise is well suited and needed by calibration organizations. We believe that HPS can accredit instrument calibration laboratories for a sufficiently lower cost than NVLAP can, so laboratories which cannot afford NVLAP accreditation will now have the opportunity to become accredited. Since HPS is now the only accrediting body for manufacturers of NIST-traceable radioactive sources, those organizations will become our initial customers.

The NACLA website can be accessed at <http://www.nacla.net/default.htm>. There, one can find its procedures for recognizing accrediting bodies, such as the HPSLAP.

Official reports of Committees shall have the approval of a majority of the Committee. Where significant disagreement exists, a minority report should be appended to the majority report. This annual report had the support of a majority of our members, and a minority report was not indicated.

2005 Health Physics Society Mid-Year Report of the Legislation & Regulation Committee

January 26, 2005

Submitted by

*J. Scott Kirk, CHP
Chairperson*

Abstract: This report summarizes the activities of the Health Physics Society's (HPS) Legislation & Regulation Committee (L&RC) since the 2004 Annual Meeting in Washington, D.C. on July 11-15, 2004. The L&RC members have diverse regulatory, industrial and medical backgrounds. The L&RC coordinates its activities with the HPS Scientific & Public Issues Committee, as well as the Congressional and Federal Agency Liaison. Based on pending legislation and regulatory rulemaking, opportunities exist for HPS involvement to provide technical information to key decision makers reviewing legislation pertaining to radioactive waste management, operational health physics and homeland security. Most importantly, L&RC activities conducted in this reporting period have been successful at positioning the HPS to influence the 109th Congress to advance risk-based approaches to classifying Low-Level Radioactive Waste in a manner that offers cost effective waste disposal alternatives and, thus, optimizes the beneficial uses of nuclear technologies.

Highlights

The Health Physics Society's (HPS) Legislation & Regulation Committee (L&RC) is composed of knowledgeable individuals with regulatory, industrial and medical health physics backgrounds willing to draft position statements on key issues facing the HPS today. Requests for this information usually originate from an Executive Board member or the Congressional and Federal Agency liaison. In addition to tracking current legislation and rulemaking initiatives that affect the constituency of the HPS, the following activities highlight the contributions of the L&RC that have occurred over the past six months.

At the request of President Ray Guilmette, the L&RC prepared written public witness testimony for the United States Senate Energy and Natural Resources Committee's ("Committee") hearing on Low-Level Radioactive Waste Oversight that was held in Washington, D.C. on September 30, 2004. This testimony was prepared in response to a report by the General Accountability Office (GAO) titled, *Low-Level Radioactive Waste: Disposal Availability Adequate in the Short Term, but Oversight Needed to Identify Any Future Shortfalls*, issued in June 2004. As noted in the testimony, HPS was in general agreement with the majority of GAO's views related to consequences should the Barnwell SC facility prohibit access for disposal of Class B/C LLRW to the 36 states that do not belong to the Atlantic Compact after 2008. The written testimony encouraged the Committee to seek information on specific alternatives from industry and intergovernmental agency stakeholders that could expand the number of waste disposal sites and potentially reduce the cost of disposal for Class A LLRW. Information contained in approved HPS Position Statements and approved comments that were submitted in response to various rulemakings were used by the L&RC as the basis for the testimony that was submitted by President Guilmette in September 2004.

The L&RC provided talking points to support President Guilmette's interview by GAO pertaining to the aforementioned written testimony that was held on January 19, 2005. Written responses to these questions are currently being drafted for submittal to GAO by March 1, 2005. To our understanding, these responses will support GAO's next report on LLRW-Management, expected to be submitted to the Committee in the second quarter of 2005. Furthermore, information contained in this GAO report will be used to hold future hearings soon thereafter by the Senate.

In November 2004, a Working Group (WG) comprised of members from the L&RC and Organization of Agreement States (OAS) was charged with drafting a joint position statement and legislative language that would amend the Atomic Energy Act of 1954, as amended (AEA) to control acquisition, possession, use and disposal of "discrete" sources of Natural and Accelerator-Produced Radioactive Materials (NARM). The aim of the WG was to ensure uniform regulations for the safety (including risk-based disposal options) and security of "discrete" sources of NARM that were not adequately contained in the Senate bill S.2763 that was introduced by Senator Hillary Clinton in the 108th Congress. The HPS Scientific and Public Issues Committee (S&PIC) and OAS Chair, Jared Thompson approved the Position Statement titled *Congressional Action is Needed to Ensure Uniform Safety and Security Regulations for Certain Radioactive Materials* in early January 2005. This joint position statement, proposed legislative language and a forwarding letter was submitted to key Congressional and regulatory stakeholders requesting inclusion of these provisions in S.2763 during the 109th Congress.

Based on discussions between Nuclear Regulatory Commission (NRC) and OAS on January 26, 2005, the Commission appears to be supportive of the contents of the joint position statement and

legislative language of S.2763. The NRC has requested a teleconference to discuss the joint position statement and legislative language to S.2763 in the very near future. Members of the WG and the HPS Congressional and Federal Agency Liaison expect to participate in this teleconference and will provide additional information to the HPS Board of Directors at the mid-year meeting in New Orleans, LA.

At the request of Ken Kase, S&PIC Chair, the L&RC prepared comments regarding the 2005 International Commission on Radiological Protection (ICRP) Recommendations. Mr. Patrick McDermott drafted the comments for the L&RC recommending that the ICRP delay issuance of their overarching recommendations until such time that the foundation documents could be peer reviewed. In December 2004, these comments were forward to the S&PIC and incorporated into the HPS Comments on the *Draft for Consultation of the 2005 Recommendations of the ICRP* issued on December 26, 2004.

The L&RC held a teleconference with the Department of Energy (DOE) to discuss pending regulatory actions/rulemakings on September 14, 2004. Mr. Steve Layendecker scheduled the teleconference with the purpose of sharing insights into the process used by DOE to establish rules and internal agency directives, as well as to discuss emerging radiation protection issues.

Legislative & Regulatory Issues

The L&RC continues to track the following federal legislative actions, appropriation bills, and rulemaking initiatives.

Federal Legislation Issues

Dirty Bomb Legislation Senate Bill S.2763: Senator Hillary Clinton introduced Senate bill S.2763 to address protection of certain radioactive materials that could be used in a Radiological Dispersal Device (RDD) to the 108th Congress. This legislation was a culmination of other bills that were previously introduced to Congress [**details of these legislative bills, S.2684, S.350, S.131, and S.1043 are summarized below**] in the aftermath of the events of September 11, 2001.

Senate bill S.1043 introduced to the 108th Congress contained provisions that would amend the AEA to include certain Natural and Accelerator-Produced Radioactive Materials (NARM) that could be concentrated to levels that could be used in an RDD. These provisions would require NRC to regulate such materials in a manner consistent with other by-product, special nuclear materials, and source materials currently covered under AEA. However, since this legislation was important to the Senate, but of lesser priority than other more pressing bills (e.g., Energy Bill), it was introduced as a stand-alone bill in the 108th Congress. The strategy was elected to fulfill international agreements for imposing a centralized/uniform control for the import/export of high-risk sources of ²²⁶Ra¹. As such, Senator Clinton introduced Senate bill S.2763 that contained the exact language as that contained in S.1043. However, the legislative language in S.2763 did not contain disposal options for these sources of radioactive materials and this bill could have resulted in the generation of orphan sources.

To address the centralized control and disposal of discrete sources of NARM, President Guilmette established a Working Group (WG) to consist of members of the L&RC, Organization of Agreement States (OAS) and Conference of Radiation Control Program Directors (CRCPD)

¹ See *HPS, CRCPD, and OAS Join Forces to Pack Their Bags and Sit Together on the Next Train, First Joint Position Statement*, Keith Dinger, Health Physics News, January 2005.

charged with developing a joint position statement and legislative language. The WG was represented by Jim Tripodes, Jared Thompson (OAS Chair), Barbara Hamrick and Mike Guilley (CRCPD). Advisors to the WG included Keith Dinger, Ralph Andersen, April Chance, Tony Thompson, Chris Pugsley, and Charles Simmons. Mr. J. Scott Kirk served as Chair of the S.2763 WG.

The position statement called for Congressional action to ensure safety and security of “discrete” sources of NARM. Since State agencies have been regulating sources of NARM for decades, the position statement calls for the NRC to consult with state radiation control agencies to establish controls for the safe use, security and disposal of these sources. During the deliberations by the WG, it was understood early that regulating “diffuse” sources of NARM would be unworkable from the States perspective. Therefore, both the position statement and the proposed legislative language refer solely to “discrete” sources of NARM. As such, the position statement and legislative language calls for defining “discrete” sources of NARM during rulemaking that would involve interested stakeholders.

During deliberations it was agreed that disposals of discrete sources of NARM should be commensurate with the level of risk posed to human health and in a manner that would not cause inadvertent adverse consequences with implementation of the Low-Level Waste Policy Act of 1985. That said, the position statement and legislative language allows NRC to promulgate standards that would allow waste disposals at sites regulated by NRC under 10 CFR Part 61, RCRA Subtitle C sites and at sites regulated under Section 11.e(2) of the AEA.

The latter of the waste disposal provisions was intended to allow use of uranium mill tailings sites for disposal of discrete sources of radium and other natural occurring radioactive materials. Currently, the most hazardous sources of radioactivity disposed as 11.e(2) By-product material is radium. Consistent with Part N of the CRCPD’s *Suggested State Regulations*, the WG concluded that disposal of certain discrete sources of radium should be allowed at uranium mill tailings sites. It was also believed that disposal of other sources of NARM that pose less harm to public health than such discrete sources of radium should be allowed.

Under the Uranium Mill Tailing Radiation Control Act (UMTRCA), engineering and institutional controls are required to be maintained for periods of 200 and 1000 years, post closure. In addition, under the Act long-term custodial care is required to be maintained by the Department of Energy (DOE) in perpetuity. [It’s important to note that this regulatory framework provides for greater protection to public health than disposal of AEA materials at sites regulated under 10 CFR Part 61.] Under the Nuclear Waste Policy Act (NWPA), should materials other than those defined under Section 11.e(2) be disposed of at uranium mill tailings sites, then the Federal government or States are required to agree to maintain regulatory controls to protect public health. The WG believed that Federal governmental agencies should be empowered to more effectively regulate discrete sources of NARM and therefore elected to include a statement of equivalency between radioactive materials defined under Section 11e.(2) and other discrete sources of NARM (defined as 11.e(3) and 11.e(4) to the proposed legislative language).

Additionally, a letter was prepared by the WG that would forward the position statement and legislative language to key members of Congress and various federal agencies upon approval by both organizations. On January 14, 2005, the HPS/OAS joint position statement titled *Congressional Action is Needed to Ensure Uniform Safety and Security Regulations for Certain Radioactive Materials*, was transmitted to these stakeholders². This is the first position statement

² A news release was posted on the HPS website at <http://hps.org/newsandevents/societynews.html>.

that the HPS has chosen to seek partnership with another organization that shares a common aim of radiation protection.

Since the joint position statement and proposed legislative language was approved, NRC has expressed interest in discussing this joint effort with the HPS and OAS. In fact, Jared Thompson, representing the OAS, reported that during his discussions with NRC last week, they were supportive of the position statement and proposed legislative language. The NRC has requested a teleconference with the HPS and OAS to discuss these matters in more detail the week of January 31, 2005. The HPS Congressional and Federal Agency Liaison has been invited to participate in the teleconference and will provide further updates at the HPS Mid-Year Meeting in New Orleans, LA.

The L&RC recommends that HPS initiate further discussions with NRC to share our thoughts on the manner in which legislation and rulemaking on this topic should proceed. Discussions on the manner in which NRC should proceed need to include the newly appointed Commissioners Jaczko and Lyons. Furthermore, this recommendation is suggested considering that the NRC will need to amend 10 CFR 110 to impose import/export requirements to include discrete sources of ²²⁶Ra as discussed later in this report.

Dirty Bomb Legislation of 2002/2003: The L&RC has been tracking legislation related to federal actions needed for control of radioactive materials that could be used in a RDD. Legislation was originally proposed in the *Dirty Bomb Prevention Act of 2002* and was subsequently revised during the 107th Congress (S. 2684 and H.R. 5023, respectively). The latter of these bills proposed amending the Atomic Energy Act of 1954 to establish a task force to identify legislative and administrative action that can be taken to ensure the security of sealed sources of radioactive material. The Senate Committee on Environment and Public Works and House Subcommittee on Energy and Air Quality sponsored these legislative proposals. In the 108th Congress, Senator Hillary Clinton (New York) and Congressman Edward Markey (Massachusetts, 7th District) reintroduced this legislation as “The Dirty Bomb Prevention Action of 2003” (S.350 and H.R.891).

Nuclear Security Act of 2002: The *Nuclear Security Act of 2002* was intended to expand the scope of radioactive materials controlled under the AEA and define sensitive radioactive material as “material that is source material, byproduct, special nuclear materials, or any other radioactive material” regardless of whether the material is or has been licensed or regulated under the AEA. The thresholds for triggering additional regulatory controls for sensitive radioactive materials would be based on recommendations from a newly established Task Force consisting of 10 federal agencies and headed by the Chairman of the NRC. This legislation was placed on the Senate Legislative Calendar under General Orders, Calendar No. 747 on December 12, 2002. Senator Harry Reid (Nevada) reintroduced this bill (S.131) on January 9, 2003 and was subsequently referred to the Committee on Environment and Public Works. No further action on this legislation has since occurred.

In June 2002, the Secretary of Energy and the Chairman of the NRC met to address concerns raised about the possibility of malevolent acts involving the use of a Radiological Dispersal Device (RDD). To address these concerns the NRC and the Department of Energy (DOE) convened a Working Group (WG) that identified a list of radionuclides and thresholds above which tracking of identified sources would be recommended. The International Atomic Energy Commission recently conducted a similar study and the results are incorporated in the *Code of*

Conduct for the Safety and Security of Radioactive Sources (Volume 3, July 2003). Moreover, the NRC has adopted the IAEA methodology list in support of international cooperation on tracking high-risk sources.

To support this approach nationally, NRC directed Agreement States on November 18, 2003 to collect information from licensees regarding the types of sources currently possessed that may pose a concern to national security. More importantly, on January 12, 2004 the NRC issued an *Order for Additional Security Measures for Source Manufacturers and Distributors of High Risk Radioactive Sources* that required implementation of a series of security provisions³. Many of these provisions were based on the recommendations from the aforementioned WG. Specific information contained in the referenced Order is controlled as Safeguards Information and not available for public disclosure.

Nuclear Infrastructure Security Act of 2003: Senator Inhofe introduced legislation (S.1043) to amend the Atomic Energy Act of 1954 to require the NRC, in coordination with the Department of Homeland Security, to study and report to Congress on threats and vulnerabilities targeting nuclear facilities. This legislation was referred to the Committee on Environment and Public Works on May 15, 2003.

Major provisions of this bill include the following:

- Directs the NRC to: (1) revise design basis threats; (2) establish a system for the determination of threat levels; (3) require each licensee or certificate holder of a designated nuclear facility to revise its security plan and make necessary upgrades; (4) review the emergency response plan for each facility; (5) assign a Federal security coordinator to each NRC region; and (6) require fingerprinting of nuclear facility personnel for criminal history record checks.
- Amends the Energy Reorganization Act of 1974 to establish in the NRC the Office of Nuclear Security and Incident Response.
- Directs the NRC to establish a security response evaluation program to assess the ability of each designated nuclear facility to defend against threats in accordance with the facility's security plan.
- Amends the Atomic Energy Act of 1954 to: (1) redefine byproduct material to include accelerator-produced radioactive material; and (2) direct the NRC to promulgate requirements and standards for its acquisition, possession, transfer, use, or disposal of licensed materials.

The Energy Policy Act of 2003: This Act contains provisions (Section 944, *University Nuclear Science and Engineering Support*) requiring the Secretary of Energy to invest in human resources and infrastructure in the nuclear sciences and engineering and related fields (including health physics and nuclear and radiochemistry), consistent with departmental missions related to civilian nuclear research and development. In carrying out the program under this section, the Secretary

³ See Letter from NRC to Senator G.V. Voinovich, Chairman of the Subcommittee on Clean Air, Climate Change and Nuclear Safety, Committee on Environment and Public Works, dated March 9, 2004 at <http://www.nrc.gov/reading-rm/doc-collections/congress-docs/monthly-reports/2004/january.pdf#pagemode=bookmarks>

shall establish fellowship and faculty assistance programs, as well as provide support for fundamental research and encourage collaborative research among industry, national laboratories, and universities through the Nuclear Energy Research Initiative.

Section 946, *Alternatives To Industrial Radioactive Sources*, of the Act would require the Secretary of Energy to provide to Congress survey results regarding industrial applications of large radioactive sources. The Secretary is also responsible for developing alternatives to uses of such sources to ensure their application results in a reduction of safety, environmental, or proliferation risks to either workers using the sources or to the public. The L&RC will continue to track this legislation.

While the 108th Congress took no further actions, the Energy Policy Act is expected to be reintroduced in the 109th Congress.

H.R. 238 and H.R. 6: Congressman Sherwood L. Boehlert, (New York, 24th District) introduced H.R. 238, to provide for federal energy research, development, demonstration, and commercial application activities, and for other purposes. Portions of this bill include authorization supporting human resources and infrastructure in the nuclear sciences and related fields, specifically identifying health physics as one of the related sciences. Congressman W.J. Tauzin, also introduced similar provisions of this legislation from the 3rd District of Louisiana, as H.R. 6. The L&RC will continue to track these bills.

Senate Testimony

At the request of President Guilmette, the L&RC prepared public witness testimony⁴ to support the Senate Energy and Natural Resources Committee (“Committee”) hearing on Low-Level Radioactive Waste (LLRW) Oversight held on September 30, 2004. This hearing was intended to gather information regarding the impact should to the waste disposal site in Barnwell, South Carolina prohibit access to states that do not belong to the Atlantic Compact after 2008. Our testimony was submitted to the Committee on September 29, 2004.

The Committee relied on information contained in a report from the GAO titled, *Low-Level Radioactive Waste: Disposal Availability Adequate in the Short Term, but Oversight Needed to Identify Any Future Shortfalls*, issued in June 2004. This report primarily focused on the short-term impacts to licensees that would not have access to dispose of Class B/C LLRW. Moreover, the report discussed several potential alternatives that could resolve access to waste disposal of Class B/C wastes to the 36 states that do not belong to the Atlantic Compact. These alternatives focused mainly on issuance of a Class B/C license to Waste Control Specialists (WCS) for their facility located in Andrews, Texas and overcoming the current legislative impediments that prohibit disposal of Class B/C LLRW at the Envirocare of Utah (EOU) site in Clive, Utah.

The GAO report noted that disposal capacity at EOU was sufficient to handle the nation’s need for Class A LLRW for the next 20 years. In addition, limited information was contained in this report regarding pending rulemaking by the Environmental Protection Agency (EPA) that would allow disposal of Low-Activity Radioactive Waste (LARW) and Low-Activity Mixed Waste (LAMW) at sites regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA).

⁴ The Public Witness Testimony is located at <http://hps.org/newsandevents/newsarchive/oldnews439.html>.

The public witness testimony submitted by the HPS agreed with the general content of the GAO report. However, additional information was provided that encouraged the Committee to seek additional information regarding current rulemakings that could significantly reduce the disposal costs for Class A LLRW. Our testimony noted that while disposal capacity for Class A LLRW site was adequate for the foreseeable future at the EOU site, lack of competition has resulted in excess waste disposal cost. Moreover, since the EOU facility prohibits disposal of sealed radioactive sources and biomedical “tissue” waste containing radioactive materials, generators of these waste streams will be significantly impacted should access be prohibited to the Barnwell facility to non-compact member states after 2008. As such, we recommended the Committee seek additional information from the federal and state regulatory agencies to ensure adequate funding is appropriated to maintain the Orphan Source Recovery Program.

Our testimony encouraged the Committee to seek information necessary to support EPA’s Advanced Notice of Proposed Rulemaking (ANPR) titled, *Approaches to an Integrated Framework for Management and Disposal of Low-Level Radioactive Waste* and the NRC’s rulemaking for Controlling the Disposition of Solid Materials. To support our views on this matter, we shared with the Committee a framework contained in the National Council on Radiation Protection and Measurements Report No. 139 titled, *Risk-Based Classification of Radioactive and Hazardous Chemical Wastes*. Use of this framework was presented as a means to inform the Committee about changing the classification of radioactive and hazardous wastes from an origin-based approach to one that is reflective of the risk posed to public health. We also shared information with the Committee regarding a non-regulatory approach for liberalizing NRC’s existing policy for disposal of non-11.e(2) by-product materials at uranium mill tailings sites as proposed in a “White Paper” prepared by the National Mining Association and the Fuel Cycle Facility Forum. This White Paper was submitted to EPA in response to the aforementioned ANPR.

The GAO has since been chartered to prepare a follow-up report for the Committee to seek ways to improve the current framework for disposal of LLRW. On January 19, 2005, GOA scheduled an interview with President Guilmette with the purpose of gathering additional information pertaining to the HPS’ public witness testimony. To assist President Guilmette, L&RC prepared responses to a list of questions submitted by GAO prior to the January 19, 2005 meeting. In addition, follow-up written responses, currently being prepared by the L&RC to formally address GAO questions, are scheduled to be submitted by March 1, 2005. It is anticipated that GOA will issue the next report in the second quarter of 2005 to support further Senate hearings on this topic soon thereafter.

The L&RC believes that this effort will position the HPS to influence future changes in the manner in which radioactive wastes are managed in the United States.

Regulatory Issues

NRC Issues Proposed Rule for Import/Export of High Risk Sources: The NRC issued a proposed rule titled, *Export and Import of Nuclear Equipment and Radioactive Materials: Security Policy* for public comment on September 16, 2004⁵. The purpose of this proposed rule is to impose additional security measures (ASMs) for importing and exporting “high-risk” sources that could be used in an RDD or Radiological Exposure Device (RED). This proposed rule would be codified in 10 CFR Part 110 *Export and Import of Nuclear Equipment and Radioactive Materials*.

⁵ See Federal Register, Volume 69, Number 179, pp. 55785-55790, published on September 16, 2004.

The proposed rule lists thresholds for defining Category I and Category II high-risk sources consistent with those contained in the *IAEA Code of Conduct on the Safety and Security of Radioactive Sources*. The purpose of this rule is intended to harmonize the international framework for controlling high-risk sources to ensure that such sources are not diverted for illicit purposes. As such, either the importing or exporting licensees that wish to import/export sources listed in Category I would be required to ensure that the receiving country is notified and has received their consent prior to shipment. However, the consent to import Category I sources is required to be facilitated on a government-to-government basis (i.e., State Department and/or approval by the Commissioners). In addition, the receiving country is required to ensure that the licensee is authorized and administratively and technically capable of safeguarding such sources prior to their importation to the receiving country.

For shipments of Category II sources, notification is required to be initiated, via an import/export license, prior to authorizing such shipments of these sources to the host country.

In December 2004, NRC issued a Confirmatory Order for all material licensees that transport Category I quantities of high-risk sources. This Confirmatory Order imposes additional security requirements for the shipments of these sources. Since the Confirmatory Order contained sensitive information and is protected from release to the public, additional information on its nature and content may not be released.

As noted in the proposed rule, while discrete sources of ²²⁶Ra are included in the *IAEA Code of Conduct on the Safety and Security of Radioactive Sources*, NRC does not have authority under AEA to regulate the import/export of this radionuclide. Therefore, future rulemaking to revise 10 CFR Part 110 will be required by NRC should Congress enact legislation such as that jointly proposed by the HPS and OAS under S.2763.

The comment period for the proposed rule expired on November 30, 2004. The NRC has scheduled a meeting to discuss their deliberations on comments received and issuance of the final rule for February 19, 2005. The L&RC will continue to track this rulemaking and provide additional information as needed.

EPA Issues an Advance Notice of Proposed Rulemaking: On November 18, 2003, the Environmental Protection Agency (EPA) requested comments on an Advance Notice of Proposed Rulemaking (ANPR) titled *Approaches to an Integrated Framework for Management and Disposal of Low-Level Radioactive Waste*⁶. The purpose of this ANPR was to solicit information regarding options the EPA should consider in promoting a consistent framework for the disposal of Low-Activity Mixed Waste (LAMW) and Low-Activity Radioactive Waste (LARW). Moreover, the EPA requested comments on the approaches that may be used to reduce the burden of dual regulatory authority regarding disposal of certain quantities of licensed materials that contain LARW.

The EPA requested comments on applying concentration or dose-based thresholds for defining LARW, the appropriateness of adopting either “performance-based” or “technology-based” standards in this rule, and regulatory requirements relevant to post-closure site care. Should the EPA elect to proceed with this rulemaking, approximately twenty sites that are currently used for disposal of hazardous wastes (under RCRA Subtitle C) may be used for disposal of LARW. The

⁶ EPA published an Advance Notice of Proposed Rulemaking in the Federal Register, Volume 68, Number 222, on November 18, 2003.

EPA indicated that the current lack of disposal options may lead to mishandling of these wastes and the elimination of research and medical diagnostic care resulting in less than optimum health care.

The ANPR acknowledges that a coherent framework to adequately manage LARW will require an agreement between the EPA and the NRC. In fact, the ANPR referenced a previous rulemaking that exempts hazardous waste generators from some RCRA requirements provided that such “mixed wastes” are disposed of in compliance with NRC requirements under 10 CFR Part 61. As noted in the ANPR, a similar concept that allows the disposal of LARW in conformance with RCRA Subtitle C requirements may serve to reduce unnecessary regulatory burdens while still providing the same margin of protection to human health and the environment. The EPA presented this concept during a workshop to discuss *Alternatives to Disposal of Solid Materials* held by the NRC in Rockville, Maryland on May 21-22, 2003.

Since the comment period for the ANPR closed on May 17, 2004, EPA has been reviewing comments received and deciding how to proceed with any future actions. Currently, EPA has resource constraints due largely to addressing the Court’s recent ruling on Yucca Mountain. According to EPA, additional information on the ANPR will be posted on their website. The L&RC will continue to solicit information from EPA to advise the HPS on the status of the ANPR.

Clearance of Solid Materials: The NRC released its decision to address *Controlling the Disposition of Solid Materials* on October 25, 2002. The Commission directed its staff to complete this rulemaking within 3 years (see SECY-02-0133, July 15, 2002). To support these efforts, the Commissioners approved the staff’s Rulemaking Plan⁷ that provides a schedule and milestones necessary to complete the rulemaking process. Major milestones identified in the rulemaking plan include issuing of the proposed rule, a draft Generic Environmental Impact Statement (GEIS) and supporting regulatory guidance for public comment by September 2004. As noted in the rulemaking plan, the final rule is scheduled for completion in November 2005.

As described in SECY-02-0133, NRC staff was directed to draw on information received from previous public workshops, as well as from other national and international initiatives to avoid duplication of efforts and to focus future stakeholder meetings on obtaining substantially new input. The staff is also to consider the benefits of endorsing *Surface and Volume Radioactivity Standards for Clearance* (ANSI/HPS N13.12-1999).

To implement the Commissioner’s directive, the NRC held a workshop in Rockville, Maryland on May 21-22, 2003 to discuss various alternatives for defining the scope of the GEIS that will support the rulemaking. The L&RC assisted in the preparation of comments on this rulemaking and environmental scoping process⁸ on behalf of the HPS that were submitted to the NRC on June 13, 2003. These comments specifically encouraged the NRC to consult with other Federal and State agencies in its role in promulgating radiation protection standards in support of alternative disposals at RCRA facilities.

⁷ See http://ruleforum.llnl.gov/cgi-bin/downloader/SM_RFC_lib/515-0043.pdf for the referenced Rulemaking Plan.

⁸ The NRC requested comments on the scope of the proposed rulemaking in the Federal Register, *Rulemaking on Controlling the Disposition of Solid Materials: Scoping Process for Environmental Issues and Notice of Workshop*, Volume 68, Number 40, dated February 28, 2003.

Since no prohibitions for disposals of AEA materials are specified under RCRA, a rulemaking by the NRC (not EPA) will be specifically required to allow disposal of LARW at RCRA Subtitle C facilities. This regulatory action would involve NRC deferring its authority to EPA to ensure disposals of LARW are compliant with RCRA.

As specified in the rulemaking plan, the Commissioners were expected to provide direction to staff regarding the manner in which to proceed with this rulemaking in July 2004. The proposed rule is expected to contain a generic dose-based standard of one millirem per year and a provision to prohibit clearance that involves recycling or practices otherwise prohibited by state or local statutes. Limits of surface and volumetric criteria, as well as methods needed to demonstrate compliance with the proposed dose standard are expected to be contained in regulatory guidance. While the proposed rule (including the supporting regulatory guidance and generic environmental impact statement) was expected to be issued for public comment in September 2004, the schedule has been delayed until March 2005. It is unclear whether or not the final rulemaking will be completed in November 2005 as originally planned.

The L&RC recommends that the HPS President and the Congressional & Federal Agency Liaison encourage the NRC to include a provision within the scope of this rulemaking that includes conditional release of AEA materials at Subtitle C facilities. In addition, we encourage the HPS President and the Congressional & Federal Agency Liaison to stay engaged with NRC considering the controversy that this rulemaking is expected to generate by the anti-nuclear community.

Transfer of Certain Source Material by Specific Licensees: The NRC proposed an amendment to its regulations requiring approval for transfers from licensees of low-concentrations of source materials (less than 0.05 percent by weight uranium/thorium) that are currently exempt from licensing. The objective of this proposed action is to require licensing of source materials in instances where a member of the public may receive an exposure to radiation at levels exceeding the dose standard specified in 10 CFR 20.1301(a)(1). The NRC had previously assessed instances where source materials were present at concentrations less than 0.05 percent by weight uranium or thorium, but which could potentially expose members of the public to radiation in excess of 100 millirem per year. To address this issue, the NRC issued the proposed rule on August 28, 2002 (Federal Register, Vol. 67, No. 167, pp. 55175- 55179) that would require issuance of a radioactive materials license, in some circumstances, for possessing certain source materials. The NRC requested public comments on the rulemaking by November 12, 2002. As recommended by the Commissioners in response to Staff Requirements Memorandum (SECY-99-259), an Interagency Jurisdictional Working Group (JWG) was convened to evaluate the best approach to delineate the responsibilities of the NRC and other federal and state agencies regarding the source materials containing concentrations of less than 0.05 percent by weight uranium and thorium. This JWG included representatives from the Occupational Safety & Health Administration (OSHA), Agreement States, NRC, EPA, the Nuclear Energy Institute (NEI) and industry groups. The JWG recommended that the NRC no longer use material concentration (i.e., lesser or greater than 0.05 wt.% uranium or thorium) to determine whether or not a source material is licensable. Moreover, the general consensus of the JWG included recommendations to limit NRC jurisdiction to regulate uranium and thorium to the extent that such source material is extracted and purposefully concentrated. All other uranium and thorium incidental to the processing would be considered NORM/TENORM. These waste materials would be regulated

under existing standards/regulations. As noted by the JWG⁹, this approach would serve to “clarify jurisdictional responsibilities, limit what could be described as de-facto regulation, and provide more consistency within NRC regulations.”

In a related policy directive¹⁰, the NRC addressed the dose constraints that may be imposed for land disposals of source material containing less than 0.05 wt. % uranium/thorium. As noted in this policy directive, transfer of such source material for land disposal at facilities regulated under RCRA Subtitle C may be appropriate provided that a member of the public does not receive an effective dose greater than 0.25 mSv/yr. In addition, the policy directive discusses related rulemaking for the Disposition of Solid Materials and the aforementioned ANPR for the integrated framework for disposal of LLRW recently noticed by EPA.

Further action on this rulemaking has been postponed until the Commissioners complete a review of information and recommendations from their staff and the JWG.

Other L&RC Activities

ICRP 2005 Recommendations: Mr. Patrick McDermott prepared comments on the 2005 Recommendations of the International Commission on Radiological Protection on behalf of the L&RC. The comments prepared by Patrick were submitted to Ken in early December 2005. The majority of Patrick’s positions were included in the comments that were submitted by the HPS to ICRP on December 26, 2004.

Patrick noted that many aspects of the ICRP 2005 document were difficult to comment on in more detail given that the foundation documents supporting the recommendations have yet to be developed. Patrick also noted that the Tissue Weighting Factors, with the exception of the gonads and hereditary effects, are subject to rounding for mathematical ease and not based on science. The loss of publication of ALI values in the ICRP recommendations was identified as a practice that should be avoided

Patrick’s comments discussed misapplications of terminology used in the 2005 ICRP Recommendations, most notable of which was use of published “constraints.” As discussed in the comments, ICRP defended the constraint concept and separated it from a dose limit by stating that the constraint was only for exposure to a single source while dose limits are from all sources. However, this failed to adequately address occupationally exposed population(s) receiving their annual occupational doses from what would reasonably be considered a single source. Moreover, use of term “constraint” was ambiguous and could be misinterpreted as “dose limit.” One of the most significant comments provided was a recommendation which cautioned against developing a new framework to protect the environment similar to that in place for protecting human health.

Teleconference with the Department of Energy: Mr. Steve Layendecker arranged a teleconference with senior DOE staff on September 14, 2004. As Steve mentioned at our Annual Meeting in Washington, D.C., most of the dialog that had previously been reported by the L&RC addressed issues underway by EPA and NRC. Steve volunteered to arrange a teleconference so that DOE could share information on Directives, Orders and potential rulemakings that could

⁹See *Interagency Jurisdictional Working Group Evaluating the Regulation of Low-Level Source Material or Materials containing Less than 0.05 Percent by Weight Concentration Uranium/Thorium*, SECY-03-0069, dated May 1, 2003.

¹⁰ See *Update on Proposed Rule Changes to 10 CFR 40.51*, SECY-03-0106, dated Jun 24, 2003,

affect the constituency of the HPS. Of the topics discussed in the teleconference the following are the most salient:

- Scrap Metal Moratorium/Suspension: DOE noted that they are currently developing an EIS to evaluate the resumption of scrap metal recycling (and other alternatives as required under the National Environmental Policy Act). In addition, they noted that resumption of scrap metal recycling was also contingent, to some degree, on NRC moving forward with a rulemaking for Controlling the Disposition of Solid Materials. In fact, DOE is a cosponsor of the GEIS supporting this rulemaking. DOE stated that while NRC's rulemaking was not applicable, they could adopt its general principles as a matter of Policy (e.g., DOE Order 5405.5).
- Update on 10 CFR 843: DOE stated that once the *Federal Guidance for Members of the Public* is issued they would most likely proceed with rulemaking under 10 CFR 834. DOE noted that this rulemaking might also include criteria for scrap metal recycling.

[Each of the federal agencies responsible for reaching consensus on this Federal Guidance have agreed with its content. This Federal Guidance is currently with the Office of Management and Budget and may be issued for public comment later in 2005.]

- Radiosensitive Sources: DOE provided an update on their efforts of supporting the Orphan Source Recovery Program. They noted that the OSRP was a joint effort with NRC and that an EIS is currently under development for dispositioning the GTCC sources.
- Efforts to Revise the Protective Action Guides (PAGs): DOE is currently part of the WG responsible for revising the PAGs. The operational guidance needed to assist emergency response agencies/personnel is currently under development. Once the PAGs are finalized it is expected that the operational guidance will be released for general use and posted on DOE's website.

Conclusion

The L&RC recommends specific action items be undertaken related to the public witness testimony that was provided to the Senate Energy and Natural Resources Committee. These actions items include continued dialog with GAO. These efforts should result in affecting the nature and content of information pertaining to alternatives needed to reduce waste disposal costs and actions that may be needed to: (1) reclassify radioactive wastes commensurate with the risk they pose to public health, and (2) revise and/or amend the LLWPAA.

The L&RC also recommends that HPS continue to interface with the Senate and regulatory stakeholders regarding implementation of the joint HPS and OAS Position Statement *Congressional Action is Needed to Ensure Uniform Safety and Security Regulations for Certain Radioactive Materials*.

Lastly, the L&RC recommends that the HPS President and the Congressional & Federal Agency Liaison continue the dialog that encourages the EPA and NRC to take the necessary actions to allow disposal of LARW at sites regulated under RCRA, Subtitle C. In support of this objective, the L&RC will continue to provide assistance needed to address these rulemaking initiatives.

To: Health Physics Society Executive Board

January 21, 2005

From: Theresa Aldridge, LAC Chair

Subject: 2005 ANNUAL MEETING LOCAL ARRANGEMENTS (LAC)
COMMITTEE REPORT TO HPS EXECUTIVE BOARD

Dear Sirs:

Background

1. Requests for sponsorship of meeting events and prizes or commemorative items, has been submitted to the Secretariat for inclusion into the packet that is provided to vendors attending the 2005 Annual meeting.
2. Recommendations for President's Reception were provided to Ray Guilmette for review and decision.
3. Night out activities are being planned. Final selection of night out is anticipated to be January 27, 2005.
4. Special plenary session is being planned and coordinated with the Program Committee, Historical Committee and the Secretariat. This special session will feature invited Pulitzer Prize Winning author Richard Rhodes.
5. One of the technical tours that has been scheduled is a special Hanford Site B-Reactor Technical Tour.

Recommendation for Action

1. No action required
2. Approval of location for President's Reception
3. No action required.
3. No action required.

The 2005 Annual Meeting Local Arrangements Committee (LAC) actions and responsibilities are on schedule.

HPS Membership Committee

2005 Mid-Year Report

January 31, 2005

Prepared by Joel R. Hoyt, Membership Committee Chair

Abstract

The Membership Committee continues to review applications for plenary membership. Current membership levels are summarized in this report. Additionally, the Committee is addressing several issues including the development of recommendations for new membership categories; and coordinating mentoring activities for the 50th Annual Meeting.

2005 Mid-Year Report of the HPS Membership Committee

The Membership Committee continues to review new applications for plenary membership. Table 1-3 summarizes the membership distribution as of December 2004, June 2004, and December 2003, respectively.

Table 1. HPS Membership Distribution – December 2004

Membership Type	Paid	Arrears	Total
Plenary	3,413	212	3,625
Associate	1,114	240	1,354
Emeritus	592	23	615
Student	160	53	213
Affiliates	68	12	80
Section Only	0	2	2
Life	43	0	43
Fellow	113	2	115
Total	5,503	544	6,047

Table 2. HPS Membership Distribution – June 2004

Membership Type	Paid	Arrears	Total
Plenary	3,396	230	3,626
Associate	979	261	1,240
Emeritus	531	26	557
Student	140	59	199
Affiliates	45	34	79
Section Only	1	2	3
Life	41	0	41
Fellow	90	2	92
Total	5,223	614	5,837

Table 3. HPS Membership Distribution – December 2003

Membership Type	Paid	Arrears	Total
Plenary	3,626	225	3,851
Associate	1,031	177	1,208
Emeritus	552	21	573
Student	153	35	188
Affiliates	65	12	77
Section Only	2	2	4
Life	42	0	42
Fellow	91	3	94
Total	5,562	475	6,037

Of note, in reviewing these data:

- A 0.2% decrease in the total number of members.
- A 1.1% decrease in the number of paid members.
- A 14.5% increase in the relative number of members in arrears.
- A 5.9% decrease in the total number of Plenary Members.
- A 12.1% increase in the number of Associate Members.
- An 13.3% increase in the total number of Student Members.
- An 3.9% increase in the total number of Affiliate Members.
- A net collective gain of 20 Plenary and Associate Members.
-

The decrease in the total number of members may be statistically insignificant, but is consistent with Society membership trends over the past decade. This includes a loss of 226 Plenary Members last year. Recent past surveys of such “lost members” have typically recovered responses along the lines that they are not seeing value from their memberships commensurate with the cost, which for several was due to the lost funding/ability to attend Annual Meetings.

The Membership Committee has made only nominal progress towards its two major objectives: developing recommendations for new membership classifications, and planning and initiating a pilot recruitment initiative for science teachers. The Board authorized \$3000, to support the latter initiative, at the 2004 Annual Meeting. Due to the lack of progress to-date, it is recommended that the Board consider reprogramming these funds. The Committee will work on a recruitment plan, but it is unlikely that we will be in a position to execute the plan before June.

REQUEST: Consider reprogramming funding ear-marked for 2004-2005 Science Teacher Recruitment Initiative.

The Committee will also work to develop a set of recommendations relative to membership categories, for Board consideration at the 2005 Annual Meeting. Finally, the Committee will soon begin to distribute information concerning the Mentoring Program. Feedback from students and the Academic Education Committee indicated that the Mentoring program would likely be better received by students if rather than a registration process, we offered students the opportunity to participate at a social meeting on Sunday or Monday of the Annual Meeting. As stated, the Committee will be working on that program between now and June.

NOMINATING COMMITTEE REPORT

TO THE HPS BOARD OF DIRECTORS
MID-YEAR MEETING

February 13, 2005

Prepared January 13, 2005
By: Paul S. Rohwer, Committee Chair

Abstract

This report is a summary of HPS Nominating Committee activities following its meeting during the 2004 Society Annual Meeting in Washington, D.C. thru January 13, 2005. The committee plans to meet during the Society's Annual Meeting in Spokane, WA. The committee has no requests for Board action.

Body of the Report

2005 Election – Immediately following the committee meeting in Washington, D.C. attention was focused on finalizing the slate of candidates for the 2005 election. Each of the selected candidates was contacted and confirmed in writing their availability to be a candidate and their willingness to serve if elected. Due to the very limited number of nominees for President-elect there was no alternate candidate for that position. The following strong slate of candidates was selected by the committee and reported to the Society Executive Committee on September 28, 2004:

President-elect:

Brian Dodd
Kevin L. Nelson

Treasurer-elect:

David J. Allard
Cindy Boggs

Board of Directors:

Ralph L. Andersen
Armin Ansari
Lisa M. Bosworth
Gregory R. Komp
Michael Lewandowski
Kathleen L. Shingleton

2006 Election – The call for nominations for the 2006 was initiated in November 2004 and is ongoing. Notices have appeared in the December 2004 and January 2005 issues of *Health Physics News* and on the HPS Website. Chapter and Section Presidents and Committee Chairs have been contacted by email requesting nominations. Unsuccessful nominees from the last three elections are being contacted to determine if they are available to again be considered by the Nominating Committee as a potential candidate for the office for which they were recommended. Nominating Committee members are also making person contacts to encourage well-qualified potential candidates.

Recommendations for Board Action - None

TITLE PAGE

**Report To the Board of Directors at the
38th Midyear Topical Meeting of the
Health Physics Society**

Prepared: January 16, 2005

Committee: Presidents Emeritus

Chairperson: Keith H. Dinger

Author of the report: Keith H. Dinger

Abstract:

The Presidents Emeritus Committee Working Group is responsible for the selection of internationally recognized individuals who present papers at meetings of the Society who are designated as Morgan Lecturers, for the distribution of earnings from the G. William Morgan Trust Fund to support selected Morgan Lecturers, and for selection of a Landauer Lecturer for the Plenary Session of the Annual Meeting of the Society. To date, the Committee has selected one individual as a Morgan Lecturer for the 38th Midyear Topical meeting of the Society in New Orleans, two individuals as Morgan Lecturers, one individual as Landauer Lecturer, and an expectation of receiving at least two more proposals for Morgan Lectures for the 50th Annual Meeting of the Society in Spokane. **The Committee requests the Board approve a change to Rule 7.1.19, which would eliminate an inconsistency in designating the chair of the Committee.**

REPORT:

Recommendation for action: The Committee requests the Board approve a change to rule 7.1.19 to eliminate an inconsistency in the designation of the chair of the Committee. The proposed change is attached and is being submitted to the Rules Committee at the time of submitting this report.

Background on requested action: The Board approved a change to the membership of the Awards Committee at the 37th Midyear meeting. The Presidents Emeritus Committee rule, Rule 7.1.19, designated the chair of the Committee based on the end of the individual's term on the Awards Committee. With the change last year to the Awards Committee, a table in Rule 7.1.19 showing the service of a President elect/President/Past President/President Emeritus individual was changed to reflect the Awards Committee change but the wording in the rule designating the chair of the Committee was not changed. This proposed change ties the chair of the Committee to the time of service in the Presidents Emeritus Committee and not to service on other committees to make the description consistent with the table.

Background on Committee operations: In November 2004 the Committee put out a call to all "Potential Requestors" for Morgan Lecturers for the Midyear and Annual meetings and Landauer Lecturers for the annual meeting. The Committee had received one "unsolicited" proposal for a Morgan Lecturer for the annual meeting prior to the general call. The Committee approved this individual for selection as a Morgan Lecturer. In response, the Committee received a proposal from the Chair of the Local Arrangements Committee of the Midyear meeting to select an individual who was being considered as the keynote speaker as a Morgan Lecturer. The Committee subsequently selected the individual as a Morgan Lecturer. The Committee also received two additional proposals for Morgan Lecturers and a notification the Accelerator Section and the American Academy of Health Physics intended to submit proposals for a Morgan Lecturer in their technical sessions at the annual meeting. The Committee approved the two additional proposed individuals. In addition, the first "unsolicited" approved individual was proposed to be selected as the Landauer Lecturer for the plenary session instead of as a Morgan Lecturer. This proposal was approved.

Approved Morgan Lecturers at the time of this report are:

38th Midyear Meeting

- Dr. Peter D. Zimmerman, Chair, Science & Security, War Department, Director, KCL Centre for Science & Security, Kings College, London

50th Annual Meeting

- Dr. Ludwig Emil Feinendegen, Professor for Nuclear Medicine, University of Dusseldorf, Germany

- Dr. Elena Buglova, MD, Radiation Protection Specialist (Medical), Department of Nuclear Safety & Security, International Atomic Energy Agency

Approved Landauer Lecturer:

- Dr. Bruce B. Boecker, Scientist Emeritus, Lovelace Respiratory Research Institute

ATTACHMENT

Proposed Change to Rule 7.1.19

Rule 7.1.19
PRESIDENTS EMERITUS COMMITTEE

I. PURPOSE

To specify the size, composition and responsibilities for the Presidents Emeritus Committee.

II. DEFINITIONS

“President Emeritus” is the title of each Past President of the Society after completion of the year of service on the Board of Directors as the immediate Past President.

“Requester” means an individual who requests travel support for an internationally-known speaker.

“Potential Requester” means an individual responsible for selecting speakers for one or more technical sessions at a national meeting of the Society, e.g. the Chairs of the Program Committees of both Annual and Midyear Meetings, the Presidents of HPS Sections, the President of the AAHP, etc.

“Working Group” means the subcommittee of Presidents Emeritus charged with authorizing support of G. William Morgan presenters and Robert S. Landauer, Sr. lecturers.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Presidents Emeritus Committee is composed of all Presidents Emeritus who are still members of the Health Physics Society and willing to serve. The Presidents Emeritus Working Group (Working Group) is composed of the five members who have most recently completed a term on the Scientific and Public Issues Committee. The Committee member ~~most recently completing a term on the Awards Committee~~ serving in the third year on the Working Group chairs the Committee and the Working Group. (The attached Table indicates the schedule of committee responsibilities of Presidents, Past Presidents and Presidents Emeritus.)

RESPONSIBILITIES

The Presidents Emeritus Committee is responsible for:

independently reviewing and evaluating the *modus operandi*, activities and/or effectiveness of the Society in achieving the major goals and strategic plan of the Society;

advising the Board of its finding in confidential reports submitted through the President of the Society;

collaborating with Potential Requesters to select appropriate internationally-known experts to be designated as G. William Morgan lecturers; such lecturers may be selected as keynote speakers at plenary sessions at the Annual or Midyear meetings, or as speakers at other sessions of the Society's national meetings;

authorizing disbursements from the earnings from the G. William Morgan Trust Fund to support internationally-known speakers to presents papers or lectures at national meetings of the Society;

coordinating with the designated Landauer representative and with the Program Committee to select the Robert S. Landauer Sr. Lecturer as a keynote speaker at the Opening Plenary Session of the Annual Meeting of the Society;

recommending a Sigma Xi Lecturer when requested to do so by the Society of Sigma Xi; and

assisting the President of the Society in any efforts which the President and the Chair of the Committee agree are appropriate.

IV. PROCEDURES

The Chair of the Committee, with the concurrence of the Working Group, may appoint *ad hoc* subcommittees to accomplish the Committee's assignments.

The Working Group or subcommittee chair shall notify the entire membership of the Committee of the topic to be studied and the timetable for action. Each member of the Committee may submit comments to the Working Group or subcommittee. When the Working Group or subcommittee completes its work, the Chair will submit its findings and/or recommendations to the President of the Society and to the members of the Committee. The Committee will normally submit the same information to the Board.

The Committee's Standard Operating Procedure (SOP B.19) contains the detailed procedures for soliciting nominations and selecting recipients of G. William Morgan and Robert S. Landauer Sr. awards.

G. WILLIAM MORGAN FUND AWARDEES

At least annually, the Chair of the Committee shall inform Potential Requesters, by notice in the HPS Newsletter and/or by personal contact, that they may apply for support for internationally-known experts that they wish to include in a program of any national meeting of the Society. The Chair of the Committee shall also solicit recommendations for G. William Morgan presenters and Landauer lecturers from the entire membership of the Committee.

The Working Group shall review all applications and recommendations for G. William Morgan presenters. In the absence of appropriate applications, the Working Group may select recipient(s) independently.

The Working Group shall determine the magnitude of support to be provided to each selectee.

The Committee Chair shall ensure the G. William Morgan awardees are appropriately acknowledged in the program of the meeting and introduced with appropriate ceremony in the session at which they speak.

ROBERT S. LANDAUER SR. LECTURER

The Chair shall request nominations for a Robert S. Landauer, Sr. plenary session keynote speaker from the full membership of the Committee and the Chair of the Program Committee for the Annual Meeting. The selection will be made jointly by the designated Landauer representative and the Working Group, with input from the Program Committee Chair.

Introduction of the Lecturer, and the presentation of the award, will be arranged between the Landauer representative, the Program Committee Chair and the President of the Society, who normally chairs the opening Plenary Session.

HEALTH PHYSICS SOCIETY RULES

Committee Responsibilities of HPS Presidents

Service on Board of Directors			Service as President Emeritus – Year After Board Service						
President Elect	President	Past President	1	2	3	4	5	6	7
Scientific & Public Issues Committee 5 year beginning as President-Elect									
		Chair S&PI							
Awards Committee 5 years beginning as most recent Past President									
		Chair Awards							
					Presidents Emeritus Working Group 5 years beginning after leaving S&PI				
					Chair PEC& PEWG				

HPS Program Committee

2005 Midyear Meeting Report

Prepared by Elizabeth M. Brackett, Chair

January 21, 2005

Committee Members:

Jeri Anderson, '07	Christopher Martel, '06
Kathryn Brock, '05	Steve Reese, '07
Robert Cherry, Jr., '05	Daniel Strom, '05
Ken Krieger, '07	Glenn Sturchio, '06

Abstract: *This report summarizes the activities of the Program Committee from July through December, 2004. The Committee is just now gearing up for the annual meeting in July so scheduling information is in draft form.*

Program Committee Activities

The Program Committee is preparing for the 50th Annual Meeting of the Health Physics Society to be held in Spokane, Washington, July 2005. The kickoff meeting was held at the conclusion of the 49th Annual Meeting, on July 15, 2004.

The call for papers was issued in the 2004 Health Physics News and an invitation to request a special session was sent, via e-mail on Oct. 17, to HPS Technical Section Presidents and other potential sponsors. Because the variety of special sessions offered at last year's meeting was well received, an additional invitation to organize a special session was sent to the HPS Committee Chairs on Nov. 6. The table below summarizes requests to date. Note that all that has been requested to date is notification of the intent to assemble a special session so the specific topic may not have been indicated; the deadline for additional information is January 28.

2005 HPS Annual Meeting Special Session Requests

Sponsor	Affiliation	Topic
George Xu		Dosimetric Impacts of the ICRP 2005 Recommendations and New Computational Models
Steve Domotor	DOE	Consequence Management of Radiological Dispersal Device Incidents
Tom Buhl	AAHP	BEIR VII report, and its impact on radiation risk assessment
Jeri Anderson	Health-Related Energy Research Branch NIOSH	Occupational Radioepidemiology
Matthew Barnett		NESHAPS
Eric Golden	Decommissioning Section	
Lorraine Marceau-Day	Accelerator Section	
Bob Gallagher,	RSO Section	
Tony Brooks		Low Dose Radiation responses: Impact on Risk
	LAC/History Committee	
Sam Keith	Laboratory Accreditation Committee	The Expanding HPS Laboratory Accreditation Program

The Committee will meet at the conference location February 25 and 26 to make the final arrangements for the technical program, including the review of abstracts, scheduling of sessions, and assignment of rooms.

The Local Arrangements Committee and Columbia Chapter HPS are raising funds in support of bringing Richard Rhodes to the Spokane meeting as the opening speaker for a history session. They have requested that this be a second plenary session, to be held on Wednesday. This has been tentatively approved, pending confirmation, prior to the Program Committee planning meeting, that Mr. Rhodes is available and funding has been raised.

The Committee does not have any requests for action at this time.

**Semi-Annual Progress Report
January 20, 2005
Public Education Committee
Daniel J. McGrane, Chair**



Written by: Daniel J. McGrane

Abstract:

Members of the Public Education Committee continue to address a number of ongoing projects since the 49th annual conference in Washington, D.C. The *Food Irradiation* fact sheet was published and placed on the HPS website around November 1, 2004. Other committee actions include continued fact sheet production, the movement/melding of the PEC website into the HPS website, resurrection of a 'speakers bureau' and response to review request from other HPS committees. New items on the PEC agenda are the NASA Prometheus initiative, and a media relations kit.

Action Items:

Fact Sheets

The *Food Irradiation* fact sheet, published around November 1, 2004, resides on our website at [Radiation Fact Sheets](#). Fact sheets on *Depleted Uranium* and *Doses from Medical Radiation Sources* are various stages of draft. The Publications committee will receive for review the DU fact sheet in the near future and I expect to have it published by March. I hope to have Doses from MRS moved through the process and published before the annual meeting. Committee member Marcia Hartman has put a lot of work into this document already so we may be slightly ahead of the curve. The PEC completed editing of a large Glossary of Radiation Terms and forwarded that on to the S & P I committee in September of 2004.

HPS Media Kit

The PEC is working on the second draft of a 2 page Media Kit document. This document would contain background facts about the society and scientific facts for use in radiation related media reports. The PEC will be working in conjunction with Publications and the AD Hoc Media committee on this document.

Public Education Website

Committee member Jay Beckel continues to work with Webmaster, Fred Baes on integrating the PEC website into the HPS website under a section on Public Education. The future speakers bureau list will hopefully reside in this same location.

Speakers Bureau

Committee member Robert Woodard developed guidelines for a speaker's bureau that we reviewed last July. The committee envisions a network of speakers based on input from the chapters with some coordination and scheduling from the national level. Time permitting; we are working on a letter to submit to chapter presidents.

Science Textbook Review

We have not had any luck in locating anyone interested in our offer to review textbooks. We are looking into contacting textbook publishers directly. Once again, when time permits, we might have Ruth McBurney discuss this with our committee.

Science Teacher Workshop Committee

We remain in contact with the STW committee and continue to support their objectives.

Other Items:

Requested Reviews

The PEC continues to receive requests and conducted reviews documents from other HPS members (e. g. the Glossary of Radiation Terms).

Standard Operating Procedure

A PEC Standard Operating Procedure draft is in the hands of the Executive Board. The procedure addresses various processes and or steps committee members follow in the development of HPS documents and review and approval of other documents. Also included are guidelines for addressing issues brought before the committee.

Future Activities:

- Development of protocol or guidelines for public education grants through the NASA Prometheus initiative
- Completion of Strategic Plan Objective actions that align with HPS
- Continued collaboration with other HPS committees

Committee Members 2004-2005:

Jay Beckel	Allan Erichsen
Marcia B. Hartman	Ralph B. Ochoa
Ali A. Simpkins	Mark Somerville
Vincent P. Williams	Robert C. Woodard
Daniel J. McGrane, Chair	Andrew P. Karam, Liaison

PUBLICATIONS COMMITTEE – MID YEAR REPORT

January 23, 2005

LAURENCE E. AUMAN – CHAIRPERSON

AUTHOR: Laurence E. Auman

ABSTRACT OF MAJOR ACTIVITIES

A method to evaluate the performance of the Director of Special Publications is under development.

Recommendations for Action:

none

Work in Progress

Evaluation of Director of Special Publications

A questionnaire has been drafted to provide feedback on interactions with the HPS Director of Special Publications. The intent is to provide this questionnaire to customers who have utilized the services of the Director of Special Publications. This questionnaire needs to be reviewed by the full committee and then implemented.

Date: January 3, 2005
To: HPS Board of Directors
From: Michael T. Ryan Ph.D., CHP Editor-in-Chief
Subject: Report to the Board of Directors on Journal Operations

1. All aspects of Journal operations continue to run very well. The Editorial Office at Charleston Southern University, manuscript management, and publication activities are working smoothly. The new electronic management system PROMpT provided by LWW is up and running for both *Health Physics* and *Operational Radiation Safety* manuscript submissions. The service is being provided for a small maintenance fee of \$700 per year. The training and preparations have paid off. Deanna Baker deserves special recognition for making this implementation of the system a success. Submissions are steady with just over 100 manuscripts since June, 2004 with 15 into the new electronic system from December 1, 2004 through year end. The Journal is operating on budget. Revenues have been positive and are detailed below. No unexpected expenses have occurred.
2. So far this year (June through December 2004) *Health Physics* published approximately 718 regular issue pages (6 issues), and 72 *Operational Radiation Safety* (2 issues). For the year January 2004 through December 2004 we published 1582 pages (Health Physics and Operational Radiation Safety).
3. For the fiscal year closing August 31, 2004, the journal produced slightly lower sales, but, due to cost savings, generated approximately 10% more royalty for the Society. Total sales for the Journal decreased by less than 1%. Subscription income increased by about 10% due to increased online access through Journals@Ovid and rate increases. Advertising, author reprint, page charges, and most other revenue categories decreased somewhat in this fiscal period. Total costs decreased 7% compared to the previous period due to fewer pages published and no special projects. Editorial costs were up due to agreed upon increases in editorial allowance. Sales commissions were up due to additional sales through Journals@Ovid, offset by fewer ad pages sold. Other costs varied from the previous period due to changes in sales volume or activity. Total earnings increased by just over 10%, increasing the total royalty to the Health Physics Society by \$28,962 for a total of \$313,707.
4. The NCRP's 39th Annual Proceedings appeared in the September 2004 issue. The 50th Anniversary containing 13 review articles will be published as the June 2005 issue. Special thanks to all the authors of these review articles and to Special

Editor John Poston for their contributions to this special issue. LWW is working on the 50th Anniversary Issue advertising and plans to issue a textbook version of the collected special articles. Sales from this textbook will hopefully be brisk.

5. Time from submission to publication remains at about 8 months for *Health Physics* and 4.5 months for *Operational Radiation Safety*. As part of the PROMpT system tracking of manuscripts will become more automated.
6. Submissions to *Operational Radiation Safety* continue to be excellent. The response to this publication continues to be very positive. The 27th issue is at the printers. Full text electronic versions of ORS from the 17th Issue are available at: <http://www.health-physics.com> . Issue #23 contained a new column “Virtual Watercooler” with a selected thread of conversation about a particular topic, e.g. “laboratory contamination surveys” taken from the AMRSO bulletin board. The editors for this column are Susan Masih, Marcum Martz and Andy Karam.
7. George Vargo and Clive Greenstock have completed their service to the Editorial Board of *Health Physics*. There have been no other changes to the *Health Physics* or *Operational Radiation Safety* Boards. Dr. Yves D. Garcier of France has been added to the Editorial Boards of both *Health Physics* and *Operational Radiation Safety*.
8. The Journals@Ovid service providing libraries with online access to Health Physics continues to generate additional income for the Journal. Estimated revenue through this channel is about \$126,361 through November 2004. The Journal received \$70,479 in revenue through this service in 2003.

It is my pleasure to serve as Editor-in-Chief of *Health Physics* and Special Associate Editor of *Operational Radiation Safety*. Ken Miller, who continues to work as Editor of *Operational Radiation Safety*, and Gen Roessler, Editor of the Health Physics News and Website, continue to work collaboratively. Fred Baes continues, as Webmaster, to be an important part of the Editorial team, providing support to all of the print media editors. John Edwards, the Society’s Editor of Special Publications, among other contributions has completed the 2004 Summer School text and continues to be an important part of the publications team. Our coordination avoids duplication and hopefully brings excellent and relevant information to members of the Society in the best formats in a timely fashion.

Health Physics News/Web Site Report

26 January 2005

Genevieve S. Roessler, Editor

Abstract:

- The newsletter and Web site continue as complementary operations.
- The number and quality of contributors to *Health Physics News* continues to grow. The interest level in the publication is high. To keep each issue both informative and vibrant we are using more photos and more features.
- New Society photographer Casper Sun shows great promise for livening up both the newsletter and Web site.
- Web site statistics indicate that the site is visited most for its public information features (~40% of the visits). The Members Only and the Homeland Security sections also show a high level of activity.
- The Ask the Experts Web site feature continues to be accessed frequently. As of this writing 4,250 questions have been submitted. More than 100 questions are submitted per month. The submission of questions accounts for only a small percentage of the activity on the feature. A concentrated effort is underway to do an "extreme makeover" of ATE to make it more user friendly.
- The News and Events parts of the Web site is current and active. Society activity sections have been expanded and are kept up to date. Broadcast emails point members to important happenings on the site.
- Interaction with other Society publications is excellent.
- There are no action items for the Board.

Nothing is Particularly Hard if you Divide it into Small Jobs

Henry Ford

To that quote we should add that the many small jobs on *Health Physics News* and on the HPS Web site are accomplished by a lot of people. If the two publications are a success it is because of volunteers. There nine volunteer editors contributing to the newsletter work and there are now 17 volunteers contributing to the Web site Ask the Experts challenges. Some editors serve on both publications. The newsletter and Web site editors are networking. Some newsletter editors contribute ideas and information for the Web site and many of the Web site editors provide copy and ideas for the newsletter. In addition, many members of the Society write for the newsletter and over 100 act as experts for the Web site ATE operation.

Health Physics News

The interest level in the newsletter is high. To keep each issue both informative and vibrant we are using more photos and more features. New Society photographer Casper Sun shows great promise for livening up both the newsletter and Web site. He does high quality work and has the outgoing personality that is an asset to being a photographer of active people.

We continue to bring information about both the Society and the profession to our readers in our cover story each month. Examples are our November cover story by Armin Ansari on "anti-radiation pills," our December cover story by Ralph Andersen summarizing the draft ICRP recommendations document, and Keith Dinger's January story on the HPS and OAS joint position statement. Newsletter operations are within budget.

Web Site

Two developments on the Web site deserve comment. One is the significant impact that Keith Dinger is making by handling all Society activities, by posting News and Events items, and by developing a broadcast email that each month points out to members the important happenings on the site.

The second is the recent "extreme makeover" on the Ask the Experts (ATE) feature of the Web site. This feature has matured as the questions and answers have surpassed the 4,000 mark. While the large number of questions and answers verifies the popularity of the feature, it also has made the presentation of the material challenging. Even though answers are sorted into categories it is difficult for visitors to the site to find an answer to a question they might have. Therefore we have embarked on the next stage of development for the ATE feature. With tremendous help from volunteer ATE Associate Editor Kelly Classic we have been going through the ATE questions/answers one by one and writing FAQs for each topic. Since a large number of answers will be covered in the FAQs it has allowed us to be able to delete the many duplicate

questions/answers. This in turn make it easier for visitors to the feature to find the information they need. We also post information sheets and links to other informative and objective Web sites in each ATE category.

At the end of this report is a graphic summary of Web site activity during the first few weeks of January presented as Number of Requests per category. These statistics show that the site is visited most for its public information features (~40% of the visits). The Members Only and the Homeland Security sections also show a high amount of activity. Activity on the Root Directory is generated by those of us who are Web editors and by people at the Secretariat who have access to our administrative area and by certain committee and section members who are managing their own area of the site.

Some Web sites record number of hits. That can be a misleading statistic. We use the system of recording requests, a more valid way of describing Web site activity. A request is recorded when a person has requested a page either by typing a URL into his/her Web browser or by clicking on a link to our Web site from some other Web page. An example of the latter would be a person searching for information on Google, finding the HPS Web site, and then linking to it.

The ATE Public Information directory received 118,033 requests during the first few weeks of January. Of these 106,478 were to ATE. This number indicates that not only are questions being submitted to ATE but that people are accessing the feature and, we assume, getting answers from the information that is already posted. Occasionally we will hear from a visitor thanking us for our informative Web site and telling us that because of the information posted they did not have to submit a question. We feel that this is a huge responsibility and appreciate all of the help that we have on this feature.

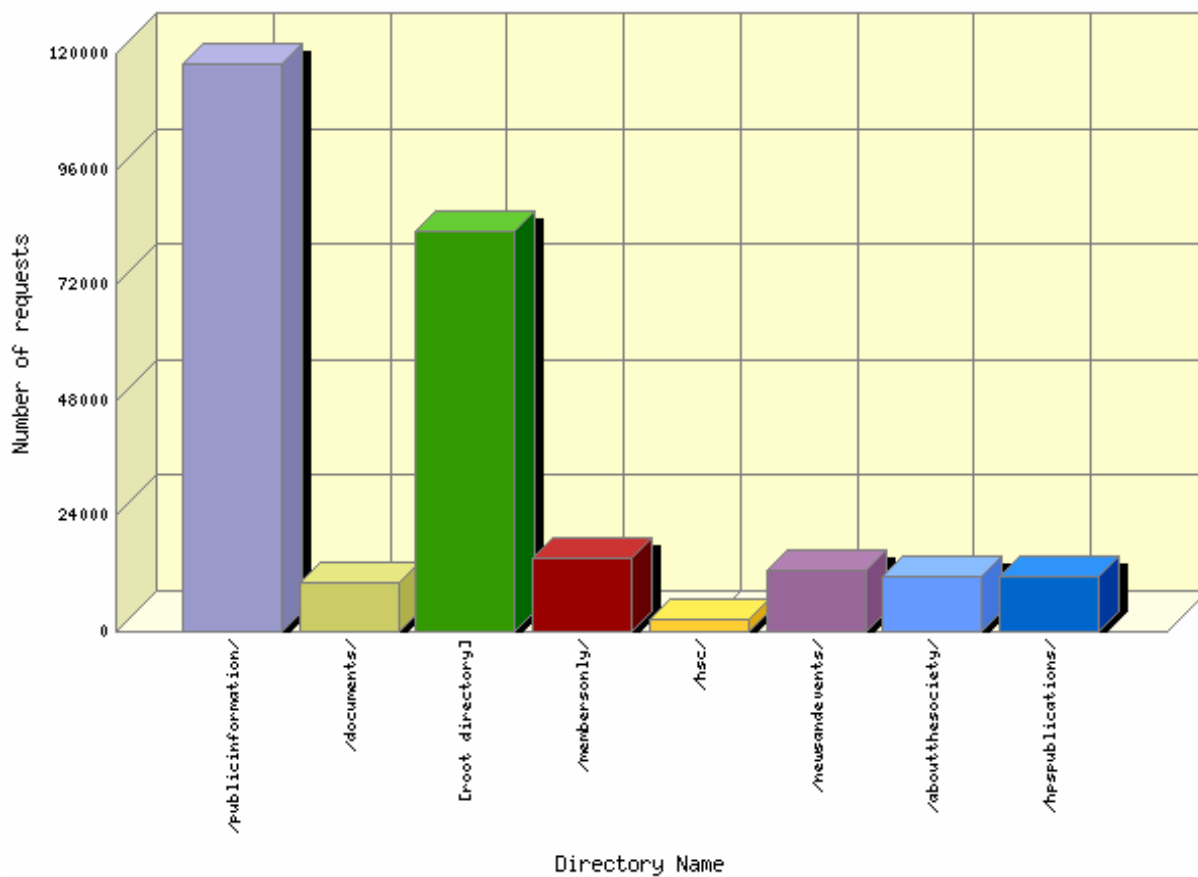
Interactions with Other HPS Publications

Our interactions with the editors of *Health Physics* and *ORS* continue to be excellent. We work in a very complementary manner with Mike Ryan and the journal editors and staff as well as with the Ken Miller and his ORS editors and staff. An example of our complementary networking is Kelly Classic's column in each issue of ORS about ATE. We are also discussing with Mike Ryan a way that we might highlight certain journals articles in both the newsletter and on the Web site.

Plans for the Society's 50th Anniversary

We will be taking our readers and Web visitors back in time to the mid 50s during the next year as the Society celebrates its 50th anniversary. Further plans will be announced later this year.

Directory Report



Director of Special Publications Report
Prepared 19 January 2005
John W. Edwards

Thanks to the cooperative spirit of the authors of presentations to be given at the HPS midyear topical meeting I was able to complete the 2005 Midyear Proceedings publication ahead of the projected schedule. This year's proceedings, 216 pages in length, include submissions from 64% of authors who were invited to send full-length papers (37/58). This is a nearly 15% increase over last year's participation (50% of authors invited submitted full-length papers).

The 2005 Midyear Proceedings will be disseminated as a PDF file on CD-ROM. As did the 2004 Midyear Proceedings, the file contains links from the table of contents to the articles' title pages, a key word index, and "hot" links to e-mail addresses and Web URLs. For 2005 I included bookmarks within the PDF file to all first- and second-level headings, which will further enrich the navigability of the document.

I have begun to receive chapters from David Waite for the 2005 HPS summer school publication. The book is on schedule and I do not anticipate any problems, owing in part to David's organizational skill and the cooperation of the book's authors.

Respectfully submitted,

John Edwards

Report to Health Physics Society Board of Directors

February 7, 2005

Rules Committee

Carmine Plott, Chair, 2004-05

Report prepared by: Carmine M. Plott

ABSTRACT

The Rules Committee continues to:

- Interpret provisions of the Rules of the Society when requested in writing by a member of the Board or by a petition bearing the signatures of at least ten percent of the voting members of the Society;
- Assist the Board in reviewing and drafting changes to the Society By-Laws and Rules;
- Review to assess conformance to the Society By-Laws and Rules the charters of Chapters and subsequent amendments to Chapter By-Laws; and
- Review standing operating procedures of Society Committee's to assess conformance with the Society By-Laws and Rules.

Report Outline

- I. Appointed Members 2004-05
- II. Recommendations for Action

I. Appointed Members 2004-05

Eva Hickey, Director, Membership and Society Administration	
Carmine M. Plott, Chair	1 year (2004-05)
Nancy M. Daugherty	2 years (2004-06)
Lisa M. Bosworth	3 years (2004-07)

II. Recommendations for Action

A. Rule 7.1.19, Presidents Emeritus Committee

As requested by Keith Dinger, Chair of the Presidents Emeritus Committee, the Rules Committee recommends approval of the change to Rule 7.1.19. The minor change (See Section III, Specifications, Size and Composition in the attached Rule), clarifies the designation of the Committee Chair.

B. Rules 9.1, HEALTH PHYSICS Journal; 9.2, Health Physics Society Newsletter; 9.4, Special Publications; and 9.5 Health Physics Web Site as related to Rule 7.1.22, Publications Committee

As requested by Treasurer Richard Toohey, member of the Executive Committee, upon elimination of the Publications Committee and therefore Rule 7.1.22, the Rules Committee recommends modifications to Rules 9.1, 9.2, 9.4, and 9.5 to remove references to the Publications Committee.

Rule 7.1.19
PRESIDENTS EMERITUS COMMITTEE

I. PURPOSE

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The Presidents Emeritus Committee is composed of all Presidents Emeritus who are still members of the Health Physics Society and willing to serve. The Presidents Emeritus Working Group (Working Group) is composed of the five members who have most recently completed a term on the Scientific and Public Issues Committee. The Committee member ~~most recently completing a term on the Awards Committee serving in the third year~~ on the Working Group chairs the Committee and the Working Group. (The attached Table indicates the schedule of committee responsibilities of Presidents, Past Presidents and Presidents Emeritus.)

RESPONSIBILITIES

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independently reviewing and evaluating the *modus operandi*, activities and/or effectiveness of the Society in achieving the major goals and strategic plan of the Society;

advising the Board of its finding in confidential reports submitted through the President of the Society;

collaborating with Potential Requesters to select appropriate internationally-known experts to be designated as G. William Morgan lecturers; such lecturers may be selected as keynote speakers at plenary sessions at the Annual or Midyear meetings, or as speakers at other sessions of the Society's national meetings;

authorizing disbursements from the earnings from the G. William Morgan Trust Fund to support internationally-known speakers to presents papers or lectures at national meetings of the Society;

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G. WILLIAM MORGAN FUND AWARDEES

At least annually, the Chair of the Committee shall inform Potential Requesters, by notice in the HPS Newsletter and/or by personal contact, that they may apply for support for internationally-known experts that they wish to include in a program of any national meeting of the Society. The Chair of the Committee shall also solicit recommendations for G. William Morgan presenters and Landauer lecturers from the entire membership of the Committee.

The Working Group shall review all applications and recommendations for G. William Morgan presenters. In the absence of appropriate applications, the Working Group may select recipient(s) independently.

The Working Group shall determine the magnitude of support to be provided to each selectee.

The Committee Chair shall ensure the G. William Morgan awardees are appropriately acknowledged in the program of the meeting and introduced with appropriate ceremony in the session at which they speak.

ROBERT S. LANDAUER SR. LECTURER

The Chair shall request nominations for a Robert S. Landauer, Sr. plenary session keynote speaker from the full membership of the Committee and the Chair of the Program Committee for the Annual Meeting. The selection will be made jointly by the designated Landauer representative and the Working Group, with input from the Program Committee Chair.

Introduction of the Lecturer, and the presentation of the award, will be arranged between the Landauer representative, the Program Committee Chair and the President of the Society, who normally chairs the opening Plenary Session.

HEALTH PHYSICS SOCIETY RULES

Committee Responsibilities of HPS Presidents

Service on Board of Directors			Service as President Emeritus – Year After Board Service						
President Elect	President	Past President	1	2	3	4	5	6	7
Scientific & Public Issues Committee 5 year beginning as President-Elect									
			Awards Committee 5 years beginning as most recent Past President						
			Chair Awards						
			Presidents Emeritus Working Group 5 years beginning after leaving S&PI						
			Chair PEC&PEWG						

Rule 7.1.22
PUBLICATIONS COMMITTEE

I. PURPOSE

To specify the size, composition and responsibilities for the Publications Committee.

II. DEFINITIONS

None.

III. SPECIFICATIONS

SIZE AND COMPOSITION

The Publications Committee is composed of nine members. No member of the HEALTH PHYSICS or *Newsletter* staff may be a member of this Committee.

RESPONSIBILITIES

The Publications Committee is responsible for:

- making recommendations to the Board relative to policies involving Society publications,
- evaluating the effectiveness of the various publications of the Society as related to the needs of the membership, and
- conducting searches for candidates for Director of Special Publications and Editors-in-Chief of Society publications and making recommendations of qualified candidates to the President.

IV. PROCEDURES

See Standard Operating Procedures in Appendix B.22.

Rule 9.1 HEALTH PHYSICS JOURNAL

I. PURPOSE

To specify the requirements and procedures regarding the publication of HEALTH PHYSICS, the journal of the Health Physics Society.

II. DEFINITIONS

None.

III. SPECIFICATIONS

EDITOR-IN-CHIEF

TERM OF OFFICE

The Editor-in-Chief serves a term of three years that begins at the beginning of the Society's fiscal year following the appointment. The Editor-in-Chief may be reappointed for a maximum of two additional three-year terms.

RESPONSIBILITIES

The Editor-in-Chief is responsible for:

- determining the content of HEALTH PHYSICS,
- establishing the procedures for review and publication of all manuscripts submitted to HEALTH PHYSICS,
- assuring consistency with any policies established by the Board regarding HEALTH PHYSICS,
- submitting yearly budget requests to the Finance Committee in preparation for review and approval by the Board,
- making an annual report to the Board ~~and Publications Committee~~ on the activities of the editorial staff, and
- appointing associate editors as necessary to assure the timely publication of HEALTH PHYSICS.

SPECIFICATIONS/EDITOR-IN-CHIEF (continued)

SELECTION AND APPOINTMENT

When a vacancy of an Editor-in-Chief position is impending, ~~the Publications Committee~~ **an ad hoc committee** shall conduct a search for candidates and make recommendations of candidate(s) to the President.

The President reviews the findings and recommendations of the ~~Publications Committee~~ **ad hoc committee** and appoints the Editor-in-Chief with the approval of the Board at a meeting of the Society.

Should a sitting member of the Board be a candidate for Editor-in-Chief, that member of the Board shall not participate in the discussions or approval of the Editor-in-Chief by the Board.

Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Editor-in-Chief. Vacancies in the Board shall be filled in accordance with Rule 6.1.

IV. PROCEDURES

None.

Rule 9.2
HEALTH PHYSICS SOCIETY NEWSLETTER

I. PURPOSE

To specify the requirements and procedures regarding the publication of the *Newsletter*.

II. DEFINITIONS

None.

III. SPECIFICATIONS

EDITOR-IN-CHIEF

TERM OF OFFICE

The Editor-in-Chief of the *Newsletter* serves as contracted by the Society's Executive Secretary.

RESPONSIBILITIES

The Editor-in-Chief is responsible for:

- determining the content of the *Newsletter*,
- establishing the procedures for review and publication of all manuscripts submitted to the *Newsletter*,
- assuring consistency with any policies established by the Board regarding the *Newsletter*,
- submitting yearly budget requests to the Finance Committee in preparation for review and approval by the Board,
- making an annual report to the Board ~~and Publications Committee~~ on the activities of the editorial staff, and
- appointing associate editors as necessary to assure the timely publication of the *Newsletter*.

SPECIFICATIONS/EDITOR-IN-CHIEF (continued)

SELECTION AND APPOINTMENT

When a vacancy of an Editor-in-Chief position is impending, the ~~Publications Committee~~ **an ad hoc committee** shall conduct a search for candidates and make recommendations of candidate(s) to the President.

The President reviews the findings and recommendations of the ~~Publications Committee~~ **ad hoc committee** and appoints the Editor-in-Chief with the approval of the Board at a meeting of the Society.

Should a sitting member of the Board be a candidate for Editor-in-Chief, that member of the Board shall not participate in the discussions or approval of the Editor-in-Chief by the Board.

Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position Editor-in-Chief. Vacancies in the Board shall be filled in accordance with Rule 6.1.

REPORTS AND RECORDS

The Editor-in-Chief of the *Newsletter* reports to the Executive Secretary.

IV. PROCEDURES

None.

Rule 9.4 SPECIAL PUBLICATIONS

I. PURPOSE

To specify the requirements and procedures for producing special publications of the Health Physics Society.

II. DEFINITIONS

SPECIAL PUBLICATIONS. All professional publications of the Society other than *Health Physics Journal*, *Health Physics News*, the *Operational Radiation Safety* magazine, and the web site. Special publications may include, but are not limited to, the Midyear Meeting and Summer School Proceedings, position papers, brochures, the Society Membership Handbook, the Annual Meeting abstracts issue, Professional Education Program (PEP) course materials, and other materials.

III. SPECIFICATIONS

TERM OF OFFICE

The Director of Special Publications serves as contracted by the Society's Executive Secretary.

RESPONSIBILITIES

The Director of Special Publications, as directed by the Executive Secretary, is responsible for:

- producing publications of the Society, other than the *Health Physics Journal*, *Health Physics News*, the *Operational Radiation Safety* magazine and the web site,
- establishing and ensuring consistent criteria for high quality publications in terms of style, content, and appearance,
- establishing procedures for review and publication of special publications,
- working closely with authors and contributors to maximize quality of submissions and efficient processing,

HEALTH PHYSICS SOCIETY RULES

SPECIFICATIONS/RESPONSIBILITIES (continued)

- working with printers and publishers to ensure cost effective and high-quality final publications,
- contacting Society Committee Chairs at least annually to ensure that each Committee's publication needs are met,
- ensuring consistency with any policies established by the Board regarding Society special publications,
- communicating routinely with the Executive Secretary of the Board ~~and Publications Committee Chair,~~
- submitting timely annual budget requests to the Finance Committee ~~with a copy to the Publications Committee~~ in preparation for review and approval by the Board, and
- making semiannual reports to the Board ~~and Publications Committee~~ regarding special publications.

SELECTION AND APPOINTMENT

~~The Publications Committee~~ ~~An ad hoc committee~~ shall conduct a search for a candidate as Director of Special Publications and make recommendations of candidate(s) to the President as necessary. The President reviews the findings and recommendations of the ~~Publications Committee~~ committee and appoints the Director of Special Publications with approval by the Board.

Should a member of the Board be a candidate for Director of Special Publications, that member shall not participate in discussions or approval of the Director of Special Publications by the Board. Any member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Director of Special Publications.

The retiring and new Director of Special Publications should work together on the last publication. Publication may occur at either office of the persons involved. The retiring Director of Special Publications should relinquish responsibilities and all Society property to the new Director of Special Publications and be available for a smooth transition process.

REPORTS AND RECORDS

The Director of Special Publications reports to the Executive Secretary, and the Board, ~~and the Publications Committee.~~

All budgetary information should be kept on file with each project. Copies will be given to the Executive Secretary as each project is completed. A report containing a summary of this information will be given to the Board ~~and the Publications Committee.~~

IV. PROCEDURES

Procedures and flowcharts to ensure consistent publication quality are to be developed by the Director of Special Publications ~~and are to be reviewed and approved by the Publications Committee.~~

Rule 9.5 HEALTH PHYSICS WEB SITE

I. PURPOSE

To specify the requirements and procedures for the HPS Web Site.

II. DEFINITIONS

None.

III. SPECIFICATIONS

EDITOR-IN-CHIEF

TERM OF OFFICE

The Editor-in-Chief of the Web Site serves as contracted by the Executive Secretary..

RESPONSIBILITIES

The Editor-in-Chief position is responsible for:

- determining the content of the Web Site,
- establishing the procedures for review and placement of all material dealing with the Web Site,
- assuring consistency with any policies established by the Board regarding the Web Site,
- submitting yearly budget requests to the Finance Committee in preparation for review and approval by the Board,
- making an annual report to the Board ~~and Publications Committee~~ on the activities of the editorial staff,
- appointing associate editors as necessary to review material placed on the Web Site, and
- overseeing and coordinating the activities of all personnel involved with the Web Site.

SELECTION AND APPOINTMENT

When a vacancy of an Editor-in-Chief position is impending, ~~the Publications Committee~~ an ad hoc committee shall conduct a search for candidates and make recommendations of candidate(s) to the President.

The President reviews the findings and recommendations of ~~the Publications Committee and~~ Finance Committee and appoints the Editor-in-Chief with the approval of the Board at a meeting of the Society.

Should a sitting member of the Board be a candidate for Editor-in-Chief, that member of the Board shall not participate in the discussions or approval of the Editor-in-Chief by the Board.

Any sitting member of the Board appointed by the President with the approval of the Board shall resign as a member of the Board prior to assuming the position of Editor-in-Chief. Vacancies in the Board shall be filled in accordance with Rule 6.1.

IV. PROCEDURES

None.

**Mid-year Report of the Scientific and Public Issues Committee
18 January 2005
Scientific and Public Issues
Kenneth R. Kase, Chair
Prepared by Kenneth R. Kase**

Abstract:

The S&PIC met in Washington, DC and discussed proceeding with a number of Position Statements. The individual Statements represented revisions of some existing statements and a number of new Statements. The list was prioritized and responsibilities were assigned. Progress has been satisfactory with 3 of the top 5 priority Statements completed and issued, although the effort for Statements on low-level waste was redirected to address a legislative issue related to regulatory control of radioactive material.

Report:

The S&PIC met in Washington, DC on 13 July 2004 and discussed a long agenda of Position Statements currently in preparation and potential topics for new statements. As a result of the discussion a prioritized list of activities was made as follows, responsibilities are in parentheses):

1. Radiation Risk in perspective – revise and reissue. (Ken Kase)
2. Low-level Radioactive Waste – related to :
 - a. EPA ANPR, integrated framework for disposal
 - b. Conditional use
 - c. Clearance
(Bill Kennedy and Ruth McBurney were suggested)
3. Comments on the Draft 2005 Recommendations of the ICRP. (Ken Kase)
4. Future Use of Nuclear Power Reactors/New Reactor Designs. (Ralph Anderson)
5. Human Capital Crisis in Radiation Protection – revise and reissue. (Paul Rohwer)
6. Radioactivity in Human Tissues. (John Frazier/ Otto Raabe)
7. Perspectives and Recommendations on Indoor Radon – revise and reissue. (Ray Guilmette/Janet Johnson, possibly Ray Johnson and Jerry Puskin)
8. Risks and Benefits from Diagnostic X Rays, including radiation exposure during pregnancy. (Rich Vetter)
9. Peer Reviews of Health Physics Publications and Papers. (Mike Ryan/Ken Miller/Joe Alvarez)

The revision of Radiation Risk in Perspective was issued in October. The work on position statement regarding low-level radioactive waste was diverted to the development of a joint position statement with the Organization of Agreement States, “Congressional Action Is Needed to Ensure Uniform Safety and Security Regulations For Certain Radioactive Materials”, which was related to pending legislation in Congress, Senate bill 2763. That Statement was issued in January 2005. HPS comments on the Draft 2005 ICRP Recommendations were issued and posted to the ICRP web site in December.

Position Statements on Future Use of Nuclear Power Reactors/New Reactor Designs and the revision of Human Capital Crisis in Radiation Protection are in process. Work on the others in the above list has not begun.

The S&PIC will meet at the Mid-year Symposium in New Orleans.

Recommendations for Action: None

2004-2005 Midyear Report

Date: January 19, 2005

For: Science Teachers Workshop Committee

Diep Quan Dudek, STW chair

Report prepared by: Diep Quan Dudek

Abstract

The Science Teachers Workshop Committee is actively preparing for the upcoming events:

1. Compile a list of chapters who have participated in hosting science teacher workshops during 2004, identify issues and/or problems with hosting these workshops, and determining how the Science Teachers Workshop Committee will be able to assist chapters with hosting future workshops.
2. Participate in the 2005 National Science Teacher Association Conference in Dallas, TX to held on March 31-April 3, 2005
 - a. Host a seminar at the National Science Teacher Association Conference
 - b. Provide teachers with chapter contacts for science teacher workshops
 - c. Raffle off several civil defense survey meters, exempt sources (lantern mantles, "No Salt", etc), and posters to increase attendance at the booth
3. Host a science teachers workshop on Saturday July ?, 2005 before the national Health Physics Society meeting in Spokane, WA.
 - a. Send out flyers to local area teachers about the workshop
 - b. Contact board of education for CEUs
 - c. Find speakers for the workshop
 - d. Request for volunteers from the society for assistance
4. Create a website for the STWC to provide teachers with chapter contacts, provide chapters with informational material to assist with hosting workshops, etc.

Report Outline

Appointed Members 2004-2005

Andrew Karam, Director, External Education

Diep Dudek, Chair, '06

Kyle Kleinhans, '05

Francis M. Roddy, '05

Gary L. Yarrow, '05

Lisa M. Bosworth, '06
Mark L. Maiello, '06
Karen L. Sheehan, '07
Jody Spence, '07
Rick L. Thacker, '07

Recommendation for Action

The Science Teacher Workshop Committee recommends the Board to consider sponsoring a science teacher to attend the National Science Teacher Association Conference. We have received a letter from the Florida State University's Student Chapter of NSTA requesting our assistance in funding/sponsoring one or more members to attend the NSTA conference in Dallas, TX or future conferences. Attending the NSTA conference is highly beneficial in helping the students improve as future science teachers, provide invaluable information and resources to grow professionally, and improve education in local community schools. The FSU student chapter determined it would cost approximately \$500 per member to attend the NSTA conference. The funding would be used for assistance with travel funds, registration fees, hotel costs, and meals. However, any contribution of any size would assist student members who wish to attend the NSTA conference.

The Science Teacher Workshop Committee requests the Board to forward the committee's request to ask for speakers and volunteers for the science teacher workshop to be held in Spokane, WA.

REPORT TO THE BOARD OF DIRECTORS OF THE HEALTH PHYSICS SOCIETY

DATE OF PREPARATION: January 26, 2005

STANDARDS COMMITTEE

Sander Perle, Chairperson

AUTHOR OF REPORT: HPSSC Chairperson, Sander Perle

ABSTRACT:

During the period of July 2004 through December 2004, the Health Physics Society (HPS) Standards Committee (HPSSC) conducted activities in several roles as follows:

- A. HPS Published ANSI Standards. Since July 2004, no ANSI/HPS standards have been published.
- B. Balloted ANSI/HPS Standards. Since July 2004 and prior to the 2005 Mid-Year Meeting, 1 Standard will be balloted, 3 Working Group Chairs and Members have been balloted, and, 2 PINS Forms have been balloted.
- C. N13 Annual Meeting. Sander Perle, HPSSC Chair, participated as the HPS representative at the 2004 N13 annual meeting on Friday, October 29, 2004.
- D. HPS Organizational Representatives. The respective HPS representatives to other standards development activities are summarized in Attachment C.
- E. Administration of ISO Subcommittee. Ken Swinth, US Overall Advisor for TC85/SC2 and HPSSC Subcommittee Chair for Administration of International Standards Organization (ISO) Subcommittee (SC) 2, "Radiation Protection".
- F. Standards Corner. One article will be published in the next Newsletter.
- G. ANSI-HSSP – HPSSC is a participating member of ANSI-HSSP attending various meetings.

BODY OF REPORT:

Recommendations for Action:

No Recommendations

**ADDITIONAL INFORMATION REGARDING HPSSC STANDARDS ACTIVITIES
SUMMARIZED IN ABSTRACT:**

- A. HPS Published ANSI Standards. The HPSSC coordinates electronic publication of ANSI/HPS standards, along with the Special Publications editor John Edwards, Secretariat Standards Coordinator Mike Johnson and Bruce Dicey, HPSSC Webmaster. Since July 2004, there have been no standards received from N13 or N43 to be published. This pause is anticipated to be short-lived as several existing standards are in the process of revision and completion of new standards is known to be imminent.
- B. Balloted ANSI/HPS Standards. Since July 2004, ANSI/HPS standards/PINS have/are being balloted as follows:
ANSI/HPS N13.11 Working Group Chair and Members
ANSI N13.14 Working Group Chair and Members
ANSI/HPS N13.22 Working Group Member
PINS – Ionizing Radiation Health Dose
PINS – N13.11
ANSI/HPS N43.6-2004, Sealed Radioactive Sources – Classification
- C. N13 Annual Meeting. Sander Perle, HPSSC Chair, participated as the HPS representative at the 2003 N13 annual meeting on Friday, October 29, 2004. The annual meeting was held and minutes distributed. N13 Officers and Section Managers, as of July 2003, are shown in Attachment B
- D. HPS Organizational Representatives. The respective HPS representatives to other standards development activities are listed in Attachment C.
- E. Administration of ISO Subcommittee. ISO TC 85/SC2 Upcoming Meetings, dated January 20, 2005, KL Swinth

SC2 MEETING IN CHINA IN MARCH 2005

As a member of NTAG and SC2 you should have heard by now about the upcoming SC2 meeting in Beijing from 28 to 31 March, 2005. The convenor of the working group(s) that you are associated with should have contacted you regarding meeting in Beijing and should have provided details. At the present time the WGs planning to meet are:

SC 2 Advisory Group,

WG 5 Materials and devices for protection against alpha, X, gamma, beta and neutron radiations and equipment for remote manipulation of radioactive materials

WG 13 Performance requirements for internal dose evaluation of bioassay results

WG 14 Air monitoring and control

WG 17 Radioactivity measurements

WG 18 Biological Dosimetry

WG 21 Dosimetry for exposures to cosmic radiation in civilian aircraft

WG 22 Medical Radiation Area

This is not the final listing and some changes may occur. Note: WG22 may be renamed or realigned to better represent the ongoing work during the Beijing meeting. If you need more information about any of this, please contact me.

It is important that I know if you plan to attend the meeting in Beijing since the US must send a list of official delegates to ANSI before the end of February. I plan to attend the meeting as the head of the US delegation. In addition if you cannot attend and have some information that you would like me to transmit to a convenor or any of the officers of Subcommittee 2, I would like to receive this information promptly (before March). These meetings are an opportunity to test the waters for new work items and to develop support for new ideas or work items. It really pays to do the informal groundwork before an issue or new work item is discussed and voted upon formally.

SC2/WG11 (Sealed sources) MEETING IN FRANCE 23/24 February 2005

WG 11 is being reactivated to consider the revision and update of ISO 2919. This is partially due to the IAEA concern over orphan sources. The first meeting will be at Afnor headquarters on the dates listed above. Contact me on information for the meeting. The extent and direction of the revision is unknown at this time.

TC85 MEETING IN CANADA IN JUNE 2006

Although the place (Ottawa, Canada), and the dates (June 5 - 9, 2006) have not been confirmed, Harry Farrar, the NTAG Chairman, recommends that you note this tentative (unofficial) information on your calendars for preliminary planning purposes. Normally, SC2 meets whenever the full TC85 meets.

- F. Standards Corner. One article detailing the Standards Process will be published in an upcoming Newsletter. N13 is making a concerted effort to educate the HPS membership and other interested parties in the Standards Process, covering N13, HPSSC and ANSI.
- G. Homeland Security. HPSSC Member Gordon Riel attended the following HSSP meetings during July 2004 through December 2004:

13-14 December - ANSI-HSSP: Plenary Meeting. The Standards Database will soon be on line and searchable. Joe McDonald reported on testing 112 COTS RADIACS against ANSI 42.32 and 42.33. Six new RADIAC standards are proposed

2 December - Gilbert W. Beebe Symposium "Recent Developments in Radiation Risk Assessment" RERF and other data were reviewed and the proposed ICRP 2005

recommendations were discussed. See Ralph Anderson's article in "Health Physics News" December 2004. ICRP 2005 will list "Dose Constraints" and endorse the ICRP 60 system of "Dose Limits" (Even though the limits differ in magnitude from the constraints.). So, the movement of the CFR and NRC toward the ICRP system is not ill timed (as I thought in May when I heard it at the N43 meeting).

10 November - ANSI N42.37: Training for HS Responders

ATTACHMENTS:

Attachments are included as follows:

Attachment A is a listing of the current HPS Board HPSSC liaison and HPSSC members.

Attachment B is a list of all current N13 and N43 officers and section managers.

Attachment C is a list of HPS Representatives to Standards Organizations.

ATTACHMENT A

HPSSC Board Liaison, Members

Position	Current	Term
HPSSC Board Liaison	Joseph Alvarez	
Chair	Sander Perle	2003- 2006
Vice-Chair	Bruce Dicey	2002 - 2005
Past-Chair	Jack Fix	2003 - 2006
HPSSC Member	Paul Charp	1998 - 2007
HPSSC Member	Wayne Glines	2000 – 2006
HPSSC Member	Bill Harris	1998 – 2007
HPSSC Member	Jeff Hoffman	2002 – 2007
HPSSC Member	Michael Brooks	2003 – 2007
HPSSC Member	Gordon Riel	2000 – 2006
HPSSC Member	Sharon Schumacher	1999 – 2005
HPSSC Member	Linda Sewell	2002 - 2005
HPSSC Member	Kenneth Veinot	2002 - 2005

ATTACHMENT B

N13 and N43 Officers, N13 Section Managers

☺ Position	☺ Current	☺ Term
☺ N13 Chair	☺ Joe Ring	☺ 1999- Present
☺ N13 Vice-Chair	☺ Tracy Ikenberry	☺ 2003- Present
☺	☺	☺
☺ N43 Chair	☺ Gordon Lodde	☺ 2002- Present
☺ N43 Vice-Chair	☺ Bill Morris	☺ 2003- Present
☺	☺	☺
☺ N13 Environmental (ENV) Section	☺ Mark Somerville	☺ 2002- Present
Contamination Limits (CON) Section	Tracy Ikenberry	(Acting)
☺ N13 External Dosimetry (EXT) Section	☺ Bob Devine	☺ 1999- Present
☺ N13 Internal Dosimetry (INT) Section	☺ Don Bihl	☺ 2003 nominee
☺ N13 Instrumentation (INS) Section	☺ Michelle Johnson	☺ 2002- Present
☺ N13 Medical Health Physics (MED) Section	☺ Rob Forrest	☺ 2002- Present

ATTACHMENT C

HPS Organizational Representatives

Organization/Committee	Primary Alternate Representatives
American Nuclear Society (ANS)/ Standard Steering Committee	S.Y. Chen/ Mike Knight, HPSSC
American Nuclear Society (ANS)/N16	Scott Murray/ Paul Charp, HPSSC
American Nuclear Society (ANS)/N17	Brian Dodd/ Bill Harris, HPSSC
American Association of Physicists in Medicine (AAPM)/RSC	N13 Medical HP Section Manager/To be named, HPSSC
Health Physics Society (HPS)/N13	HPSSC Chair/ HPSSC Vice Chair
Health Physics Society (HPS) /N43	HPSSC Chair/ HPSSC Vice Chair
Institute of Electrical and Electronics Engineers (IEEE)/N42	HPSSC Chair/ HPSSC Vice Chair
Institute of Nuclear Materials Management (INMM)/N14	Kevin Nelson Sharon Schumacher, HPSSC
Laser Institute of America (LIA)/ LIA Z136	Tom Johnson David H.Sliney
Lawrence Livermore National Laboratory (LLNL), Respiratory Protection/Z88	Hermen Cember To be named, HPSSC
Institute of Electrical and Electronics Engineers (IEEE)/SCC-28	David Sliney Bill Harris, HPSSC

ANSI N43 ACCREDITED STANDARDS COMMITTEE

Gordon M. Lodde, Chair
William Morris, Vice-Chair

January 23, 2005

Abstract: The ANSI N43 Committee submits this report of its activities for the period of June 25, 2004 through January 23, 2005. The report contains a summary of the projects that are active within the committee. The ANSI N43 Committee is concerned with writing radiation protection standards for equipment used in industrial and non-medical research and development activities (excluding nuclear reactors). There are a total of 14 N43 standards. The next meeting of the ANSI N43 Committee is scheduled for March 29, 2005 at the Days Inn Hotel in Crystal City, VA.

The following is a discussion of the status of N43 standards development activities:

1. **N43.1 [Formerly NBS Handbook 107]. Radiological Safety in the Design and Operation of Particle Accelerators.**

The co-chairmen of this Subcommittee are Scott Walker, Los Alamos National Laboratory, LAMPT Facility and James Liu, Stanford Linear Accelerator Facility. This standard is under significant revision. The subcommittee has been meeting twice a year at the Annual and Mid-year HPS meetings. In addition, they are holding frequent conference calls in an effort to complete their work, now planned for the end of CY2003. There are about 17 members that are actively drafting and reviewing chapters. The following chapters have been completed except for some editing: Chapter 1. Introduction; Chapter 2. *Definitions*; Chapter 3. *Radiation Safety Program*; Chapter 4. *Facility Engineering Controls*; Chapter 5. *Access Control Systems*; Chapter 6. *Radiation Containment System*; and Chapter 7. *Accelerator Operation*. Chapter 2. *Definitions*; Chapter 8. *Operational Health Physics*; Chapter 9. *Radiation and Radioactivity Measurements*; and Chapter 10. *Training and Qualifications* Chapter 11. *Decommissioning*. An Appendix on Radiation Measurements has been drafted. The subcommittee intends to ballot the draft by the end of CY 2005..

2. **N43.2 [Formerly NBS Handbook 111]. X-Ray Diffraction and Fluorescence Analysis Equipment.**

The chairman of this subcommittee is Jeff Leavey, IBM. This standard has been electronically posted on the HPS Web Site as ANSI/HPS N43.2-2001. "Radiation Safety for X-ray Diffraction and Fluorescence Analysis Equipment."

3. **N43.3 – 1993. General Radiation Safety Standard for Installations Using Non-medical X-ray and Sealed Gamma-Ray Sources, Energies up to 10 MeV.**

The co-chairmen of this subcommittee are David Lee, Los Alamos National Laboratory, and Greg Kolp. This standard was published in 1993 as an ANSI standard. At that time the Co-chairs were John Taschner and Tony LaMastra.

The current co-chairs have organized a new subcommittee. The subcommittee members have reviewed the standard and have decided that it needs to be revised. To date the subcommittee members are: William Morris, Naval Sea Systems Command; Siraj Kahn, U. S. Customs Service; Norman D. Rohrig, Idaho National Environmental Engineering Laboratory (INEEL) and Frances Szrom, U. S. Army Center for Health Promotion and Preventive Medicine. At the annual meeting of the N43 committee in April 2003, Chairman Lodde asked the newly appointed Nuclear Regulatory Commission representative to N43 to provide a representative to this subcommittee. The subcommittee will be meeting at the HPS Midyear Meeting.

4. **N43.4-2000 [Formerly NBS Handbook 116]. Classification of Radioactive Self-Luminous Light Sources.**

The chairman of this subcommittee is Gordon Lodde. This standard was approved by ANSI on September 7, 2000 and distributed with the January 2001 HPS Newsletter as ANSI/HPS N43.4-2000 "Classification of Radioactive Self-Luminous Light Sources." This Std has been reviewed and revised by the subcommittee. The balloting closed on July 25, 2004. Corrections have made and submitted to ANSI no comments were received . The draft Std has been submitted to the HPS editors for publication.

5. **N43.5-1976 (R1989) [Formerly NBS Handbook 123]. Radiological Safety Standard for the Design of Radiographic and Radioscopic Non-Medical X-Ray Equipment Below 1 MeV.**

The co-chairmen of this subcommittee are Dieter Markert and John Tashner. The draft Std has been submitted to the HPS editor for publication.

6. **N43.6 – 1997. Sealed Radioactive Sources Classification.**

The chairman of this subcommittee is Jack Dukes, Dukes Associates. This standard was approved by ANSI in November 1997. It was distributed with the August 1998 HPS Newsletter as ANSI/HPS N43.6-1997: Sealed Radioactive Sources - Classification." It was the first N43 standard to be published by the HPS. The standard has been under going review by the ISO/TC-752 subcommittee. Jack has submitted the draft Std to the HPS Secretariat for balloting by the N43 Committee.

7. **N43.7 - 1977 (R1989) [Formerly NBS Handbook 127]. Self-Contained, Dry Storage Gamma Irradiators (Category I).**

The current chairman of this subcommittee is Eric Beers. .Balloting .by the N43 Committee closed on May 12, 2004. Eric is incorporating comments. The chairman hoper the Std completed by the end of CY 2005

8. **N43.8 – 2001. Classification of Industrial Ionizing Radiation Gauging Devices.**

The chairman of this subcommittee is Jack Dukes, Dukes Associates. This standard was approved by ANSI on March 7, 2001 and was distributed with the August 2001 HPS newsletter.

9. **N43.9. Radiological Safety for the Design and Construction of Apparatus for Gamma Radiography.**

The chairman of this subcommittee is Richard D. (Donney) DiCharry, Source Production and Equipment Co., Inc. He is forming a subcommittee to revise this standard. The initial meeting was scheduled for late May 2004. Another meeting was scheduled for July or August. The chairman hopes to have the revision of this Std completed by the end of CY 2005.

10. N43.10 - 2001. Safe Design and Use of Panoramic Wet Source Storage Gamma Irradiators (Category IV) and Dry Source Storage Gamma Irradiators (Category II).

The co-chairmen of this subcommittee are Eric Beers, SteriGenetics International, and Vincent Foerst, ETHICON, Inc. The subcommittee elected to combine the Category II and IV irradiator standards into a single standard, now designated as N43.10, since they are quite similar.

This standard was distributed with the July 2001 HPS Newsletter as ANSI/HPS N43.10 "Safe Design and Use of Panoramic, Wet Source Storage Gamma Irradiators (Category IV) and Dry Source Storage Gamma Irradiators (Category II)."

11. N43.11 - Safe Operating Practice for Non-Medical X-Ray Radiographic and Radioscopic Equipment.

The co-chairmen of this subcommittee are Mr. William Morris, Radiological Affairs Support Office, U. S. Navy and Major William Hoak, USAF Armstrong Laboratory, Brooks AFB, TX. They were selected because the Navy and Air Force are two of the primary users of Non- Medical (Industrial) X-ray Equipment in the United States. The subcommittee completed the revision of this standard and submitted it to the Secretariat in November 2003 for balloting. Balloting closed March 12, 2004. Subcommittee is incorporating comment for re-balloting by the N43 Committee by the end of CY 2005..

12. P/N43.14 - Manual of Good Safety Practice for Industrial Gamma Radiography.

This proposed standard had been balloted for withdrawal by the N43 committee; however, there still appears to be some interest about keeping it on our list of proposed standards. The Nuclear Regulatory Commission indicated that there is no longer a requirement for the Std therefore it has been withdrawn.

13. N43.15 - 2001. Safe Design and Use of Self-contained, Wet Source Storage Gamma Irradiators (Category III)

The chairman of this subcommittee is James Myron, The Applied Radiant Energy Corp. This standard was approved by ANSI on March 7, 2001 and was distributed with the September 2001 HPS Newsletter as ANSI/HPS N43.15-2001 "Safe Design and Use of Self-contained, Wet source Storage Gamma Irradiators (Category III)."

14. N 43.16. Radiation Safety for X and Gamma Cargo Security Screening Systems.

The Subcommittee co-chairman are Richard Whitman and John Cardarelli. The Subcommittee has been formed and held its first meeting at the HPS Annual Meeting. The Subcommittee will be meeting at the HPS Midyear Meeting.

15. **N 43.17. Radiation Safety of Personnel Security Screening Systems (“People Scanners”)**

The chairman of the Subcommittee is Frank Cerra, Food and Drug Administration. Development of this proposed standard was approved in August 1999 by ballot of the N43 committee. The proposed standard addresses the radiation safety aspects of x-ray equipment designed to detect objects concealed under clothing of individuals. These systems produce a narrow x-ray beam that is used to scan an individual who stands in front of a self-enclosed unit. In the U. S. scanners have been installed in some prisons for the purpose of screening visitors for contraband and weapons.

This Std has been electronically posted on the HPS web site as ANSI/ HPS N43.17-2002.

Other Issues.

1. A revision of the N43 procedures has been balloted by the N43 Committee. Balloting closed June 25, 2004 . The revision includes a metric policy (SI versus conventional units), a patent policy, radiation dosimetric quantities and units, and a records retention policy. The language used for each of these policies is identical to that being proposed by N13. The revision also includes a revision of our list of member interest categories to insure balance on the committee.
2. The HPSSC had two members audit the N43 activities for compliance with ANSI requirement. No irregularities were identified.

Strategic Planning Committee
Midyear Meeting Report
February 2, 2005

The SPC met in July at the Washington DC Annual Meeting. The meeting was chaired by Ruth McBurney, immediate past chair of the SPC. The action items from the Spring Strategic Planning Meeting held jointly with the Executive Committee of the HPS were reviewed. The principal recommend actions were to align the HPS strategic Plan and HPS Committees.

- An ad-hoc committee for restructuring was formed by President Kase to specifically identify a proposal for restructuring. The ad hoc committee chair was identified as Brian Dodd.
- Priorities were established and recommendations finalized under HPS 2010.
- The SPC has prepared a draft list of review questions prepared as a follow-up to actions from the prior year to administer to the HPS membership as a web-based membership survey
- The SPC will contact HPS committees to obtain updated action plans to match strategic objectives.
- The actions of the ad-hoc committee will directly influence the next steps for the SPC
- A Final SOP was presented to the Board

The SPC has no current activities requiring Board action. The ad hoc committee on restructuring may have some proposals which will require SPC involvement.

Prepared by Gloria E Chavez, SPC Chair.

2005 Midyear Summer School Committee Report

January 27, 2005

Summer School Committee

Jim Durham, Chair

Author: Jim Durham

The Summer School Committee has three topics of note to be communicated to the Executive Committee. First, the Committee revised its membership to include 6 members, each appointed to a three-year term. As a policy the administrative dean will be encouraged to accept an appointment immediately after the summer school is completed. Second, the committee is considering holding a future summer school at a time and location that is separate from the annual meeting. Committee members feel that this may increase attendance and will help the deans plan the summer school during a time that does not conflict with the academic calendar. Finally, the committee is considering a request by the 2005 Summer School academic dean to publish the text as a compact disk only. This may affect the amount of revenue generated by the sale of textbooks and represents a modification of the HPS infrastructure to handle publication, advertising, and sales of the CD-ROM. Therefore, guidance from the executive committee is needed.

Three actions of note taken by the Summer School Committee are communicated to the Executive Committee in this report. These actions include revising the committee membership, separating the summer school from the annual meeting, and publishing the textbook in CD-ROM format only.

According to HPS rules, the Summer School Committee contains nine members. Three new members are elected each year to serve a three-year term. This year the committee voted to revise its membership to include 6 members. Two members are to be elected each year to serve a three-year term. The committee also agreed to encourage the administrative dean to accept an appointment as a committee member immediately after the summer school is completed. That member would also be encouraged to serve as summer school liaison during the member's second year and to serve as the committee chair during the member's third year. The committee felt that this would maximize the use of the administrative dean's experience. The executive committee approved the reorganization.

The summer school has historically been held during the week that is adjacent to week of the annual meeting. A drawback to the summer school and/or the annual meeting has been perceived because it is difficult for people to attend both the summer school and the annual meeting. In addition, most of the preparation for the summer school textbook occurs between January and March. Many of the academic deans of the summer school have academic appointments and preparation of the textbook occurs during months when school is in session. Consequently, the committee has discussed holding one future summer school at a time and location that is separate from the annual meeting in order to evaluate the impact on attendance at the summer school. This experiment is likely to occur during 2007.

The committee is considering a request by the 2005 Summer School academic dean to publish the text as a compact disk only. This may affect the amount of revenue generated by the sale of textbooks and represents a modification of the HPS infrastructure to handle publication, advertising, and sales of the CD-ROM. Therefore, guidance from the executive committee is needed. The arguments for publishing the textbook on CD-ROM include:

- **Reduced production and shipping costs.** In 2003, HPS paid \$23.73 per copy for a textbook. A CD costs \$1.59 per disk plus \$1 for shipping
- **Timeliness.** Deadlines for submission of the chapters could be extended several months.
- **Searchability.** On a CD, the entire book can be searched by key words, eliminating the need for a separate index.
- **Inclusion of color illustrations.** In print this would be cost-prohibitive.
- **Profitability.** As the sole publisher, HPS would accrue all profits from sales.
- **Potential for repackaging.** A printed book can be produced from the PDF files on the disk.

Arguments against publishing the textbook on CD-ROM include:

- **Summer School Classroom Logistics.** Facilities that accommodate a laptop computer would be required.
- **Unauthorized Copies of the Textbook.** It is very easy and inexpensive to copy a CD.
- **Academic Citations.** Most academic institutions do not give credit for electronic publications.

The committee is currently debating this issue (which was brought to the committee's attention on January 19) and appears to be evenly split. I will be able to provide more information at the Mid-year meeting.

Symposia Committee
2005 Midyear Report to the Health Physics Society Board of Directors

Report Date: February 2, 2005

Report Completed By:
Jan Braun, Symposia Committee Chair

Board Liaison: Karen Langley

Committee Members

Terri Aldridge (05)

Susan Masih (05)

Robert Morris (05)

Jan Braun (06), Chair

Pete Myers (06)

Gary Zeman (06)

Jason Flora (07)

Mary Ann Parkhurst (07)

Julie Peterson (07)

Abstract

The primary goal of the HPS Symposia Committee is to provide a forum during the annual Midyear Symposia to improve the scientific foundation and practice of health physics.

2005 Midyear Symposia - "Materials Control and Security: Risk Determination, Handling, and Detection" - New Orleans, February 13-17, 2005

The Symposia Committee developed the technical program and the Deep South Chapter arranged the plenary session, social program, and technical tours. Approximately 350 attendees have registered for the New Orleans meeting.

There were 71 abstracts (not including Plenary) submitted. Four abstracts were rejected as they did not pertain to the meeting topic and one was moved to a PEP session leaving a total of 66 for presentation. The committee remains concerned about lack of timely abstract submissions and the amount of time and effort needed to solicit for abstract submissions. Only one abstract had been submitted between April and July of 2004. The July 30th submission deadline was extended to August 13 which brought the abstract number to 26. Through many special extensions the number of submission climbed to 59 by August 27. There were 38 manuscripts submitted for publication in the proceedings.

The impact on meeting planning due to lack of timely abstract submissions and deadline extensions will be discussed by the committee at its meeting in New Orleans.

2006 Midyear Symposia - "University, Medical and Laboratory Health Physics" - Scottsdale, January 22-25, 2006

This will be a joint meeting with the CRCPD. The Symposia Committee will develop the technical program and the Arizona Chapter will arrange the plenary session, social program, and technical tours. The CRCPD will also be included in the planning. The Symposia Committee at the New Orleans meeting will complete a rough draft of the "Call For Papers".

Meetings Beyond 2006

The Board of Directors has approved Knoxville as the venue for the 2007 midyear meeting. Preliminary planning and topic selection for Knoxville will begin this summer at the annual meeting. Other than Knoxville, the Symposia Committee has not been contacted since the 2004 annual meeting by any chapter or the Venues Committee regarding midyear venues beyond 2007. Chapters that have been interested include Las Vegas, Salt Lake City, San Antonio, and Northern California (Accelerator Section). Planning beyond 2007 cannot begin until Venues Committee recommends sites and the Board approves them.

Recommendations for Board Actions

The Symposia Committee has no recommendations for Board action at this time.



2005 Mid-Year Report Venues Committee

Tracy Ikenberry, Chair
January 14, 2005

Abstract

The Venues Committee meets at the annual meeting to listen to meeting venue proposals, usually from local chapters but Society sections may also submit them. These proposals are evaluated and recommendations developed and forwarded to the Board of Directors. At the 2005 Annual Meeting in Spokane the Committee expects to provide recommendations to the Board of Directors for the 2008 and 2010 Annual Meetings and the 2007 and 2009 Midyear Symposia. The Committee will also work to develop a recommendation for the 2008 Midyear Symposium.

Recommendations for Action

No action by the Board of Directors is requested at this time.

Annual Meeting Venues

2005 Spokane, WA – approved by Board

2006 Providence, RI – approved by Board

2007 Portland, OR – approved by Board

- **Pending: 2008 Savannah, GA;** or Charleston, SC

2009 Minneapolis, MN – approved by Board

- **Pending: 2010 Salt Lake City, UT**

2008: The Savannah River Chapter actively investigated both Charleston and Savannah during the fall. During December they provided a comparison and recommendation of Savannah, GA to the Committee and the Secretariat. Likelihood of a complete final recommendation at the 2005 Annual Meeting is High.

2010: The Great Salt Lake Chapter has already presented a complete and mature proposal for Salt Lake City. The Committee asked the Chapter to move their proposal back to 2010 to accommodate existing venues. Likelihood of a complete final recommendation at the 2005 Annual Meeting is High.

Midyear Symposium Venues

2006 Scottsdale, AZ – approved by Board

- **Pending: 2007 Knoxville, TN**

- **Pending: 2008 SF Bay Area;** or, Albuquerque, NM; or, Las Vegas, NV

- **Pending: 2009 San Antonio, TX**

- **Outyear: 2010** Albuquerque, NM; or, Las Vegas, NV

2007: The East Tennessee Chapter is actively finalizing tentative arrangements for Knoxville. Likelihood of a complete final recommendation at the 2005 Annual Meeting is High.



2008: The frontrunner for this venue is the San Francisco Bay Area. The Accelerator Section and Northern California Chapter still need to address potential cost issues for the venue; additional information is expected in late January. In the event cost issues cannot be resolved, local chapters for Albuquerque, NM and Las Vegas, NV will be asked to submit proposals. Likelihood of a complete final recommendation at the 2005 Annual Meeting is Moderate.

2009: The South Texas Chapter has a strong proposal for San Antonio. Due to the popularity of San Antonio as a meeting destination and resultant pressure on available dates, and the success of HPS meetings in San Antonio, the likelihood of a complete final recommendation at the 2005 Annual Meeting is High.

2010: The Rio Grande Chapter (Albuquerque) and the Lake Meade Chapter (Las Vegas) are both considered strong contenders for outyear symposia venues. Both made proposals at the 2004 Annual Meeting in Washington, D.C. for the 2006 Midyear Symposium. Likelihood of a complete final recommendation at the 2005 Annual Meeting is Low.

Other Accomplishments

The Committee provided information to Keith Dinger to update and expand the HPS Meeting History page of the HPS Website. The meeting information is used by the Committee every year, so complete information at a convenient location is helpful.

Go to <http://hps.org/newsandevents/meetings/history.html>.

2004-2005 Committee Members (8 of 9 responding)

2005

Tracy Ikenberry, Chair 👍

Cindy Boggs 👍

J. Gordon Quillin

2006

Craig Little 👍

Rod Nickell 👍

Greg Smith 👍

2007

Larry Coco 👍

Kent Lambert 👍

Jack Patterson 👍

Board Liaison: Kevin Nelson