

## **Decommissioning Section Standard Operating Procedure**

### **I. PURPOSE**

This Standard Operation Procedure (SOP) is to provide instruction for the officers of the Decommissioning Section to use in carrying out their responsibilities as a Section of the HPS. It is meant as a quick guide and does not replace compliance with the Bylaws and Charter of the Section.

As listed in Society Rule 10.2.III,g RESPONSIBILITIES:

- i) Each Section shall submit an annual report to the Society Board summarizing the activities of the Section.
- ii) The dues fee structure and budget report for each Section shall be approved by the Finance Committee and submitted to the Board for approval (see Rule 14.2).
- iii) Each Section shall send two Section members to the Section Council Meeting held at the Society Annual Meeting. (See Rule 7.7)
- iv) Additionally, the President, Past-President, and President-Elect should attempt to attend meetings with the HPS President, Past-President, and President-Elect as invited.

### **II. OBJECTIVES**

The “Welcome” statement on the Decommissioning Section Homepage provides the following:

“The primary objectives of the Section are to:

- 1 Disseminate information related to decommissioning activities, including regulatory rulemakings on decommissioning, decontamination techniques, and advances in survey instrumentation and procedures.
- 2 Provide a forum for discussion of decommissioning issues.
- 3 Promote professional development of Section members.
- 4 Provide open lines of communication between Section members and the Health Physics Society, as provided in the Section Charter.

Our interests include radiological surveys in support of decommissioning, decontamination techniques, pathway modeling, waste management, ALARA techniques

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for remediation activities, risk assessments, survey instrumentation, training and risk communication and education, and public education and outreach.

### **Resources**

Rather than provide links to many different Internet resources, the following link will take you to the excellent, up-to-date resources of the Decontamination and Decommissioning Science Consortium (DDSC) website. Look here for information on regulatory initiatives, instrumentation, DOE D and D projects, conferences and training, dose modeling, MARSSIM, etc.

<http://www.ornl.gov/ddsc/>

### **III. RESPONSIBILITIES**

- a) The President of the Section will take the lead in accomplishing these objectives. Most may be accomplished without further procedural direction. The President with the help of the Secretary/Treasurer is responsible to keep the information on this “welcome” homepage current. At the beginning of each society year (after the annual meeting) the President should work with the Section Officers to establish a plan to implement key elements of these objectives. The Board should be utilized as much as possible making sure each has specific responsibilities.
- b) The Past-President of the Section will take the lead each year in preparing a special topical on decommissioning to be a part of the annual HPS meeting. The topic should be determined early as several months lead-time is needed.
- c) The President-Elect will serve as the liaison to the Program Committee for the Annual meeting facilitating the regular Decommissioning Session.

### **IV. SCHEDULES**

- a) An annual schedule is printed in the HPS “Radiation Safety Professional’s Membership Handbook & Directory” as the “HPS Activity Schedule.” The President, with the help of the Secretary/Treasurer, should pay particular attention in April as an annual report is to be sent to the Society President for use at the Annual Meeting. This report should be sent to the Section Officers for approval so should be developed with a sufficient lead-time. This report may also be distributed to the general membership at the Section Meeting held in conjunction with the Annual Meeting.
- b) The President with the help of the Secretary/Treasurer is to set up, through the HPS secretariat, a Section Executive Officers and Board Meeting and a general Section Meeting at the Annual Meeting. A Section Executive Officers and Board Meeting

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may also be setup at the Midyear Meeting. The Secretary/Treasurer is to determine anticipated attendance at the Officers meeting and order meals through the secretariat. Additionally, teleconferencing for Section Officers may be established for those that cannot attend and throughout the year.

### **V. BUDGETS AND EXPENSES**

The Secretary/Treasurer monitors the level of Section funds but the HPS secretariat actually issues the checks as directed by the Section President or Secretary/Treasurer. The Secretary/Treasurer may develop a budget as directed by the Section President.

### **VI. RECORDS AND REPORTS**

The Secretary/Treasurer should prepare for the President, minutes of the Executive Officers and Board Meeting to be sent to the officers and of the general Section Meeting to be sent to all Section members. The HPS secretariat will send these through an email blast. This Section members report may include items from the Officers meeting and the annual report that was discussed at the Section Meeting. These reports should include the budget and a list of Section officer's names, addresses, phone numbers, and email addresses.

The Secretary/Treasurer should keep records such that a smooth transition can be accomplished upon change in responsibilities. This should include records supporting any major item accomplished by the Section.

### **VII. VOTING PROCEDURES**

The Bylaws require that ballots be sent at least 90 days prior to the annual meeting. This general means around mid-April. Therefore, the Section President should submit to the board for approval the names of the nominating committee no later than about April 1<sup>st</sup>. The HPS secretariat will send the ballots out through an email blast.