PNNL ALARA Committee Charter

Purpose
The PNNL ALARA Committee provides oversight of PNNL's R&D and facilities related activities to ensure that radiological dose to workers and the public are minimized taking into account social, technical, economic, practical, and public policy considerations. The committee establishes expectations for the integration of ALARA processes into radiological control activities and establishes and monitors PNNL radiological dose and work staff contamination performance goals.

Membership
The PNNL ALARA Committee consists of an ALARA Chairperson, an ALARA Coordinator, the Health and Safety Manager or delegate and representatives from each laboratory division having an annual collective dose greater than 1000 person-mrem.

Committee Meetings
ALARA committee review meetings are convened when required by an infrequent or first-time activity, when requested by the ALARA Chairperson, line management, the cognizant Radiological Engineer, or an ALARA committee member or at least semiannually.

A quorum shall consist of the ALARA Chairperson (or alternate) and any additional three members, not to exceed one alternate for the three.

ALARA Committee Responsibilities

- Review and approve work plans requiring an ALARA committee review. Ensure that:
  - Work plans adequately identify and mitigate radiological dose and contamination hazards, include contingency plans for radiological emergencies, and are thoroughly reviewed by the owners of the planning and review process .
  - Ownership of the planning and review process is clearly established for the work.
  - Personnel performing the work have the necessary training and experience.
  - Management oversight and supervision of the work is adequate.
- Provide support for laboratory wide ALARA and radiological control improvement initiatives especially in the area of contamination control.
- Develop and approve goals and performance indicators that measure the progress and effectiveness of radiological control and the ALARA process. Review progress periodically.
- Provide PNNL management with recommendations for improvements in ALARA and radiological control based on the following sources:
  - ALARA Self Assessments
  - Internal Radiological Control Assessments
  - 10 CFR 835 potential noncompliances
  - ALARA Performance Indicators
  - DOE Assessments
  - Annual ALARA Report

Committee Chairperson
The primary function of the PNNL ALARA Chairperson is to provide leadership to improve radiological ALARA performance.

Communicate clear expectations for ALARA performance.

Convene the Committee on a regular frequency. Minutes should include issues and topics discussed.

ALARA Coordinator
Develop and maintain communications on ALARA issues and information.

Record Facility ALARA Committee meeting minutes.

Track and report status of ALARA performance indicators.

Publish annual ALARA report.

Committee Members
Represent their facility or organization on the committee with full decision-making authority.

Ensure implementation of Committee decisions (including laboratory goals) .

Communicate Committee decisions and expectations to their facility or organization's management.

Approved

LO Casazza, PNNL ALARA Committee Chairperson