

Contact Person	Michael McGuigan	Revision	7
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ALARA Committee Charter

ALARA means **As Low As Reasonably Achievable** in reference to minimizing doses from ionizing radiation. This charter defines the structure and function of the ALARA Committee. The ALARA Committee is a sub-committee of the Safety Review Committee (SRC).

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: ALARA Committee Chair (Trevor Riedemann)
- Approved by: ESH&A Manager (Sean Whalen)
- Approved by: Legal Counsel (Barbara Biederman)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Associate Laboratory Director for Sponsored Research Administration (Debra Covey)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Deputy Director (Thomas Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from the author.

3.0 CREATION OF THE COMMITTEE

The Laboratory ALARA Committee is established per the requirements of the Laboratory's ALARA policy (10202.001).

4.0 PURPOSE OF THE COMMITTEE

The purpose of the ALARA Committee is to review and advise management on improving progress towards minimizing radiation exposure and radiological releases. The ALARA Committee makes recommendations regarding the safety aspects of the possession, use, and disposition of sources of ionizing radiation by Ames Laboratory to assure that radiation exposures and releases are kept ALARA.

5.0 SCOPE OF RESPONSIBILITIES

The ALARA committee responsibilities include:

- Acting as an advisory group to Ames Laboratory management and Safety Review Committee on radiation safety matters.
- Reviewing and setting goals for radiation exposure per the ALARA principles.
- Recommending changes in existing radiation safety policy and recommending new policy.
- Reviewing accident investigation reports involving radiation, as requested by the investigation/categorization team and management.
- Via the Radiation Safety Officer, investigating the circumstances of exposure events exceeding the Laboratory's administrative dose limit of 0.5 rems and advising management on appropriate corrective actions if necessary.
- Keeping informed of current radiation information, happenings, and ensure those concerned are informed of Committee plans and activities.
- Reporting annually to the director individual and collective radiation doses.

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6.0 COMMITTEE COMPOSITION

The ALARA Committee is composed of individuals who represent the various applications of ionizing radiation within Ames Laboratory and are knowledgeable and experienced in the safe use of ionizing radiation sources, as well as individuals representing ESH&A, Facilities and Engineering Services (F&ES), Occupational Medicine, the Ames Laboratory Executive Council, ISU Environmental Health and Safety (EH&S), and a member line-management from a scientific division. The [ALARA Committee Membership List](#), provides the current ALARA committee membership.

7.0 FREQUENCY OF MEETINGS

The ALARA Committee will meet on the behest of the ALARA Committee chair or at minimum once a year.

8.0 REPORTING REQUIREMENTS

The ALARA Committee reports to the Laboratory Director. Responsibilities executed for the purposes of the Laboratory’s Readiness Review process are reported to the SRC Chair.