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Conference of Radiation Control Program Directors, Inc.

Office of Executive Director ◆ 205 Capital Avenue ◆ Frankfort, KY 40601
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Massachusetts

Chairperson-Elect
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Wisconsin

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Office of Executive Director

Executive Director
Charles M. Hardin
Kentucky

Deputy Director
Patricia C. Gorman
Kentucky

MEMORANDUM

TO: **CRCPD Board of Directors**

FROM: **Sue Smith, Administrative Assistant** Sue

RE: **Updates to the *Board of Directors Statements of Policy and Procedures***

DATE: **February 28, 2000**

Attached you will find a revised copy of the *CRCPD Board of Directors Statements of Policy and Procedures.* This revised copy includes all changes that were adopted at the November 1999 Board of Directors meeting.

Thanks for taking time out of your busy schedules to deal with this important matter.

Attachment

/ss

cc: Pat Gorman
Chuck Hardin
Lin Carigan
Judy Woolums
Bruce Hirschler
Curt Hopkins
Terry Devine
Sue Smith

OSP
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CONFERENCE OF RADIATION CONTROL PROGRAM DIRECTORS, INC. (CRCPD)
BOARD OF DIRECTORS STATEMENTS OF POLICY AND PROCEDURES
February 2000

I. ADMINISTRATIVE

1. Documents 1
2. Credit Card 3
3. Meeting Rooms 3
4. Assistance 3
5. Financial 3
6. Refreshments 3
7. Counting of Ballots Including the Ballots Pertaining to Election of Officers 3
8. CRCPD *Directory of Personnel Responsible for Radiological Health Programs* . . . 4
9. Lease for Office Space 4
10. Financial Support/Commercial Firms 4
11. Radiation Protection Advisory Council 4
12. Levels of Opportunities for Contributing to CRCPD 5

II. ANNUAL MEETING

1. Announcements 6
2. Papers 6
3. Financial Support/Hospitality Room 6
4. Table Clinics 7
5. Bids 7
6. Educational Exhibits 7
7. Proceedings 8
8. Program 8
9. Commercial Material 8
10. Visual Aids 8
11. Special Interest Meetings at the Annual Meeting 8
12. Public Relations 9
13. Training at Annual Meetings 9
14. Dates for Annual Meetings 9
15. Posters 9
16. Poster Review Committee 9

III. ASSOCIATION WITH GROUPS

1. Financial Support to Professional Meetings 9
2. ARCRT Accreditation Committee 9

IV. BOARD OF DIRECTORS

1. CRCPD Business Meeting 10
2. Board of Directors Agenda 10
3. Approval of Oral/Written Presentation 10
4. Use of Telephone Mail System 10
5. Minutes 12
6. Newly Elected Board Members 12
7. Number of Board Meetings Held Each Year 13
8. Resolutions 13

V. COMMITTEES

1. Consultants 14
2. Membership 14
3. Reports 15
4. Financial 15
5. Transition of Council Chairpersons 16
6. Outside Assistance by SSRCR Working Groups 16
7. Length of Working Group Meetings 16
8. Correspondence on CRCPD Letterhead 16
9. SI Units Referenced in SSRCR 16
10. Committee Activities (Open vs. Closed Committee Meetings /Document Circulation) 16
11. Products of Working Groups 17
12. Transfer of Records from Outgoing Council/Committee Chairpersons to Incoming Council/Committee Chairpersons 18
13. Procedure for Council Chairpersons 18
14. Highlighting Working Groups 18
15. Milestones for Working Groups 19
16. Expressing Interest to Serve on a Working Group 19
17. Advertising in *NEWSBRIEF* for Members and/or Advisors 19
18. Financial Support of Committee Meetings at Annual Meetings 19

VI. ELECTIONS

1. Number of Candidates 19
2. Solicitation of Nominations 19

VII. AWARDS

1. Level I (Gerald S. Miller Award of Merit) 20
2. Level II (James W. Miller Award) 22
3. Level III (Board of Directors Award for Outstanding Achievement in the Field of Radiation Protection) 24
4. Level IV (Board of Directors Award for Meritorious Service) 27
5. Life Member Award 29

VIII. GENERAL

1. Testimony 31
2. Use of SI Units 31
3. CRCPD Exhibit Loan Policy 31
4. Persons Accompanying Exhibit 31
5. Speakers Bureau 31
6. Open/Closed Meetings 32
7. Personnel Exchange Program - RCP Request for Assistance 33
8. Conversion from Ci to Bq in Regulatory Limits 33
9. Review of Designated Licensing States 34

IX. MEMBERSHIP
1. Associate Membership 36
2. Dues 36
3. Reinstatement 36
4. Location Change that would Affect the Qualifications for which a Member was Previously Approved 36
5. Approval/Termination of CRCPD Membership 36
6. Legal Fees 38

X. TRAVEL
1. Regulations 38
2. Meetings in Home Town 38
3. Rental Vehicles 38
4. International Travel 38
5. Travel Expense Voucher 39
6. Airline Penalties 39
7. Annual Meeting Travel 39
8. CRCPD Sponsored Meetings 40
9. Personal Travel in Conjunction with CRCPD Travel 40
10. Frequent Flyer 40

I. ADMINISTRATIVE

1. Documents:
   a. All agreements, contracts, and grants shall be signed and dated by the Executive Director as the responsible officer of CRCPD. *(Amended September 1990.)*
   b. Working group reports shall be signed by the working group chairperson. Members of the working groups responsible for the preparation of all reports published by CRCPD shall be named on such reports. (Amended October 1999).
   c. Official CRCPD Publication:
      i. With the exception of routine OED publications (i.e., *NEWSBRIEF, Radon Bulletin, Directory of Personnel, Profile, Directory of State Agencies Involved with Transportation, Annual Meeting Proceedings*), official publications of CRCPD must have prior approval of the Board of Directors. Such approval will be based on the content and purpose of the proposed publication, and not on format, grammar, or sentence structure.
      ii. Except for the *Suggested State Regulations for Control of Radiation* (SSRCR) and the *Proceedings*, all official CRCPD publications shall meet the requirements of the CRCPD *Style Guide*, and shall be edited by OED staff for format, grammar, and sentence structure. Such editing shall be after Board approval for content.
      iii. Except for those publications listed in item 1, all official CRCPD publications shall have appropriate peer review prior to publication. The Board of Directors shall approve the list of peer reviewers. Relative to the NEXT "data dump" document, the Baord will accept the FDA peer review. *(Amended January 2000)* ***(Editor's Note: Additional information contained in I.1.e.)***
      iv. The final draft of all official publications, following acceptance by the Board, shall be submitted to the OED in floppy disk format, as well as in hard copy.
      v. All official CRCPD publications shall have the CRCPD logo and a CRCPD publication number, and the appropriate disclaimer, placed on the front cover of the document.
      vi. All official CRCPD publications shall be made available to the membership, federal agencies, and the general public. An appropriate charge may be made of the recipient for obtaining the document. *(Adopted February 8, 1993)*
   d. Nonofficial OED Documents:
      i. Nonofficial OED documents may be printed by the OED for limited distribution, upon approval of the Board of Directors. Such documents are not considered to be endorsed by the Board, nor are they considered official CRCPD publications. The preparer of all nonofficial documents must submit the appropriate publication request form to the OED, which is then forwarded to the Board for their consideration. The appropriate disclaimer shall be placed on the document.
      ii. Although nonofficial OED documents are not required to meet the CRCPD *Style Guide*, peer review requirements and such documents are not required to be edited by OED staff, it is recommended that the preparer follow the CRCPD *Style Guide* for formatting.

iii. Nonofficial OED documents shall not have the CRCPD logo, nor a CRCPD publication number placed anywhere on the publication. The publication shall bear the identification of the preparer, and shall contain the following statement:
"This document is solely the product of the individual, organization, or working group identified on the cover, and is not considered an official publication of the Conference of Radiation Control Program Directors, Inc. The contents have not been edited by CRCPD, and the views expressed in the document do not necessarily represent the position or views of CRCPD."

iv. Nonofficial OED documents shall be made available to individuals, organizations, or other entities identified by the Board. An appropriate charge may be made of the recipient to cover publication costs. *(Adopted February 8, 1993.)*

e. Distribution of Documents Among Members, Board of Directors, Liaisons and Resources:
For any official Peer review of documents under development by CRCPD working groups, the document is to be circulated to the CRCPD Board of Directors and Federal Liaisons to CRCPD. Any information, not for official Peer review, that is being distributed to the state members of a working group for general review and comment, such information is also to be sent to the Resource persons of the working group for their review and comment. *(Amended May 3, 1993.)*

f. Advertising in the *NEWSBRIEF*:
Purposes of Advertisements - The purpose of advertising in the *NEWSBRIEF* is to allow individuals and companies to inform the readers of the *NEWSBRIEF* of radiation related services and products that are available. These services and products may be available for a fee or free of charge.
Who May Advertise - Advertising is limited to bonafide companies and enterprises involved in radiation protection. Membership in CRCPD is not a prerequisite to being allowed to place advertisements.
Nexus - The Board of Directors permits advertising in the form of display ads within the *NEWSBRIEF* providing the topic of the ad is: 1) a manufacturing product or products directly related to radiation control, or 2) a solicitation in the interest of education, training, or research relating to radiation control.
Prohibited Uses - The Board of Directors of CRCPD has the sole discretionary authority in permitting ADVERTISEMENTS. The following is not authorized for publication in the *NEWSBRIEF*:

i. Advertisements of a personal nature, such as "personals," except that notices regarding exams, and the like are permitted.

ii. Notices recognizing individuals birthdays, happy faces, St. Jude Novenas, et cetera.

iii. Advertisements of any type that include offensive language or graphics.
Advertising Rates - The rates set for advertising will be established by OED and approved by the Board of Directors. The rates will be provided to prospective advertising clients upon request in a media kit that will include, in addition to the rate sheet, a sample of the *NEWSBRIEF*, listing of publications, and the advertising policy.
Limitation - Advertisements in the *NEWSBRIEF* shall not exceed more

than twenty-five percent (25%) of the total contents. An exemption to this policy would be allowed if a commitment had been made to advertisers prior to adequate printed information not being available to fill up the number of pages required to meet the twenty-five percent (25%) requirement. *(Amended February 1994.)*

g. Cycle of *NEWSBRIEF* Distribution:
Beginning January 1, 1996, the *NEWSBRIEF* will be issued every two months rather than the previous 11 months a year. The issues will be published on the following cycle: February, April, June, August, October, and December. *(Effective January 1996).*

h. The *NEWSBRIEF* shall contain articles written by Voting/Associate members and CRCPD staff. Articles for inclusion by others require Board approval. *(Adopted October 1998)*

i. Beginning January 1, 2000, all adopted parts of SSRCR's are to be placed on the CRCPD web page for open access to all. The draft parts of the SSRCR's will only be available under the "Members Only" section of the CRCPD web page. *(Adopted January 2000.)*

2. Credit Card:
The CRCPD shall obtain a telephone credit card which may be used for official business only by members of the Board of Directors (Board), the Executive Director, the Administrative Assistant, or by committee chairpersons. Such persons authorized to use the credit card shall not delegate the use of the card to any other person without prior approval of the CRCPD chairperson. All such requests to delegate the use of the CRCPD credit card shall be through the Office of Executive Director (OED). All persons using the credit card shall record the telephone call on a form provided by OED, and shall submit the completed form on a monthly basis to the OED.

3. Meeting Rooms:
The CRCPD may pay for special meeting rooms required for the conduct of CRCPD business, however, prior authorization is required from the OED.

4. Assistance:
The CRCPD shall offer assistance, within available resources, to states requesting such assistance in setting up a Licensing State Program.

5. Financial:
All funds, federal or otherwise, accepted by CRCPD, shall be received only by the OED or Treasurer, on behalf of the Board.

6. Refreshments:
Dues, contract or grant funds shall not be used to purchase refreshments.. Monies collected from exhibitors at the annual meeting or other sources other than federal funds may be used to purchase refreshments as deemed necessary by the CRCPD Chairperson or desingee. *(Amended January 2000)*

7. Counting of Ballots Including the Ballots Pertaining to Election of Officers: The Executive Director is given the authority to count the ballots, in concert with a Member of CRCPD, tabulate the results, and notify the membership of such results within 30 days of the count. For clarification, with the passage of the Bylaws amendment on 4/4/90, this policy includes the counting of the officer ballots. *(Amended April 4, 1990.)*

8. CRCPD *Directory of Personnel Responsible for Radiological Health Programs (Directory)*:
   a. OED will make available to state radiation control programs (RCPs), and other entities listed in the *Directory*, one free printed copy of the *Directory* on an annual basis. *(Effective September 22, 1991.)*
   b. In addition to the free bound copy, OED will make available, upon request, to state RCPs only one free copy of the *Directory* on diskette in Wordperfect format. The disk copy will be the same information as contained in the bound edition. Updates may be obtained through the monthly reporting via the *NEWSBRIEF*. (Effective September 22, 1991.)
   c. Presale notice for discount on CRCPD *Directory* will be sent to Voting and Emeritus Members. Voting Members will be responsible for: (1) polling his/her staff members, which includes Associate Members; (2) ordering and paying for the number of directories for his/her state by January 15. After January 15, the states and Emeritus Members will pay the full price. This notice will not be published in the *NEWSBRIEF*. *(Amended February 1994.)*
   d. Working group chairpersons including liaisons shall be provided with a hard copy of the CRCPD Directory annually. *(Adopted April 1997)*
9. Lease for Office Space:
   The Chairperson is authorized to negotiate and sign an appropriate lease with the landlord for rental of office space. Should conditions of the lease change, the Chairperson is to seek approval of the Board. *(Effective September 23, 1991.)*
10. Financial Support/Commercial Firms:
   The Board approves the acceptance of financial support from commercial firms for activities associated with CRCPD. *(Effective February 1, 1993.)* In as much as CRCPD is a non-profit organization, any company hosting a social event for CRCPD may claim such expenditure as a business expense, but not as a contribution. Any company hosting a social event for CRCPD shall be advised that the expenditure can only be claimed as a business expense *(Amended February 8, 1993)*.
11. Radiation Protection Advisory Council:
   The Board of Directors of the Conference of Radiation Control Program Directors, Inc. (CRCPD) has established the *Radiation Protection Advisory Council (RPAC)*. This Council was established to provide a formal mechanism for outside input to the CRCPD Board of Directors. The Council will have the following functions:
   1. Provide recommendations to the CRCPD Board of Directors on technical issues and special projects that should be considered by the CRCPD.
   2. Present such recommendations to the CRCPD Board of Directors during scheduled Board meetings in order to provide further discussion on the recommendations, if necessary.

   The RPAC may meet to consolidate their recommendations to the CRCPD Board of Directors. Travel support for council members to one such meeting may be supported by the CRCPD. The RPAC is open to any individual, firm, association, or organization having interest in the mission of the CRCPD. However, if a firm, association or organization desires membership on the RPAC, only one individual from the firm, association or organization shall be so designated. However, he or she may represent the views of the entity for which they represent.

The CRCPD Board of Directors must approve any entity to the RPAC. Eligible for consideration by the CRCPD Board of Directors are those individuals, firms, associations, or organizations that have contributed $10,000 or more, as a gift , to the CRCPD. Since the CRCPD has been recognized by the IRS as a 501C(3) organization, gifts to the organization are tax deductible. Individuals interested in being a member of the RPAC must submit a letter to the CRCPD Board of Directors expressing their interest, and identifying their experience that may apply to the goals and objectives of the CRCPD. This letter must also pledge $10,000, or more, as a gift to the CRCPD, upon acceptance as a member to the RPAC. Upon approval by the CRCPD Board of Directors, and the receipt of the pledged gift, the applying individual, firm, association or organization will be notified of their appointment to the RPAC. Membership in the RPAC shall be for a period of one year, starting on the date when first appointed. Renewal shall be confirmed by the Board of Directors of the CRCPD upon receipt of an annual renewal gift of $10,000, or more, to the organization. *(Adopted April 1998)*

12. Levels of Opportunities for Contributing to the CRCPD — Certain benefits should be offered to those individuals who contribute to the CRCPD. The following table outlines such benefits: *(Adopted May 1998)*

Levels of Opportunities
for
Contributing to the CRCPD

Certain benefits should be offered to those individuals who contribute to the CRCPD. The following table is proposed for various levels of giving:

Amount Given	Listing in CRCPD Newsbrief	Free Newsbrief	Free CRCPD Directory	Free copy of SSRCR	Travel Support for Advisory Committee	Member Radiation Protection Advisory Committee
	Value Zero	**Value $35**	**Value $30**	**Value $150**	**Value $1,000**	**Value None Given**
$10,000 or more Class: Platinum	X	X	X	X	X	X
$1,000 - $9,999 Class: Gold	X	X	X	X		
$500 - $999 Class: Silver	X	X	X			
$100 - $499 Class: Bronze	X	X				
Less than $100	X					

II. ANNUAL MEETING

1. Announcements:
   The OED shall be responsible for the issuance of announcements and special invitations for the annual meeting. Such announcements and special invitations shall be sent to persons from a list provided by the Federal Liaisons, members of the Board and local hosts. Special invitations shall be signed by the chairperson or local hosts, as appropriate.
2. Papers:
   Papers will not be accepted for presentation at the annual meeting from state or local radiation control individuals unless such individuals are members of CRCPD, or are invited by CRCPD to make such presentation. *(Amended September 1986.)*
3. Financial Support/Hospitality Room:
   a. The CRCPD has no jurisdiction in the matter of an industry holding an open house hospitality room (Reference Policy 10 under Administrative). *(Amended February 1993.)*
   b. Only voting Members (maximum of 52), or their designee, will be supported to annual meetings. The voting Member designee shall have membership status in CRCPD to receive financial support to annual meetings. *(Amended February 1988.)*
      In addition, the voting Member or their designee shall attend the CRCPD Business Meeting, and the designee shall have proxy to vote for his/her governmental entity. Exceptions shall be approved by the CRCPD chairperson. *(Amended February 1988.)*
   c. To be eligible to receive CRCPD support for travel to the annual meeting, the candidate for travel must have been approved for CRCPD membership at least 30 days prior to the annual meeting. An exception will only be granted if due to organizational changes occurring within the agency during this 30 day period prior to the annual meeting. *(Amended ay 1994.)*
   d. Regarding committee meetings held in conjunction with the annual meetings, the committee chairperson shall (1) contact the council chairperson and obtain approval to hold such meeting, providing funding is available, (2) notify the OED at least 60 days prior to travel date so that travel authorizations may be issued and flight arrangements made in accordance with Policy 7 under Travel. Exceptions may be approved by the CRCPD chairperson. *(Amended January 2000).* (Note: Policy reaffirmed January 1992 that the practice of holding working group meetings in conjunction with the Annual Meeting is an acceptable practice).
   e. Anyone funded to attend the annual meetings for purposes of gaining information from the technical sessions provided shall attend such technical sessions. *(Effective September 13, 1990.)*
   f. Only Voting or Associate Members will be financially supported to the Annual Meeting for the entire meeting. If CRCPD is financially supporting members in other classes of membership, or special speakers, those individuals will be supported only for the purpose for which they were invited to attend. *(Effective January 28, 1992.)*
   g. CRCPD financially sponsored persons shall submit their critique of the annual meeting with their request for reimbursement of expenses.

Reimbursement will be withheld pending submission of the critique. Notice of such requirement will be included with the travel authorization. *(Adopted November 1993)*

h. It is the general policy of the Board that it is an acceptable practice for CRCPD to receive independent financial support of social events associated with the CRCPD annual meeting, or other CRCPD sponsored meetings. Specifically, financial support of social events from individuals, industrial firms, or professional organizations is acceptable and does not conflict with CRCPD Bylaws nor Board policy. It is further the policy of the Board that no special recognition, endorsement, nor privileges be given to any entity providing such financial support. Should any general recognition be given to any entity that has financially supported a social event, such general recognition shall be consistent for all supporters of CRCPD social events with no one entity being recognized greater than another. *(Adopted August 1997)*

i. A working group chairperson will only be considered for financial support to attend the annual meeting of the purpose of presenting a poster if the working group has: demonstrated by February 1 prior to each annual meeting that significant progress has been made in addressing the assigned charges. (Note: This decision is to be made by the full Board of Directors by February 15 as recommended by the respective Council Chairperson.) *(Adopted January 2000.) (Refer to II., 16 for more information)*

4. Table Clinics:

It is the general policy of the Board to accept and encourage the exhibiting of commercial products directly relating to radiation health and safety at the CRCPD annual meeting. The acceptability and scheduling of commercial exhibits shall be the responsibility of the OED. *(Amended January 1992.)*

The OED shall establish a special vendor's registration fee. This registration fee shall be handled, in regard to accounting purposes, in the same manner as other registration fees. *(Effective January 1992.)*

5. Bids:

The final cut-off date for submitting bids to host the annual meeting is the end of the calendar year. Effective May 16, 1992, bids will apply for five years prior to the proposed hosting year. In the event that there are no bids received by the cut-off date, the meeting will be held in Kentucky or another backup state. Every attempt will be made to get the Kentucky Radiation Control Program to host the meeting, however if such is not obtained, the OED staff will assume that responsibility. *(Amended February 1994.) (Clarification was given that the policy does not preclude a state from bidding further out provided that adequate facilities could not be obtained within the five years prior to the proposed hosting year. July 1999)*

a. In the event that a hotel contract within a given state has to be canceled due to the inability of the hotel to fulfill their contract with CRCPD, and provided that no other facility can be secured within the given state, the Board will reopen bids for that year. Should an emergency situtation occur whereby there is not at least a year's notice, the OED will proceed with hosting the meeting in Kentucky. *(Adopted January 2000.)*

6. Educational Exhibits:

It is the general policy of the Board to encourage educational exhibits at the

annual meeting which do not promote products or services. The Executive Director and the Chairperson, based upon available space, shall make the determination whether a proposed educational exhibit is acceptable or not. *(Effective January 1992.) (Refer to II., 14. for more information)*

7. Proceedings:

   Effective with the 1993 Annual Meeting, speakers will be required to list SI units first followed by conventional units in parenthesis. The proceedings will contain a statement indicating it is the responsibility of the author to provide such according to the Board's policy. For clarification, OED is not responsible for ensuring units are used properly. *(Adopted January 26, 1992.)*

8. Program:

   a. In order to determine more closely the space requirements needed for the annual meeting, the Program Committee will establish the structure of the annual meeting one year prior to the year in which the annual meeting is held. *(Effective ay 16, 1992.)*

   b. Beginning with the 1994 annual meeting technical program, each council chairperson will review the accomplishments of their respective working groups over the previous year and recommend to the Technical Planning Committee which working groups should be highlighted on the technical program. The council chairperson should recommend to the Technical Planning Committee a minimum of one working group or a maximum of three working groups in order of priority. Pursuant to XI.7 and based upon final approval of the Technical Planning Committee, the working group chairperson will be invited to attend the entire annual meeting at CRCPD's expense provided he/she presents a paper, a poster or a training session on their working group activities. *(Note: The Planning Committee is to request this information from the Council Chairpersons.) (Amended January 2000)*

9. Commercial Material:

   Any printed material of a commercial firm that is designed and intended for advertisement purposes shall not be included in any official handout, program, or packet of CRCPD. *(Effective a y 19, 1992.)*

10. Visual Aids:

    OED is instructed to establish a procedure to review all visual aids prepared by presenters at the CRCPD Annual Meeting prior to such visual aids being used by the presenter. Any visual aids which are deemed unacceptable for viewing by the audience will be rejected from the presentation. Should the speaker wish to appeal the decision, the final decision will lie with the Program Planning Committee Chairperson. *(Amended January 2000.)*

11. Special Interest Meetings at the Annual Meeting:

    Following are the steps necessary to hold a special interest meeting at the annual meeting:

    a. Contact the OED representative and the CRCPD chairperson to arrange for a room;

    b. The OED annual meeting coordinator will request approval of the CRCPD chairperson to hold the meeting; and

    c. The person requesting the meeting will provide adequate announcement verbally at the appropriate time during a plenary session and in writing on posters.

No approval will be given for special interest meetings to occur during plenary sessions. A time frame of two hours will be provided at future annual meetings for special interest meetings. *(Intent: This policy will affect all meetings involving state representatives beginning with the 2000 annual meeting). (Amended January 2000.)*

12. Public Relations:
Public relations activities for the annual meeting will be handled by a CRCPD member as a function of OED, rather than such being handled through the working group structure. Activities will be coordinated with a designated staff person of OED. *(Effective September 1994).*

13. Training at Annual Meetings:
The Program Planning Committee will be responsible for scheduling training in association with the annual meeting. This policy becomes effective beginning with the 1996 annual meeting. *(Amended December 1995.)*

14. Dates for Annual Meetings
Beginning with the 2001 annual meeting and with all due efforts, no further meetings of the Conference will be held over Mothers Day weekend. *(Adopted by the membership a y 1999).*

15. Posters:
For the available space allotted by the annual meeting hotel for exhibits/posters, and up until February 15 prior to the annual meeting, approximately 3/4 of such space shall be allotted for commerical exhibits and 1/4 for educational posters. After that date, in eventt that all exhibit space has not been taken, priority shall be given to posters for the remaining available space; however, within 30 days fo the annual meeting if poster presenters do not utilize all of the allotted space, the balance my be rented to commerical exhibitors. In additional, additional posters may be in areas, hallways, adjacent to the exhibit area. Having different posters on different days of the week, may also be an option. *(Adopted January 2000.)*

16. Poster Review Committee:
It is the policy of the Board that the concept, ideas and structure layout of all proposed posters to be presented at the CRCPD annual meeting must be presented to the poster review committee at least two months prior to the annual meeting. A decision on the acceptability of such posters will be made within two weeks of receipt of the required information. *(Note: The poster review committee will consist of the Past Chairperson and Chair-Elect. In the event that the Past Chair and Chair-Elect cannot agree on a proposed poster, the Chairperson will cast the deciding vote). (Editor's note: It is the responsibility of the Poster Review Committee to review and approve all posters to be given at the annual meeting). (Adopted January 2000.)*

III. ASSOCIATION WITH GROUPS

1. Financial Support to Professional Meetings:
A CRCPD member desiring financial support to attend a professional meeting must receive the prior approval of the CRCPD chairperson. A CRCPD member desiring such support must submit to the OED, in writing, sufficiently in advance of the proposed meeting, a request identifying how attendance to such a professional meeting will benefit the CRCPD.

2. ARCRT Accreditation Committee:

The CRCPD shall not appoint a representative to the ARCRT Accreditation Committee since such appointment is not considered a proper function of the CRCPD.

IV. BOARD OF DIRECTORS

1. CRCPD Business Meeting:
   It is the policy of the Board that the CRCPD Business Meeting is an open meeting to anyone desiring to attend. *(Revised ay 10, 1991.)*
2. Board of Directors Agenda:
   At each annual meeting of the CRCPD, the proposed agenda of the Board shall be made available to the membership at the beginning of the annual meeting.
3. Approval of Oral/Written Presentation:
   When an individual is asked to make a presentation on behalf of CRCPD because of their membership on a CRCPD committee, task force, or the Board of Directors, the presentation must first be reviewed and approved by the Board of Directors, based on content and statements regarding CRCPD positions. A copy of the proposed paper needs to be sent to OED, preferably at least one month prior to the presentation.
   This policy does not prohibit an individual, when not officially representing CRCPD, from providing information about the activities of CRCPD, or from presenting a position of CRCPD, when the position is clearly known. Should the individual be asked their personal/state position, such may be given, even if such is in conflict with CRCPD's position, provided an explanation is given when the two positions are in conflict with each other. The individual representing CRCPD must support the CRCPD position. *(Amended February 8, 1993.)*
4. Use of Telephone/E-Mail System:
   Issues which require a vote of the Board of Directors of CRCPD may be decided by vote over a telephonic/e-mail system (T-mail/e-mail), provided the following procedure is followed:
   a. A member makes a motion over T-mail/e-mail, transferring the motion, via T-mail/e-mail, to the Office of Executive Director (OED). The member providing the motion must state one of the following before making the motion:
      i) "The following motion is an original motion."
      ii) "The following motion is an amended motion."
      iii) "The following motion is a substitute motion."
      For clarity and succinctness, the member is strongly urged to write his/her motion on paper, then read the motion over T-mail.
   b. The motion will be transferred to all CRCPD Board members, via T-mai/e-mail. OED will assign a reference number for ease of voting/tracking. If the issue is of informational interest to the Federal Liaisons, the motion will also be transferred to the Liaisons.
   c. Board members have one of the following action options on the transferred motion:
      i) Vote "aye" for the motion.
      ii) Vote "nay" against the motion.
      iii) Request formal debate on the motion.

Note: Many times before a Board member will cast his/her "aye" or "nay" vote, he/she will provide comment on a motion to the OED, with no clear indication that he/she wants to debate the issue. Without a request for formal debate, such comments have no formal significance. Such comments should be made to the originator of the motion, not to the OED. However, if the member desires formal debate, he/she must state the following before making his/her comments: "I request formal debate on this motion. My comments are as follows." This action will require use of t-mail only. *(Amended January 2000.)*

d. If there are no members who request formal debate, a majority vote of the Board members (4 votes) will carry the decision on the issue. However, should any member request a formal debate, no action will be taken on the issue until debate is provided. Any votes which have been casts prior to the time that a Board member request formal debate will be null and void.

e. If a Board member requests "debate", the OED will transfer the member's request, with his/her comments to the other T-mail members, and Liaisons if appropriate. All additional comments on the issue will be transferred to the Board members, and Liaisons, if appropriate, as received. Once the formal debate period has ended, the issue shall be re-offered for vote by the OED over t-mail or e-mail. (Due to the complexity of managing a motion under debate, it is strongly recommended that no amendments nor substitutions be offered until the debate has ended.) End of debate will occur when the member who originally requested debate has indicated to the OED that he/she is satisfied with the discussions on the issue, and will accept a final vote on the issue. However, in the event that the member who originally requested debate cannot provide a clearance for final vote on the issue within the maximum time allowed, as identified below, then on the 4th working day after the close of the debating period, the issue shall be re-offered for vote by the OED. The vote will then become final, provided a majority of the members have cast an "aye" or "nay" vote.

Time Frame for Voting Actions Over T-mail/e-mail:

a. A period of 3 working days from the end of the day on which a motion was transferred to the members will be allowed before voting opportunities will be closed. The exception to this time period is when any member requests a "debate" on the issue. On the fourth working day following the transfer of a motion, and if no request for "debate" has been requested, then the vote will become final, provided a majority of the members have cast their vote either "aye" or "nay."

b. If a member requests a "debate" on an issue, an additional 3 working days will be allowed for debate. At any time during the additional 3 days, if the member who requested debate becomes satisfied with the discussion, he/she may request that a final vote be taken on the issue. On the 4th working day after the close of the debating period, the issue shall be re-offered for vote by the OED. The vote will then become final, provided a majority of the members have cast an "aye" or "nay" vote.

c. At any time during the debating period, should another member,

other than the member who originally requested debate, request continued debate, then the three day debate period will commence from the day that such additional debate was requested. *(Effective February 1993.)*

d. T-mail/e-mail decisions will be ratified by the Board at their next regularly scheduled meeting so that the actions can become part of the Board minutes. *(Adopted January 2000.)*

5. Minutes:

a. The minutes will be reduced to a shorter format which will consist of the agenda format plus any actions agreed to by the board via motions and/or consensus, and any noted commitments. This summary will be provided within a week following the meeting. It was also agreed that the board, after reviewing the actions, could request more detailed information about a particular item. *(Revised January 1996).* Minutes of the board of directors meeting will include a summary of each agenda item discussed at the meeting as provided by the chairperson at close of discussion, and all motions pertaining to actions taken by the board.

b. Federal liaisons will provide an outline of items to be covered in their reports given at each meeting. *(Adopted February 8, 1993)*

c. Tapes of the meeting will be destroyed after the minutes have been approved *(Adopted January 22, 1998).*

6. Newly Elected Board Members:

a. Travel to the annual meeting for candidates of the board shall be put "on hold" until after the ballots have been counted and the winners known. The winners of the election of officers shall be funded to attend the Board of Directors meeting and the annual meeting. If the incoming board member is a member of a working group who is funded to meet in conjunction with the annual meeting, such member shall attend the board meetings. When approving working group meetings in conjunction with the annual meeting, the council chairpersons shall pay special attention to those working groups on which the candidates of board serve and the potential impact on the productivity should that working group meet. *(Amended January 2000.)*

b. Effective January 1 of each year, copies of all correspondence sent to the Board of Directors, including the minutes of the winter board meeting, will be made for the newly elected board member(s). When the results of the election of officers are known, such material will be forwarded to the incoming board member, along with a board member notebook, which should provide the needed background information to bring the member up-to-speed relative to the current issues addressed by the Board. From that point forward, the incoming member will continue to receive Board information as do all voting board members, including a packet of information that is handed out at the annual meeting. For clarification, this would include being added to the t-mail/e-mail/fay system with no voting priviledges until such time as their tenure begins on the Board. *(Amended January 2000.)*

c. At each annual meeting the Chairperson of the Board of Directors shall set aside a minimum of one hour for the sole purpose of discussing the operations of the Board with the incoming Board members. *(Effective February*

1994.)

d. During the annual meeting, the outgoing council chairperson shall meet with the incoming council chair to discuss the activities of the working groups. *For clarification, the outgoing chairperson would follow Board policy 12 under committees relative to transfer of files.* *(Amended January 2000.)*

7. Number of Board Meetings Held Each Year:
Due to budgetary constraints, beginning in 1997, the board of directors will hold two meetings per year, one in conjunction with the annual meeting and the other one in late fall. Previously the board met three times per year. *(Approved January 1996).*

8. Resolutions:

a. When the CRCPD Board of Directors receives a proposed resolution for consideration by the voting membership of the CRCPD to become a formal position of the CRCPD, the Board will forward the proposed resolution to the voting membership, attaching one of the following statements with the proposal:
(Adopted March 1998)

i. The CRCPD Board of Directors recommends passage of the proposed resolution as submitted.

ii. The CRCPD Board of Directors recommends that the proposed resolution not pass unless amended as follows: (attach proposed amendments).

iii. The CRCPD Board of Directors recommends that the proposed resolution not be passed.

iv. The CRCPD Board of Directors has considered the enclosed proposed resolution and is forwarding the resolution with no recommendations regarding its passage. *(Note: It is intent that, except for typo errors, grammar correction and format structure, the Board will not change the original proposal. If amendments are recommended, such will be attached to the original, thus allowing the voting member to see the proposal as originally submitted).*

b. Resolutions may come through the Board as discussed in IV.8.a., or a resolution may be directly submitted to the membership during an annual business meeting. If a resolution is submitted directly to the membership and not through the Baord, the originator of the resolution shall have 100 copies available for distribution at the business meeting. *(Adopted January 2000.)*

c. The Board of Directors may choose to approve a Board of Directors resolution that requires only the approval of the Board. *(Adopted January 2000.)*

V. COMMITTEES

1. Consultants:
   Approval of consultants to meetings of CRCPD working groups shall be on a case-by-case basis, and approved by the appropriate Council Chairperson. Approval of a permanent consultant to a working group shall be approved by the Board. The cost of the consultant (travel and fees) shall be borne by the Council that gives such approval. *(Amended October 20, 1994).*
2. Membership:
   a. Committee members shall be limited only to those persons in the CRCPD membership. Committee membership shall not be affected by a change in location of an Associate Member from one state/agency RCP to another. For clarification, if a new application is required, he/she must be terminated from the committee. If he/she reapplies for another type of membership, he/she must be reappointed by the Board when new membership is approved. *(Amended January 23, 1990.)*
      Conflict of interest shall be considered in the appointment of individuals to CRCPD working groups, where such is deemed to exist, such individual will be precluded as a member, but could be appointed as a non-voting resource person.
   b. Committee membership will be changed on the following schedule[1]:
      i. Committees with one state member, at least once every four years, *([1]This policy does not apply in the event that no interest is shown. Amended September 1987.)*
      ii. Committees with two state members at least one member will change every three years,
      iii. Committees with three state members, at least one member will change every two years,
      iv. Committees with four or more state members will change at least one member every year. *(Effective February 6, 1985 - Policy reaffirmed September 1990.)*
   c. Regarding recommendations to serve on CRCPD working groups, it is the responsibility of the working group chairpersons to justify in writing to the Council Chairperson why an individual outside the list of advisors was recommended. Such information is also to be provided to the OED for their records. *(Amended January 2000.)*
   d. CRCPD members shall be limited to serving as an advisor to a maximum of two working groups. *(Effective September 10, 1990. For clarification, this policy does not affect those members serving in the advisor capacity prior to September 10, 1990.)*
   e. The tenure of working group chairpersons, including liaisons but excluding coordinators, shall be limited to a four year term. Chairpersons shall be limited to serving on one committee in this capacity. This policy does not apply to Board Committees since appointments to such are by virtue of their office. *(Amended January 1996. For clarification, the four year term requirement began on September 1990 and was not retroactive.)*
   f. CRCPD members shall be limited to serving as a "member" on a maximum of one working group unless there is strong justification to support an individual being on a second working group. If an individual serves as the chairperson of a working group then he/she may not serve as a member to any other working group without strong justification, as

previously stated. *(Amended September 1994. For clarification, this policy does not affect those members serving on working groups prior to September 1994.) For clarification, being a Liaison does not prohibit a person from being on another committee/working group/commission/task force. (Adopted January 1999).*

Regarding CRCPD members being appointed by the Board to serve on committees outside of CRCPD, it is the policy of the Board that there be no limit. The Board, however, prior to voting, will consider all activities of an individual on a case-by-case basis and take into consideration the impact both on the individual as well as on CRCPD. *(Effective September 23, 1991.)*

g. Associate Members appointed as members or advisors to CRCPD committees, task forces or as liaisons, are chosen because of their technical and/or administrative expertise on the issues to be addressed by the working group under consideration. *(Effective February 1994.) It is the responsibility of the individual member, not the CRCPD, to obtain approval from their progrqam director prior to accepting working group appointments. (Adopted October 1998)*

h. Any individual appointed by the Board of Directors to a CRCPD committee, task force, or as a liaison, may be terminated as a member of the working group for any of the following reasons: *(Effective February 1994.)*
   - i. Non-performance of responsibilities.
   - ii. Regularly missing meetings of the working group.
   - iii. Willfully providing false or incorrect information to other committee members.
   - iv. Loss or change of membership classification (see Bylaws, Article VIII, Section 2, and Board policy 2a under Committees.)
   - v. Membership rotation.

i. Appointment letters - It shall be the policy of the Board of Directors that a letter of initial appointment be sent to individuals appointed to CRCPD working groups, and that letters of reappointment are not necessary. *(Effective February 5, 1995).*

3. Reports:

Chairpersons of committees under coordination of the Healing Arts, Environmental Nuclear, General, Suggested State Regulations, and Special Councils shall submit biannual reports to their respective council chairperson by March 1 and September 1 of each calendar year. It shall be the responsibility of the council chairperson to compile the annual report based on the two biannual reports submitted by the working group chairpersons. The council chairperson shall, in turn, forward a report to the OED. *(Amended January 2000.)*

4. Financial:

At the end of the seventh month of the Food and Drug Administration Cooperative Agreement budget year for the CRCPD, the OED shall contact those committee chairpersons who have not met and ascertain if they plan to expend their travel monies, and if they are not, to redistribute to other working groups who need to meet in order to accomplish the CRCPD obligations. *(Effective February 1988.)*

5. Transition of Council Chairpersons:
   a. Votes shall be counted as soon as possible before the annual meeting and new council chairperson(s) will be invited to attend the Board Meeting and the annual meeting. *(Amended January 2000)*
   b. New council chairperson(s) will be invited to attend the meeting of Council Chairpersons at the annual meeting. *(Amended January 2000)*
      i. New council chairperson will meet with the past council chairperson to discuss ongoing issues. *(Amended January 2000)*
      ii. Past council chairperson will provide written summary of each committee activities over the past year. *(Amended January 2000)*
      iii. Past council chairperson will provide pertinent and up-to-date files on committee activities. (See Policy 12 under Committees for further details.) *(Amended January 2000)*
      iv. Past council chairperson should be available to answer questions for at least six months. *(Amended Janaury 2000)*
6. Outside Assistance by SSRCR Working Groups:
   The Chairperson of each SSRCR working group is to obtain input from representatives of selected groups, who desire to provide such input, as early as possible in the development of draft suggested regulations. The chairpersons are not directed to solicit such early input, but when representatives from an organization, recognized as having expertise in the area under consideration, and who may be directly affected by the suggested regulation, request early input, the chairperson, shall make every attempt to allow input as early as possible from such representatives. Chairpersons are encouraged to allow as much participation as reasonable, by anyone interested in the development of suggested regulations, provided the effort remains manageable and activity is productive. Obviously, the chairperson and the working group must recognize the potential for bias to be introduced into it's actions, and must assure this does not occur. *(Effective February 6, 1991.)*
7. Length of Working Group Meetings:
   All committee meetings will be at least two days in duration with two days allowed for travel. All allowable expenses shall be paid by the CRCPD for the meeting days and travel days. On a case-by-case basis one day meetings will be allowed with the approval of the council chair. *(Effective February 7, 1991.)*
8. Correspondence on CRCPD letterhead:
   All correspondence on CRCPD letterhead must be reviewed by the Executive Director prior to being sent to the recipient(s). It is the responsibility of the Executive Director to determine who should sign the correspondence, and if further review and approval is necessary.
9. SI Units Referenced in SSRCR:
   Effective July 1, 1992, all new Parts of the SSRCR will list the SI units first followed by conventional units in parenthesis. As existing Parts are revised, such will be amended to reflect this policy. *(Adopted January 26, 1992.)*
10. Committee Activities (Open vs. Closed Committee Meetings/Document Circulation):
    In general, the committees of the CRCPD shall have open meetings and welcome input from all interested parties. However, there are circumstances in which a committee may have an entire meeting limited to "committee members only."

There also can be meetings where certain agenda items are discussed in a "committee members only" session. The circumstances that would necessitate closed meetings or closed sessions include, but are not necessarily limited to: a) a request of a committee to review certain documents for "states only" comments, b) documents to be considered by the committee which are preliminary in nature and which could give unfair business advantage to individuals who are privy to the preliminary information, and c) consideration by the committee of issues which pertain to regulatory enforcement actions which may be of a confidential nature. In other cases, the need for comments in a short time frame may preclude the incorporation of comments from a large number of individuals who may be advisors to a committee. Therefore, the committee chair, in consultation with the council chair, shall have the option to circulate draft documents to only committee members, or to committee members and selected advisors, provided that provisions are made for obtaining comments from the advisors and resource persons to a committee prior to final publication of a document. *(Amended January 2000. See General 6 for additional information.)*

11. Products of Working Groups:

The products of the various working groups can be in one of three forms. These forms are:

a. A position or recommendation of the working group, with no further approval required.

b. A position or recommendation of the working group, but with the request the position or recommendation be adopted by the Board.

c. A position or recommendation of the working group, but with the request, through the Board, the position or recommendation be adopted by the CRCPD membership.

The position or recommendation can also be formatted in a variety of ways. These are:

a. Letter - A simple letter containing the position or recommendation sent to the appropriate person, agency, or organization.

If the position or recommendation is only of the working group, the working group chair should sign the letter, clearly identifying in the letter, the position or recommendation is only of the working group, and has not received approval of the Board or CRCPD membership.

If the working group desires a particular position or recommendation to be adopted by the Board, a draft letter should be developed by the working group chairperson, which, if accepted by the Board, will be signed by the CRCPD chairperson. *(Amended January 2000)*

b. Position Paper - A position paper is a more formal format than a simple letter. A position paper is usually intended for adoption by the full membership. It not only contains the position of the CRCPD, but will usually contain the rationale for the position. If a position paper is desired by the working group, the drafting of such proposed paper should be performed by the working group, then submitted through the Council Chairperson to the Board, with a request the full membership adopt the proposal as a formal CRCPD position.

c. Resolution - Resolutions are normally adopted at the annual business meeting by the full membership. Precise procedures must be followed in

the adoption of resolutions. *(Editor's note: refer to IV.8 for additional information)*

d. CRCPD Publications - The most common product of a working group is a formal CRCPD publication. The publication can be in the form of a guide, suggested regulations, suggested procedures, or recommendations. The procedure to follow for formal CRCPD publications is addressed in the *Style Guide for CRCPD Technical Documents*, CRCPD Publication 87-5. *(refer to Board policy 1. Documents for additional information)*

12. Transfer of Records from Outgoing Council/Committee Chairpersons to Incoming Council/Committee Chairpersons:
It is the policy of the Board of Directors that appropriate records relating to the work of a CRCPD working group shall be transferred by the outgoing council/committee chairperson of the working group to the incoming council/committee chairperson. Should any of the records be preserved for historical purposes, the outgoing chairperson shall identify such records which shall be sent to the OED for retention. The remaining records will be transferred to the incoming chairperson *(Adopted January 1997).*

13. Procedure for Council Chairpersons:
    a. Prior to each Board meeting, the Council Chair will contact each committee/task force chairperson to obtain the following:
        i. Assurance that all biannual reports have been submitted. If not, request that such be submitted.
        ii. Request any need for membership changes.
        iii. Request any need for charge change.
        iv. Request any general comments or recommendations from the chairperson.
    b. Compile all the above information into a report for presentation to the Board. Special attention should be paid to actions required from the Board for each working group.
    c. During the Board meeting, record actions taken by the Board for each working group.
    d. Following the Board meeting, and within 30 days after the meeting, advise the chairpersons of each working group, in summary format, of the Board actions. *(Amended January 2000.)*
    e. Effective January 1, 2000, working group accomplishments will be placed on the CRCPD web page. It is the responsibility of the council chairperson to provide the working group accomplishments to the OED, such as biannual reports, formal comments, etc. *(Adopted January 2000).*

14. Highlighting Working Groups:
    a. Upon request, Voting Members may obtain from OED a document containing pertinent information about CRCPD working groups (i.e., membership, federal resources and charges). *(Amended ay 1994.)*
    b. Each council chairperson shall write an article for the *NEWSBRIEF* in which he/she summarizes the activities of his/her working groups within their council during the past year. This article shall appear in the first issue of the *NEWSBRIEF* following the annual meeting. For clarification, the council chairpersons who goes out of office at the annual meeting will be responsible for writing the *NEWSBRIEF* article. *(Adopted February 1994.)*

15. Milestones for Working Groups:
Initial suggested milestones, when appropriate, for accomplishing the charges given to a CRCPD working group shall be established by the working group chair, in cooperation with the Council Chairperson. The suggested milestone(s) will become effective upon approval of the Board of Directors. In the event that the Board determines that an additional milestone(s) is needed, the Board has the option to set that milestone. At least annually, preferably at the fall meeting, the Board shall review for acceptance, revision or rejection, milestones submitted by the CRCPD working groups. *(Adopted October 1994)*

16. Expressing Interest to Serve on a Working Group:
CRCPD members will submit the working group interest form to the OED. This information will qualify the members to serve if approved by the Board. This information will be used to update the CRCPD data base and the working group fact sheets which are provided to the council chair, the working group chair, and the to the member to show his/her interest to serve as an advisor. If needed, OED will request a resume if further information is needed. *(Amended January 2000.)*

17. Advertising in the *NEWSBRIEF* for Members and/or Advisors:
When members and/or advisors are needed on CRCPD working groups, it shall be the responsibility of the working group chairperson to prepare an article for the *NEWSBRIEF* soliciting such assistance. The article shall contain specific projects for which the individual(s) would be needed. *(Effective February 1995)*

18. Working Group Meetings at Annual Meetings:
For those persons financially supported to attend a working group meeting held in conjunction with the annual meeting, CRCPD shall only pay those expenses necessary to cover the cost of the working group meeting. This cost shall include obtaining the lowest airfare available. Should those persons desire to attend the annual meeting, such additional cost shall be incurred by the state or the individual. (See item 7 in this section entitled "Length of Working Group Meetings" for additional information). *(Effective February 1995)*

VI. ELECTIONS

1. Number of Candidates:
The Nominating Committee shall submit, for vote by the entire voting membership, more than one name for nomination for each constitutional office which is to be filled. *(Effective February 4, 1982 and applied to the 1982 slate of nominations.)*

2. Solicitation of Nominations:
The Chairperson of the Nominating Committee shall solicit, from the council chairpersons and the membership, nominations for officers. *(Effective February 3, 1991.)*

VII. AWARDS

Conference of Radiation Control Program Directors, Inc.
Awards Program - Level I
Gerald S. Parker Award of Merit

It is the goal of the Conference of Radiation Control Program Directors, Inc. (CRCPD) to assist the states and/or the public in achieving a better understanding of, and protection from, radiation exposure. Members who have made significant contributions, individually or as groups, towards this goal may be recognized by the CRCPD for such efforts.

Criteria
The CRCPD will use the following criteria to determine whether or not a significant contribution has been made. The contribution must be:

a. a unique and valuable method of approach, providing the ability to implement a better program of radiation protection;
b. the discovery, evaluation and/or recommendation for control of a potential source of radiation not previously dealt with, in a new, unique and/or more effective way; or
c. an outstanding individual, committee, or task force effort which results in a major contribution to radiological health and has a positive effect on or for the CRCPD.

Eligibility
All classes of membership of the CRCPD are eligible. In the case of a group effort, all members of the group will be eligible for benefits provided by the award. The Board of Directors may establish other eligibility deemed appropriate.

Nominations for the Award
Nominations may be made, and are encouraged, by any member of the CRCPD, and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.

Frequency and Number of Awards
There is no restriction on the number of awards to be presented; there is no requirement that any award may be made.

Awards Selection Committee
The Awards Selection Committee shall be composed to three (3) CRCPD members appointed by the CRCPD Chairperson. The Awards Selection Committee shall review nominations and make recommendations to the Board of Directors. The Board of Directors shall determine the final recipient(s) of the award(s). The Awards Selection Committee shall also prescribe any forms as necessary for making nominations.

Type of Award
Unless a special award has been approved by the Board of Directors, the standing award will be a "continuous type" plaque which identifies the recipient(s) of the year's award,

when appropriate. The recipient(s) shall receive a CRCPD certificate appropriately identifying the merits of the award.

Presentation
If an award is to be made, it shall be presented by the CRCPD Chairperson, or designee, during the opening session of an Annual Meeting of the CRCPD.

Custodian of the Award
The Office of Executive Director shall be responsible for custody of the "continuous type" plaque. The Executive Director shall display the "continuous type" plaque at each Annual Meeting of the CRCPD.

Title
This award shall be known as the *Gerald S. Parker Award of Merit.*

NOTE: Awards Program approved by the Board of Directors in February 1983. The first award was presented in May 1984. Following is a summary of the recipients of the *Gerald S. Parker Award of Merit.*

1984 - E. Frank Wilson
1985 - James W. Miller, DDS
1986 - Thomas M. Gerusky
1987 - Albert J. Hazle
1988 - David K. Lacker
1989 - B. Jim Porter
1990 - John C. Villforth
1991 - Eddie S. Fuente
1992 - Heyward G. Shealy
1993 - Charles M. Hardin
1994 - Ruth E. McBurney
1995 - Aubrey V. Godwin
1996 - Mike Mobley
1997 - Diane Tefft
1998 - Ray D. Paris
1999 - Thomas E. Hill

Conference of Radiation Control Program Directors, Inc.
Awards Program - Level II
James W. Miller Award

Dr. James W. Miller, who retired from the Food and Drug Administration after more than thirty years of service, was the leader among federal personnel who assisted in the establishment of CRCPD in 1968. Dr. Miller provided guidance and direction in the early developmental stages of the organization, and most importantly, assisted CRCPD in obtaining the federal government support needed to sustain the operation of the newly formed organization. He developed and coordinated the first meeting of CRCPD held in Montgomery, Alabama. Following the formation of CRCPD, and for at least the next twenty years, Dr. Miller was an invaluable federal resource person to the CRCPD Board of Directors. Many of the accomplishments of the organization can be traced to the wise direction provided by Dr. Miller. It is because of his significant impact on CRCPD that an award in his name has been established.

Dr. Miller was a strong supporter of radiation control programs, nationwide, and worked very closely over the years with state and local officials in these programs. One of the goals for Dr. Miller was to encourage and nurture the career advancement of those individuals in these programs who were performing the routine day to day tasks. The James W. Miller award was established to recognize these hard working professionals. Therefore, based on this goal, the following criteria are established for individuals to qualify for the James W. Miller Award.

Criteria

Only a single individual shall receive the James W. Miller Award in any one year.

The CRCPD will use the following criteria to determine the eligibility of a candidate for the award:

Be an individual, ideally an Associate Member with 10 or less years of service with a radiation control agency, who has made significant contribution in a specific area of radiological health, i.e., mammography, radioactive materials, emergency response, etc.

Eligibility

Be a member of CRCPD.

Nominations for the Award

Nominations may be made, and are encouraged, by any member of CRCPD, and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.

Frequency and Number of Awards

There shall be no more than one award given in any year; there is no requirement that any award may be made.

Awards Selection Committee

The Awards Selection Committee shall review nominations and make recommendations to the Board of Directors. The Board of Directors shall determine the final recipient of the award. The Awards Selection Committee shall also prescribe any forms as necessary for making nominations.

Type of Award

The recipient of the James W. Miller Award will receive a certificate identifying the individual as the recipient of the James W. Miller Award, with statements on the award indicating why he/she received the award.

Additionally, a "continuous type" plaque which identifies the recipient(s) of the award will be maintained and displayed at each annual meeting.

Presentation

If an award is to be made, it shall be presented during one of the main plenary sessions of an Annual Meeting of CRCPD.

Custodian of the Continuous Plaque

The Office of Executive Director shall be responsible for custody of the "continuous type" plaque.

Title

This award shall be known as the *James W. Miller Award.*

NOTE: The first award was presented in May of 1994. Following is a summary of the recipients of the *James W. Miller Award.*

1994 - Kathleen Kaufman
1995 - Linda Plusquellic
1996 - G. Wayne Kerr
1997 - Cindy Cardwell
1998 - Bernie Bevill
1999 - Joe Klinger

Conference of Radiation Control Program Directors, Inc.
Awards Program - Level III
The Board of Directors Award for Outstanding Achievement in the Field of Radiation Protection

It is the goal of the Conference of Radiation Control Program Directors, Inc. (CRCPD) to assist the states and/or public in achieving a better understanding of, and protection from, radiation exposure. Members who have made significant contributions individually, or as groups, towards this goal may be recognized by the CRCPD for such efforts. This award is for achievement in a short time as compared with long-term contributions.

Criteria

The CRCPD will use the following criteria to determine whether or not a significant contribution has been made. The contribution on which this award is based shall have been made within the two-year period prior to the presentation of the award. The award shall be made to an individual, committee or task force for:

a. a unique and valuable approach to a better program of radiation protection;
b. the discovery, evaluation, and a recommendation for control of a potential source of radiation; and/or
c. outstanding effort.

CRCPD members or groups may receive this award.

Eligibility

All classes of membership of the CRCPD are eligible. In the case of a group effort, all members of the group will be eligible for the benefits provided by the award. The Board of Directors may establish other eligibility requirements as deemed appropriate.

Nominations for the Award

Nominations may be made, and are encouraged, by any member of the CRCPD and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.

Frequency and Number of Awards

More than one award may be presented in any one year; there is no requirement that an award be made. If a group receives the award, each member of the group will receive the certificate.

Awards Selection Committee

The Awards Selection Committee shall review nominations and make recommendations to the Board of Directors. The Board of Directors shall determine the final recipient(s) of the award(s). The Awards Selection Committee shall prescribe the forms necessary for making nominations.

Type of Award
The award shall be an individual certificate presented for the permanent retention by the recipient(s).

Presentation
If an award is to be made, it shall be presented by the CRCPD Chairperson during an appropriate session of an annual meeting of the CRCPD to be determined by the Program Committee.

Title
This award shall be known as the *Board of Directors Award for Outstanding Achievement in the Field of Radiation Protection.*

Clarification Note:
When a working group is given an award, the Executive Director is to obtain input from the working group chairperson regarding the recipients of the awards (members and Federal resource persons). August of 1988.

NOTE: This award was approved at the September 1986 Board of Directors meeting. The first award was presented in May 1987. Following is a list of the recipients.

1987	-	1.	Training and Communications Committee (H-6)
		2.	Ed Bailey
		3.	Ruth McBurney
		4.	William Dornsife
1988	-	1.	Diane Tefft
		2.	Maggie Reilly
		3.	Committee on Quality Assurance in Diagnostic X-Ray (H-7)
1989	-	1.	Kirksey Whatley
		2.	Aubrey Godwin
		3.	Joe Nanus
1990	-	1.	Jim Hickey
		2.	Greta Dicus
1991	-	1.	Committee on Nationwide Evaluation of X-Ray Trends (NEXT) (H-4)
		2.	Kathleen Kaufman
1992	-	1.	Paul Weeden
		2.	Mary DiStefano
1993	-	SR-2 Suggested State Regulations Working Group	
1994	-	Authors of LLRW Video - Virgil Autry, Bernie Bevill, Ermes DeMaria, Terry Devine, Al Grella, Joe Himes, Mark Lewis, Mark Yeager	
1995	-	1.	Jake Jacobi
		2.	Sam Finklea
		3.	Bob Quillin
		4.	Committee on Radioactive Waste Management (E-5) -Virgil

		Autry, Darice Bailey, Harold Borchert, William Dornsife, Paul Merges, Richard Ratliff, Ken Weaver, Charles Meyer, Steven Oberg, Henry Porter, Gary Robertson, Marjorie Wallé, Donald Harmon, James Gruhlke, Joseph Kane, Larry McNamara
	5.	Committee on Emergency Response Planning (E-6) - Bernie Bevill, James C. Hardeman, Harold Spiker, Donald Thompson, Clarence Born, Charles High, John Lutton, Kim Wong, Gerald Combs, Lt. Col. David Holmes, Brad Nelson
1996 -	1.	Mark Yeager
	2.	Cindy Cardwell
	3.	Jan Endahl
1997 -		1. Don Flater
	2.	Jake Jacobi
	3.	Julia Schmitt
	4.	Cass Kaufman
	5.	Ed Gloor
	6.	John McCrohan
	7.	Lin Carigan
	8.	June Hart
1998 -	1.	Commission on NORM - Ray D. Paris, Sam Finklea, Tommy Cardwell, Walter Cofer
1999 -	1.	Committee on Radon (E-25) - Marjorie Wallé, Mike Pyles, Bob Stilwell, Adrian Howe, Mike Gilley, Curt Hopkins
	2.	Harlan Keaton
	3.	Bruce Hirschler
	4.	Committee on Unwanted Radioactive Materials (E-34) - Joe Klinger, James Yusko, Robert Free, John Feeney, Terry Devine, Samuel Pettijohn, Robert Campbell, Doug Broaddus, Cheryl Rogers, Neil Naraine, Jake Jacobi.
	5.	Commission on Training - Kathy Allen, Deborah Borden
	6.	Debby Jackson

Note: Award criteria amended 9/95

Conference of Radiation Control Program Directors, Inc.
Awards Program - Level IV
The Board of Directors Award for Meritorious Service

It is the goal of the Conference of Radiation Control Program Directors, Inc. (CRCPD) to assist the states and/or public in achieving a better understanding of, and protection from, radiation exposure. Members who have made significant contributions towards this goal may be recognized by the CRCPD for such efforts. This award is for service to the CRCPD which contributed significantly in assisting the CRCPD to achieve its goals.

Criteria
The CRCPD will use the following criteria to determine whether or not meritorious service has been made.

a. The service on which this award is based shall have been beyond that which is expected in normal duty and can span any length of time.
b. The award will be granted to an individual who has worked with the CRCPD to promote specific or wide ranging radiation protection.
c. The award shall be made for service to the CRCPD to acknowledge a person's contribution to radiation protection and especially to acknowledge that person's efforts to support the CRCPD in meeting its goals.

Eligibility
All classes of members and employees of the CRCPD and persons who have assisted the CRCPD are eligible. The award will only be given to an individual. The Board of Directors may establish other eligibility requirements as deemed appropriate.

Frequency and Number of Awards
More than one award may be presented in any one year and there is no requirement to grant the award in any predetermined frequency.

Awards Selection Committee
The Awards Selection Committee shall review nominations and make recommendations to the Board of Directors. The Board of Directors shall determine the final recipient(s) of the award(s). The Awards Selection Committee shall prescribe the forms necessary for making nominations.

Type of Award
The award shall be an individual certificate presented for the permanent retention by the recipient(s).

Presentation
If an award is to be made, it shall be presented by the CRCPD Chairperson or the Chairperson's designee during an appropriate session of an annual meeting of the CRCPD to be determined by the Program Committee.

Title

This award shall be known as the *Board of Directors Award for Meritorious Service.*

NOTE: This award was approved at the January 1990 Board of Directors meeting, however the criteria was formally approved at the September 1990 meeting. The first award was presented in May 1990. Following is a list of the recipients.

1990	-	Charles Froom
		Larry Lloyd
1991	-	Charlie Porter
		Joel Lubenau
		CRCPD Office of Executive Director
1992	-	Bobby Dillard
		Pat (Heightchew) Gorman
1993	-	Bernard Bevill
1994	-	Ray Brandwein
		Lin Carigan
		June Hart
		Fred Rueter
		Robert Schell
		Sheldon Schwartz
		Wilbur Van Pelt
1995	-	Steve Collins
		Burton Conway
		Jim Hickey
		Michael Odlaug
		Judith Woolums
		James Yusko
1996	-	Terry Devine
		Jim Kraeger
1997	-	Richard E. Gross
1998	-	Karen Tuccillo
		Walter Klein
		Sam Windham
		Sue Smith
1999	-	Bettye Merriman
		Ed Bailey
		David Walter

Conference of Radiation Control Program Directors, Inc.
Awards Program
Life Member

Members of CRCPD who have made significant long-term contributions to the field of radiation protection and to the support of CRCPD in the achievement of its goals may be designated by the Awards Selection Committee and approved by the Board of Directors as persons worthy of Life Membership in CRCPD. These persons have the same privileges as an Emeritus Member; however, no dues are required for this membership designation.

Criteria

The CRCPD will use the following criteria to determine whether or not service and contributions worthy of Life Membership has been made.

a. The service on which this award is based shall have been beyond that which is expected in normal duty and over a period of years.

b. The award will be granted to an individual who has worked with the CRCPD to promote specific or wide ranging radiation protection.

c. The award shall be made for career service to radiation protection activities and service to CRCPD. The recipient shall have been a member of CRCPD in any category for at least 10 years and have contributed to its goals through service on committee, task forces, Board of Directors, or provision of administrative leadership or advancement of radiation protection.

Eligibility

Voting, Associate, and Emeritus Members are eligible. The recipient shall have been a member of CRCPD for at least 10 years.

Nominations for the Award

Nominations may be made, and are encouraged, by any member of CRCPD, and its employees, or other interested persons. Nominations shall be made to the Awards Selection Committee.

Frequency and Number of Awards

No more than two awards may be presented in any one year; there is no requirement that an award be made.

Awards Selection Committee

The Awards Selection Committee shall review nominations and make recommendations to the Board of Directors. The Board of Directors shall determine the final recipient(s) of the award(s). The Awards Selection Committee shall prescribe the forms necessary for making nominations.

Type of Award

The award shall be an individual certificate presented for the permanent retention by the recipient(s) and the rights to lifetime membership in CRCPD with no membership dues being charged.

Presentation

If an award is to be made, it shall be presented by the CRCPD Chairperson during an appropriate session of an annual meeting of the CRCPD to be determined by the Program Committee, or during another meeting appropriate for the presentation of this award.

Title

This award shall be known as the *Life Membership Award.*

NOTE: This award was approved at the April 1997 Board of Directors meeting. The first award was presented in May 1998. Following is a list of recipients.

1998	-	Tom Gerusky
1999	-	Gerald S. Parker
		E. Frank Wilson
2000	-	Mike Mobley

VIII. GENERAL

1. Testimony:
   When persons provide testimony to Congress, federal agencies, or other groups, they must identify clearly who they are representing and in what capacity. In presenting testimony on behalf of the CRCPD, it shall be stated as to whether the statements are the official policy or position of the CRCPD, the opinions of a committee, solely the opinion of the speaker, etc. Copies of statements provided to such groups shall be submitted to the OED of the CRCPD. This policy does not prohibit a CRCPD member from giving testimony to such groups, but does set the conditions of expressions made on behalf of the CRCPD. *(Effective ay 1983.)*
   This does not restrict a CRCPD member from being at a meeting for other purposes and commenting on CRCPD, if appropriate. Refer to Board policy IV.3 for more information. *(Effective September 23, 1991.) (Amended January 2000.)*
2. Use of SI Units:
   The Board supports the listing of SI (international system) units of measure first followed by conventional units in parenthesis. Effective July 1992, all CRCPD publications, including criteria documents, should list SI units first with conventional units being shown in parenthesis. *(Adopted January 26, 1992 - reference Policy 8 under Annual ee ting and Policy 9 under Committees for further policies re: SI units.)*
3. CRCPD Exhibit Loan Policy:
   The CRCPD exhibit may be loaned to an employee of a state RCP or a CRCPD member provided a statement is signed by the state RCP Voting Member or a CRCPD member indicating that he/she takes responsibility for the exhibit while in their possession, assuring the exhibit is properly assembled and dissembled, and that should damage result due to improperly handling of the exhibit, the recovery cost necessary to repair the exhibit will be paid by the state RCP or CRCPD member. *(Adopted October 1992.)*
4. Persons Accompanying Exhibit:
   Two individuals shall accompany the exhibit, one person from the OED, and the second person should be an individual from the CRCPD Speakers Bureau, who is knowledgeable of CRCPD and from the state RCP in which the exhibit is being shown. However, in the event that such individual is not available, a second person from the OED shall accompany the exhibit. *(Adopted February 8, 1993.)*
5. Speakers Bureau:
   The CRCPD Speakers Bureau shall consist of volunteers from the Voting and Associate Member classifications.
   a. Background
      The intent of the Speakers Bureau is to increase the visibility of the CRCPD and to provide credible speakers to educate the general public about the goals and objectives of the CRCPD. For clarification, individuals from the Speakers Bureau may not be selected to give formal testimony. In addition, the speaker may be requested to accompany the CRCPD exhibit. It is the Board's intention to publicize the availability of speakers nationwide.

b. Compilation of Speakers

To achieve this goal, it is necessary to have a list of individuals, made up of Voting and Associate Members of the CRCPD, who are knowledgeable in specific areas in which the CRCPD is involved. This listing would be cross-referenced geographically and by subject matter to minimize travel expenses. While the Speakers Bureau is a voluntary effort, it is the Board's intent to obtain the most qualified individual for each speaking engagement. To reach this end, the Board of Directors will seek names for this list through the *NEWSBRIEF* and other such media.

To maintain a consistent message about the CRCPD it is recommended that a standard script, including slides, be developed. The OED will seek out individuals willing to prepare such a script and/or visual aids.

c. Interim Criteria

Prior to an individual being considered for the CRCPD's Speakers Bureau, he or she must provide the CRCPD information relative to his or her training and experience in specific areas of radiation protection. This experience must include public speaking and the ability to react well in unpredictable situations. The CRCPD will provide an appropriate form for the individual to summarize his or her experience.

The OED shall insure that the speaker has knowledge of the positions and policies of the CRCPD. The individual should indicate that he or she is familiar with, or will become familiar with, the positions and policies of the CRCPD in the subject area for which the speaker is being asked to address. Should the individual, while being knowledgeable in a particular technical area, not be familiar with the positions and policies of the CRCPD, he or she will obtain from the OED any relevant positions. or policies of the CRCPD.

It is important to note, that while the speaker may not personally agree with the CRCPD position, he or she may express a position contrary to this position or policy, provided that the speaker clearly states that the contrary position is his/her position and not that of the CRCPD. However, should the speaker express an opinion that is contrary to the CRCPD, the speaker should state to the audience that the positions and policies of the CRCPD are based upon a diverse group, surveys, etc., and that the speaker's differing opinion is not to be construed as not in support of the CRCPD as a whole.

Prior to speaking, all speakers will provide a bullet summary of highlights to the OED. The CRCPD chair, chair-elect, past chair and the OED will review and approve all the individuals to be placed on the CRCPD's Speakers Bureau. *(Amended ay 1994.)*

6. Open/Closed Meetings:

It is the general policy that all meetings, such as committee/task force meetings etc., of the CRCPD shall be open. However, when it has been established that enforcement activities or other sensitive issues are to be discussed at a meeting of the CRCPD, and it is determined that it would be in the best interest of the organization to restrict attendance to the meeting, then the CRCPD may hold closed meetings. *(Adopted February 1993.)*

7. Personnel Exchange Program - RCP Request for Assistance:
It is the policy of CRCPD to provide, when requested, technical assistance to, and/or program review of, a state's RCP consistent with the availability of appropriate resources, provided the state meets the following criteria:

a. Member is in good standing with CRCPD

b. Availability of:
   - individual with specific expertise; and
   - funds to support assistance/review.

   (Note: Requesting state is expected to provide some level of resource reimbursement to CRCPD.)

c. CRCPD cannot provide technical assistance for chronic program shortfalls but will provide for short-term program weaknesses, such as:
   - catch-up on inspections:
   - catch-up on licensing actions:
   - training on a specific subject:
   - developing program procedures: and
   - etc.

d. CRCPD will provide a comprehensive program review consistent with the availability of a team membership and resources.

e. A state request for technical assistance to CRCPD should include a statement on the consequences of not receiving the assistance requested. *(Adopted November 1993.)*

8. Conversion from Ci to Bq in Regulatory Limits:
Where a regulatory limit of radioactivity was deliberately rounded to a whole number in curies, it shall be the policy of CRCPD to round the corresponding SI value to the same number of significant figures, in the interest of preserving the intended precision of the regulatory limit. *(Adopted November 1993.)*

9. Review of Designated Licensing States:
It is the policy of CRCPD that designated Licensing States shall be periodically reevaluated to determine if the states continue to meet the criteria for Licensing State designation. The following are the policies, procedures and criteria relative to the reevaluation process.
The periodic review of a Licensing State should not be onerous on either the state or the Committee on Licensing State Designation (Committee). The information provided by the state should be information that is readily available to them and in a format that either is easy to generate or is already provided to another agency. The information provided should be detailed and complete so as to allow the Committee to conduct a fair and thorough evaluation of the state's program for NARM.
Further, the information should provide reasonable assurance that the state is/is not functioning adequately to protect the public from the use of NARM sources and devices.

a. Voluntary:
   Participation in the Licensing State program is voluntary. The state must request that the designation be maintained. The request should be made by the director of the RCP.

b. Review Period:

Designated Licensing States should be reevaluated every three years. Three years is adequate to discover program changes that could adversely affect the regulatory control over NARM before they become significant. Further, a more frequent review period could be burdensome upon the RCP and CRCPD.

Every three years, the Committee will notify the Licensing States that their Licensing State designation needs to be reviewed. The Committee will identify the information required for review.

A special review may be conducted at the request of the Board of Directors.

c. On-site Reviews:

Generally, an on-site review will not be conducted for an Agreement State. However, if issues regarding a state's ability to regulate NARM arises, the Committee may recommend to the Board that a Site Review Team be designated and that the team conduct an on-site evaluation of the state. A site review of an Agreement State will generally be limited to those issues that necessitated the review.

Non-Agreement States should be evaluated by a Site Review Team every six years to ensure that the Committee's understanding of the RCP is accurate based on the periodic submissions.

The Board may initiate a review of any designated Licensing State if it has reason to believe that the state is not regulating the use and/or manufacture of NARM in accordance with the criteria for Licensing State designation. The criteria used in the site evaluation of a non-Agreement State will be the same as is used during an initial evaluation (see *CRCPD RECOGNITION OF LICENSING STATES FOR THE REGULATION AND CONTROL OF NARM*, CRCPD Publication 94-8, for details).

d. Items to be Submitted and Reviewed:

i. <u>All States</u>

The RCP should submit any statutory changes to its authority that have occurred since the last review (generally within the last three years). If no changes have occurred, this should be noted.

Significant changes in regulations that affect the regulation of NARM should be submitted. The RCP may either highlight the changes to the regulations since the last submittal, or provide copies of those specific sections that were changed.

Changes in staffing patterns should be submitted. The RCP need not submit a list of all staff changes. The intent is to identify changes in staffing patterns; e.g., a significant increase or decrease in the number of staff, or a change in qualifications for new, professional hires.

Any change in the location of the RCP within the state organization should be noted.

Explanatory notes should be appended for any changes identified.

ii. <u>Agreement States</u>

A copy of the last Nuclear Regulatory Commission (NRC) review and the RCP's reply thereto. If NRC withheld a finding of

adequacy and/or compatibility, and the state believes that it's regulatory control over NARM is adequate, the state should explain why NRC's concern does not affect its regulatory control over NARM. For example, a Licensing State for Product Review only would not need specific regulations regarding well logging.

An affirmation that the state's procedures for the regulation of NARM are identical to its procedures for Agreement State materials.

iii. Non-Agreement States

Non-Agreement States should submit copies of recent licensing actions, inspections and device reviews for NARM. Three examples of each should be submitted. If no such actions have occurred *for NARM materials* since the last review, the RCP should submit:

1. Copies of licenses and inspection reports.
2. If no device evaluations occurred since the last Licensing State review, the RCP shall submit an affirmation that previously submitted procedures are still in force; or submit copies of any new and/or revised policies/procedures affecting the regulation of NARM.

Information should be submitted that describes the status of the RCP's licensing and inspection program. The information submitted should identify any backlog in inspections by category of license. However, if the information is in another format that is easily understandable, that format may be submitted.

e. Evaluation:

The information submitted by the state for review, and the information obtained from a Site Review Team (if there was an on-site review) will be evaluated against the criteria contained in the document, *CRCPD RECOGNITION OF LICENSING STATES FOR THE REGULATION AND CONTROL OF NARM*, CRCPD Publication 94-8. As stated in that document, "it is recognized that compatibility is a multifaceted concept covering both the "letter of the law" as well as the "spirit." In its consideration, the Committee will evaluate the compatibility of the program under review against the full Licensing State Criteria or the Licensing State for Product Review criteria. This review will look at the regulations and procedures. The Site Review Team, if required, will look at performance, or how well the state meets the "spirit" of a Licensing State.

f. Recommendations:

The Committee shall recommend to the Board of Directors whether the state's Licensing State Designation should continue. In its recommendation to the Board, the Committee will consider how adequately the applicant meets the criteria in this document; any changes to CRCPD policy and to the SSRCR since this document was last revised; the impact of those changes, if any; and any special procedures or licensing conditions the applicant uses to compensate for any weakness in its regulations.

The Committee's recommendation to the Board of Directors, the Board's

approval or rejection of the Committee's recommendation, and any grievance by the state shall be in accordance with the policies and procedures contained in *CRCPD RECOGNITION OF LICENSING STATES FOR THE REGULATION AND CONTROL OF NARM*, CRCPD Publication 94-8. *(Approved ay 1994.)*

IX. MEMBERSHIP

1. Associate Membership:
   a. An application for associate membership does not require the approval or signature of the Voting Member from the respective state or local RCP, only the signature of the applicant. When an associate member is approved for CRCPD membership, a copy of the acceptance letter will be sent to the Voting Member in the respective state or local RCP. *(Revised September 1995)*
   b. It is the general policy that if a CRCPD Associate Member moves from one location to another, and the circumstances at the new location do not affect the qualifications for the current classification in which the individual has already been approved, then no new membership application will be required. *(Effective January 1990)*
2. Dues:
   The Board shall annually review the dues for the membership at the Board meeting held just prior to the time when dues notices are mailed out. *(Effective August 1982.)*
3. Reinstatement:
   Any member removed from the membership in accordance with Article VIII, Section 2. of the Bylaws, or for any other reason, must reapply, submitting the appropriate application form and fee, for reinstatement into the CRCPD membership. *(Effective December 1984.)*
4. Location Change that would Affect the Qualifications for which a Member was Previously Approved:
   In the event the move from one state RCP to another would affect the qualifications of the class in which an individual is currently approved, then a new application is required. For clarification regarding a voting Member going to another state and he/she is to be that State's voting member, a letter only is required from his/her supervisor indicating concurrence with this change. *(Effective January 23, 1990.)*
5. Approval/Termination of CRCPD membership:
   a. Member (Voting)
      Approval: As per Bylaws, in being the Director of the RCP as per criteria of "Member Class."
      Termination: When he/she leaves the full time employment as the "Director" of the RCP as per criteria of "Member Class" or does not pay his/her dues. It shall be the responsibility of the current "Member" upon his/her termination as Director, to make known to state officials that designation of a new "Member" is in order.

b. Associate

Approval: As per Bylaws, "be employed in the radiation control program of a state...."

Termination: When a person is no longer employed by the RCP as defined in "Criteria for Determination of Member Class" or does not pay his/her dues. It shall be the responsibility of the current "Member" to annually review the status of the program's Associate member(s) employed and to report changes as required to OED.

c. Emeritus

Approval: As per Bylaws, having been a member in any other membership class and approval by Board of Directors, plus notation of having performed extraordinary duties as a CRCPD member which required, as a minimum, a donation of time and product in keeping with the CRCPD goals.

Termination: Shall be deemed Emeritus for life unless the individual: 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

d. International

Approval: As per Bylaws.

Termination: When the individual leaves the employment of the RCP (i.e., the program having authority to act as the primary agency for control of radiation sources), does not pay his/her dues, or is requested by the Board of Directors to terminate such membership. Prior to Board termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

e. Affiliate

Approval: As per Bylaws.

Termination: Shall be deemed Affiliate for life unless the individual: 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

f. Honorary

Approval: As per Bylaws, but perhaps should add in keeping with CRCPD goals and principles.

Termination: Should be for life unless member requests termination, or is requested by the Board of Directors to terminate such membership. Prior to Board termination, the Board shall

have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

6. Legal Fees: CRCPD cannot pay legal fees for its membership . *(Effective 9/95)*

XI. TRAVEL

1. Regulations:
The official travel regulations of CRCPD are those specific regulations developed by the OED staff and approved by the Board. Such CRCPD Travel Regulations shall, in general, follow the federal GSA Travel Regulations, and where the CRCPD Travel Regulations address an area which is specifically covered by the GSA Travel Regulations, the CRCPD Travel Regulations shall be the same as the GSA Regulations. *Note: One exception has been approved by the board: Receipts will be required for items $25.00 or more, not including meals. This is contrary to the current GSA regulations which raised the receipt requirement to $75.00 effective October 1, 1995. (Amended January 1996)*

2. Meetings in Home Town:
When meetings are held in the home town of a CRCPD member, and if associated cost cannot be paid through federal grants or cooperative agreements, the CRCPD will make provisions to pay for necessary meals and local travel, which should be claimed. *(Effective January 1984.)* For clarification, the host shall be paid of the M&IE rate for the dates of the meeting only as indicated on their travel authorization. Receipts are not required for meals. *(Effective January 23, 1990.)*

3. Rental Vehicles:
   a. Persons who are on official business for the CRCPD and who have been authorized, in writing, by the CRCPD to rent a vehicle, shall make every effort to obtain the most economical mode of rental transportation, consistent with the needs of the traveler.
   b. Upon renting a vehicle, the traveler should thoroughly review the conditions of operation of the rented vehicle, as contained in the written agreement or contract. Violations of the conditions may void any renter non-liability clause to the renter.
   c. The traveler should obtain the Collision Damage Waiver (CDW), unless the individual's personal insurance would adequately cover the renter's responsibility for vehicle damage due to collision or upset.
   d. Since the passengers of rented vehicles are not usually covered by the general personal injury or death liability coverage, the Personal Accident Insurance (PAI) option should be taken, unless the renter feels that his/her personal liability insurance adequately protects them from personal injury or death claims from passengers.
   e. The CRCPD will not pay for the option of protection for Personal Effects Coverage (PEC). Such an option will be at the expense of the renter. *(Section 3.a-e, effective February 1985.)*

4. International Travel:
Any international travel by members of the CRCPD shall be approved by the full Board. *(Effective ay 18, 1985.)*

5. Travel Expense Voucher:
A travel expense voucher, with the required receipts, and a copy of travel authorization attached, shall be prepared and submitted for payment to the OED within 30 days of the date when travel is completed. If the voucher is not received within the thirty days, the traveler will be notified of his/her delinquency. Following this notification, if the traveler does not submit the voucher within an additional thirty days, a written notice will be sent notifying the traveler of possible deobligation of funds for the trip. If some "unforeseen circumstances" should arise and such compliance is unreasonable, the OED may grant an extension, if justified in writing.

6. Airline Penalties:
As related to flight arrangements, the OED shall make every effort to obtain the lowest airfare available for travelers funded by the CRCPD, including nonrefundable tickets. In order to obtain such low airfares, a penalty may be incurred should tickets already issued be changed or canceled. It is the policy of the Board that the CRCPD shall only pay the extra cost associated with the ticket if the change in flight arrangements is caused by the CRCPD, or there is a personal emergency for the traveler (personal or family illness or death). A change for non-CRCPD business purposes is not considered a personal emergency, and therefore would result in the individual/state being responsible for any additional cost incurred as a result of making a change, or the cost of the nonrefundable ticket should the flight arrangements have to be canceled and a refund not be due CRCPD. If a personal emergency should occur, the traveler shall provide written justification to the OED. Exceptions can be approved only by the Executive Director or his/her designee. *(Amended January 2000.)*

7. Annual Meeting Travel:
As it relates to annual meetings, all travelers authorized to stay over a Saturday night shall contact the OED at least 60 days prior to the travel date and make necessary flight arrangements in order to take advantage of the lowest possible fares available. An exception may be made in the case where a traveler is authorized to travel after the lowest possible rates are no longer available. This particular traveler is expected to make arrangements immediately upon receiving authorization in order to obtain the lowest airfare available. *Clarification: Working group chairs must obtain approval of their respective Council Chairs for meetings in association with the annual meeting in time to meet this 60 day requirement. Intent: It is the general intent that for the CRCPD to support the financial costs for members attending the entire annual meeting, that such members take advantage of the flight saving incurred by overnight lodging on Saturday. To implement the above interpretation, the traveler should be offered the following option in the event that they cannot or do not want to take advantage of overnight lodging on Saturday.* *(Amended January 2000.)*

   a. For support for the entire meeting, the CRCPD will pay the lower flight rate where overnight Saturday lodging would have been involved, with the traveler picking up the difference.

   b. For an invited speaker, the traveler has the option of #1 above or the CRCPD will support the high rate air fare but will support the traveler for their speaking engagement only and not support the traveler for the entire meeting.

NOTE: This intent was given by Chairman Strong on April 13, 1988.

8. CRCPD Sponsored Meetings:
All meetings planned by a CRCPD sponsored entity shall take advantage of supersaver travel which requires a Saturday night stayover. *(Effective November 27, 1990.)*

9. Personal Travel in Conjunction with CRCPD Travel:
For any traveler who chooses to combine personal travel with official CRCPD travel, the maximum amount to be paid to the traveler by CRCPD will be the amount which the trip would have cost without personal travel involved. The determination of this maximum amount will be based on the lowest air fare, considering non-refundable tickets and tickets with penalties, which would have been issued under normal circumstances. It shall be the responsibility of the traveler who desires to combine business and personal travel to sign a written statement of the maximum amount which he or she can expect at the conclusion of his or her travel. This policy applies even if the traveler initially planned combined travel, but later decides to travel on official business only, but the change of decision results in a higher air fare. For clarification, should the CRCPD cause a change thus resulting in a higher fee than was originally agreed upon, the CRCPD would be liable for the additional cost. *(Effective February 3, 1991.)*

10. Frequent Flyer:
CRCPD members are to follow their individual state's policy regarding the frequent flyer system. OED is not to be involved in frequent flyer issues. It is the responsibility of the individual to deal with the airlines on these matters. *(Effective February 5, 1995).*