



STATEMENT of POLICY and PROCEDURE

Manual:	Radiation Safety	SPP No.	RS-009
Section:		First Issued:	February 2, 2011
Subject:	Radiation Safety – Transfer and Packaging of Radioactive Materials	Effective:	June 9, 2016
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	February 2, 2011
Issued by:	Chief Operation Officer	Approved:	June 9, 2016

Policy:

Radioisotopes transferred out of the facility over public roads must be packaged in accordance with the Canadian Nuclear Safety Commission (CNSC) Transport of Radioactive Material Regulations and Transport Canada Transport of Dangerous Goods Regulations.

Procedure:

- 1) Only the Radiation Safety Officer (RSO) can give authorisation for the transport of any radioactive substance to another facility.
- 2) Once a shipment has been authorized the documentation forms must be completed in accordance with transport of hazardous material regulations.
- 3) The radioactive material is appropriately labelled and along with a Radioisotope Control Form is placed in the CNSC approved transport case, and sealed to await the appropriate courier. The shipment will be stored securely in the Hot Lab until the courier arrives.
- 4) When the CNSC licensed courier arrives all appropriate paper work (transfer document) and radioactive shipment is turned over and sent out – a copy of the transfer document must be included with the package.
- 5) Individuals who have obtained and have proof of a Certificate of Training in the Transportation of Dangerous Goods-Class 7, are permitted to transport “excepted packages” as approved and authorized by the RSO.
- 6) All records will be stored for no less than 3 years in the RSO office.
- 7) All packaging slips and/or transfer documents must be signed and turned over to the Radiation Safety Officer as soon as the material is received at its final destination.



STATEMENT of POLICY and PROCEDURE

Manual:	Radiation Safety	SPP No.	RS-009
Section:		Issued:	May 12, 2016
Subject:	Radiation Safety – Transfer and Packaging of Radioactive Materials	Effective:	February 2, 2011
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	February 2, 2011
Issued by:	Chief Operation Officer	Approved:	May 12, 2016

I, _____ (please print), the undersigned, have read and understood the policy, its intent, and its application.

X

Signature

Date: