

DELAWARE AUTHORITY ON RADIATION PROTECTION
SUMMARY OF MEETING

May 7, 2018

Harry Levin Center for Pharmacy History &
Education 27 North Main Street
Smyrna, Delaware 19977

Members Present: (those with checks only)

F. Esposito	√	F. Fisher-Tyler	√	K. Musto	√
I. Turner, Jr.	√	W. Holden, III	√	J. Dill	√
D. Andrews		T. Hitchens	√	M. Higgins	
M. Finkelstein	√	N. Lippman		G. Poirier	
J. Wyatt	√				

Guests:

R. Brinsfield	√	K. Shaughnessy		D. Hill	√
N. Henry	√	B. Fendt		J. Hanes	
J. Suder		M. Zdradzinski	√		
J. Mack	√	A. Rabemiarisoa	√		

I. Call to Order/Approval of Agenda

Authority Chair F. Esposito brought the meeting to order at 6:15 pm. I. Turner, Jr. introduced a motion to adopt the Agenda as amended to add approval of March 28 Regulations Task Force meeting minutes. M. Finkelstein seconded the motion, and all voted in favor. The motion passed.

II. Chairman's Comments

Authority Chair F. Esposito welcomed all present to the meeting, and thanked everyone for contributing their personal time and effort to the work of the Authority, providing radiological health protection for Delawareans. She asked all present to introduce themselves, in particular for members to describe their appointed role. She welcomed in particular individuals new to the Authority and the Office of Radiation Control. She thanked Vice-Chair I. Turner, Jr. for presiding over the February 26, 2018 meeting.

III. Approval of Minutes – Feb. 26, 2018

M. Finkelstein introduced a motion to approve the minutes of the February 26, 2018 Authority public meeting. I. Turner, Jr. seconded the motion, and all voted in favor. The motion passed.

IV. Approval of Minutes – March 28, 2018

I. Turner, Jr. introduced a motion to approve the minutes of the March 28, 2018 Authority Regulations Task Force public meeting. J. Wyatt seconded the motion, and all voted in favor. The motion passed.

V. Committee Reports:

Certification Committee Chair T. Hitchens reported that the User's Guide to Radiation Technologist/Technician Certification was finalized by the Division of Public Health (DPH), and will be posted to the Office of Radiation Control webpage shortly. She thanked committee members Josh Wyatt, David Hill, Jan Dill and Frieda Fisher-Tyler for their contributions to the document, which she stated will be highly valuable to students graduating from radiologic technology programs at Delaware Technical Community College.

Nominating Committee Chair W. Holden, III reported that the Authority continues to have a vacant New Castle County public member position, since the situation with individual successfully appointed by the Governor's Office had to withdraw due to unforeseen personal reasons. He stated that a curriculum vitae had been circulated by the Office of Radiation Control (ORC), and that copies were available for review at this meeting. He asked for discussion about the nominee, explaining that their education and depth of experience as a medical physicist would introduce new, useful expertise to the collective Authority skill set. He introduced a motion for the Authority membership to approve issuing a letter of recommendation to the Governor's office for Hungcheng (Hank) Chen. M. Finkelstein seconded the motion, and all voted in favor. The motion passed. He reported that Josh Wyatt is the newly appointed public member for Sussex County, and welcomed him to the Authority!

Action Item: Submit a Recommendation Letter for Mr. Chen to the Governor's Office, F. Esposito/F. Fisher-Tyler.

Regulations Task Force Chair F. Esposito reported that the task force had a productive meeting on March 28, working through Phase 5 of the radiation control regulatory review, 4465 Parts E, I, K and T. She reported that there was substantial discussion, that the regulations were reviewed line by line, and that preparation of a first draft proposed rule is underway. F. Fisher-Tyler reported that the result of the Phase 4 review, 4465 Parts F, H, and the definition of "licensed practitioner" in Parts A, B, D, K and T will meet another milestone with publication of a proposed rule, anticipated for June 1, 2018. She indicated that the rule will be open for public comment, and if there are further comments, they will be addressed and a final rule published shortly thereafter. She reminded the members that all chapters of radiation control regulations and their status in the review is included in the Radiation Control Annual Report discussed earlier.

Action Item: Schedule a Regulations Task Force Meeting in July, email first draft for Phase 5 proposed rule, F. Fisher-Tyler.

Action Item: Email link to Proposed Rule when published, to the Authority distribution and individuals who submitted comments on the first proposed rule, F. Fisher-Tyler.

Public Education Committee Chair W. Holden, III reported that the committee is reviewing the Authority webpage content, and hosting arrangements. He indicated that the volunteer Authority webmaster is working on making changes to a test version of the webpage, which is targeted for review by the Authority at a quarterly public meeting this year. He also reported that the committee is pursuing a public outreach event with Delaware Technical Community College in New Castle County, for an opportunity to highlight their radiologic technology two-year program with a public signing of a proclamation declaring Radiation Protection Week in November.

Action Item: Prepare revised Authority Webpage content/lay-out in test for review at October 2, 2018 meeting, Leslie Poland, F. Fisher-Tyler.

VI. Informational Updates

F. Fisher-Tyler briefly reviewed the Radiation Control Program Report, highlighting the due dates for review of Authority internal governance documents. She reported that the Authority Bylaws are next due for review in February 2019, and that the Strategic Plan is reviewed at the first meeting of every year and was approved without revision at the February 26, 2018 meeting. She indicated that the Bylaws, Strategic Plan, final meeting minutes, and other Authority documents are posted to the Authority webpage at www.deradiationprotection.org. She reported that edits are in progress for the Authority webpage, with volunteer webmaster Leslie Poland. She also reported that discussion is underway with Delaware State University regarding Authority webpage hosting and GoDaddy domain.

R. Brinsfield reviewed the ORC Monitoring Reports for January - April 2018. He indicated that the handouts were numbered, and would be collected prior to the end of the meeting. He described each category in the report, beginning with Number of New X-Ray Rooms subject to shielding plan review by ORC-registered Radiation Service Provider & issuance of "Approval to Construct" letter by the DPH Office of Engineering, as well as pre-operational inspection/issuance of "Approval to Operate" letter, and registration permit by the DPH Office of Radiation Control. He reviewed the X-Ray Facility Inspection Report, Inspection Violation Report, and Radiation Technologist & Technician Certification Report. He reported that numbers for these categories were similar to the previous year, but number of inspections completed will increase throughout the year since ORC has returned to full staffing, after several months at greatly reduced staffing level in 2016 and 2017. F. Fisher-Tyler reported that the Radiation Control Program Annual Report for 2017 discusses these and other metrics,

with comparison to 2015, the last year for which the report was issued.

Authority Vice-Chair I. Turner, Jr. reported that the Fiscal Year 2018 Annual Report to the Governor on activities of the Authority will be drafted over the summer, and a draft report and cover letter will be presented to the full Authority at the October 1 meeting, for review and approval vote. He indicated that activities of the Authority, the work of its committees, and work in partnership with ORC such as regulatory review, amendment and repeal/replace actions will be included.

Action Item: Prepare draft Annual Authority Report for FY2018, I. Turner, Jr.

VII. New Business

There was nothing to report.

VIII. Public Comments

There was nothing to report.

VII. Adjournment

In 2018, the Authority is scheduled to meet on the following dates at 6 pm, at the Harry Levin Center for Pharmacy History & Education in Smyrna:

- October 1
- December 3.

Ivan Turner, Jr. introduced a motion to adjourn, T. Hitchens seconded the motion, and all voted to approve. The motion passed.

My thanks to Robert Brinsfield and James Hanes for preparing ORC Monitoring Reports, and to Robert Brinsfield and Mike Zdradzinski for handling logistics to enable an effective and efficient meeting!

Our collective thanks to Authority member Kevin Musto, who enables access to this centrally-located, outstanding meeting space by the Delaware Pharmacists Society! Much appreciated.

Respectfully submitted,

Frieda Fisher-Tyler,
Administrative Agent,
Authority on Radiation
Protection, and the
Division of Public Health