

## Health Physics Instrumentation Committee (HPIC) Charter 2021

- I. The Committee will be called the HPIC.  
It is authorized by the (EFCOG RP TT) and will serve at the pleasure of the governing body.

II. Purposes

The Committee is created for the purpose of sharing information among DOE sites developed while testing instrumentation and air monitoring equipment, during calibration and maintenance, and gathered under field use conditions. The specific purposes of the Committee may include the following responsibilities:

- Sharing calibration procedures and data
- Performance and Type testing
- Feedback to vendors on new or improved equipment
- Uses and limitations in the field
- Software interface issues
- Firmware update notification issues
- Ergonomic improvements
- Special applications/off normal usage
- Facilitate networking among members
- Coordinate papers and presentation and participate in an annual meeting, normally held in April
- Uploading information for archival purpose to a members only website hosted by the EFCOG RP TT

III. Relationship of Committee to EFCOG RP TT

It is the role and sole prerogative of the EFCOG RP TT to enact policy. The HPIC sub-Committee may be given specific tasks or testing assignments with a report deliverable.

IV. Membership

Composition: The HPIC members are comprised of interested party who work at a DOE facility selected by their respective management. Visitors and guests at schedule meetings may include vendors and personnel from other industry such as nuclear power, medical, university, military or private contractors.

Visitors and guests will not participate in committee business nor be permitted to vote on committee rules.

## V. Organizational Structure

Committee: The committee will include five people: logistics point of contact (POC), meeting emcee, web POC, EFCOG liaison, and member at large. Individuals may serve up to three consecutive one-year terms in any one position. Individuals are selected by HPIC members to serve in these positions. Individuals selected to fill these positions shall be forwarded to the EFCOG RP TT Chair.

Roles and Responsibilities The logistics POC is responsible for the annual meeting logistics, registration and coordination (local hotel suggestions, meeting venue); the meeting emcee is responsible for presentation and agenda organization; the web POC is responsible for data collection and website coordination. The member at large is to coordinate member issues and recruit for committee participation. The EFCOG RP TT liaison is appointed by the EFCOG RP Chair and is responsible for communication between the EFCOG RP TT and the HPIC.

## VI. Procedural Rules

By-Laws: The committee will function under the Charter established by the EFCOG RP TT, special conditions may apply.

Meetings: The committee will meet at least once per year. Written notices of upcoming meetings will be emailed to members at least 60 days before a meeting. Meetings may be in-person or virtual.

Minutes: Minutes of each meeting will be kept. Copies will be emailed to the EFCOG RP TT and posted to the EFCOG RP TT/HPIC website within two weeks after a meeting.

Recommendations and Reports: Committee recommendations and reports will be submitted as requested. Documents will include both suggested action and justification for suggestions. Formal testing and evaluation or requested information is to conform to ANSI report criteria.

Dismissal: Committee members who are absent without reasonable cause from two successive meetings will be considered to have resigned their seat. The committee will move to fill the position.

Public Announcements: While members are expected and encouraged to discuss the HPIC within the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.