



# Canadian Radiation Protection Association

## **NORM Working Group**

(Naturally Occurring Radioactive Materials)

## **Terms of Reference**

Approved April 2025

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Website: [www.crpa-acrp.ca](http://www.crpa-acrp.ca)

## **1.0 Role of the Committee**

- 1.1 Promote a strong radiation safety culture in the NORM industry across Canada
- 1.2 Improve awareness and harmonization of NORM across Canada
- 1.3 Highlight the science and hazards associated with NORM
- 1.4 Identify opportunities to improve NORM awareness in industries
- 1.5 Encourage the right provincial entities involvement in the NORM industry and encourage harmonization

## **2.0 Membership**

- 2.1 The NORM Working Group shall consist of a minimum of five members.
- 2.2 All committee members must be members in good standing of the Canadian Radiation Protection Association (CRPA).
- 2.3 The Chair shall be appointed by the Board of Directors. Group members are appointed by the Chair.
- 2.4 Membership is voluntary and any CRPA member may recommend another member for committee membership.
- 2.5 The term for all Group members, including the Chair, shall be a three-year renewable term, with only one to two members leaving every three years to prevent the entire committee from potentially changing at once.
- 2.6 Members should possess knowledge pertaining to naturally occurring radioactive material.

## **3.0 Responsibilities of the Committee**

- 3.1 Provide a forum for communication and information sharing to stakeholders in the Radiation protection community with emphasis on the NORM industry
- 3.2 Respond to inquiries from members of the public regarding NORM and the health effects of NORM
- 3.3 Provide support to agencies developing regulations or recommendations in the subject matter of NORM
- 3.4 Identify and where possible participate in outreach opportunities related to NORM

## **4.0 Responsibilities of the Committee Chair**

- 4.1 Report to the Director of Internal Affairs
- 4.2 Provide a written report to the Director of Internal Affairs prior to scheduled Board meetings or as required.

- 4.3 The Chair is responsible for setting the agenda, organizing meeting facilities, chairing the meeting, taking meeting minutes and submitting completed minutes to Group members and the Director.

## **5.0 Committee Meetings**

- 5.1 The business of the Group is generally conducted by teleconference, e-mail, or other agreed means.
- 5.2 Meetings will be held at a minimum twice a year. Additional meetings may be added with the consensus of the committee.
- 5.3 Due to the geographical separation of the members, formal face-to-face meetings of the Group are not considered mandatory, although members of the Group attending the Annual General Conference are expected to plan and conduct a face-to-face meeting.
- 5.4 Meetings will be scheduled and run by the Chair. If the Chair is not present during a meeting, another Group member will be appointed as acting chair.

## **6.0 Annual Report**

- 6.1 The NORM Working Group Chair will submit its Annual Committee Report to the Director of Internal Affairs at the end of each year (template for annual report is provided by Director).
- 6.2 At a minimum, the report will include a summary of the previous year's activities, plans for the year ahead and a list of committee members.
- 6.3 The report will be circulated to the members of the committee for review prior to submission to the Director.

## **7.0 Document Review and Revision History**

<b>Date</b>	<b>Comments</b>
Apr 2025	Drafted, Approved