

Policy on Research and Teaching use of Radioactive Material or Devices that contain Radioactive Material.

CNSC Document # 6737598

Office of the Dean of Arts and Science (Science)

Office of Research (V.P. Research is the license holder)

**Statement:**

To ensure compliance with the Canadian Nuclear Safety Act and Regulations, Trent University Nuclear Substances and Radiation Devices License, Transportation Dangerous Goods and the Radiation Emitting Devices regulations, a Trent University Radiation Work Permit is required for all such work with radioactive material or devices which contain radioactive material which are

1. Supervised or conducted by employees or members of the University, or
2. Conducted on University premises, or in a building or location administered by or under the control of the University, or
3. Supported by funds provided by, or through the University.

Note: Radioactive material is defined as any material which emits ionizing radiation and which is not Naturally Occurring Radioactive Material (NORM) as defined by the Canadian Nuclear Safety Regulations.

Devices used for construction purposes (to determine the presence of rebar and conduit in concrete) do not require a Trent University Radiation Work Permit but are covered by the Canadian Nuclear Safety Regulations. Project Managers must be aware of their responsibilities as per the regulations.

**Procedures:**

Obtaining a Radiation Work Permit:

The process to obtain a Radiation Work Permit is a four step process.

1. The principal investigator/supervisor submits a completed Radiation Work Permit application on the ROMEO research project management system.
2. The Radiation Safety Officer (RSO) reviews the application and performs a risk assessment of the proposed work/device and assesses the applicability of the project to our existing license and conditions.
3. The RSO will upon review, create a proposed work permit which may contain conditions of use. The RSO can approve the application, add conditions of use, or reject the application if the RSO deems it is in contravention of the CNS Act or its regulations. The application, proposed permit or reasons for rejection will be forwarded to the Science Safety Advisory Committee.
4. The Science Safety Advisory Committee may review the application and proposed permit which will be issued to the Permit Holder (Principal Investigator/Supervisor).

Radiation Work Permits are issued for one year terms, but may be renewed annually in January of each year. Principal Investigators/Supervisors are responsible for notifying the RSO when a project is complete so that the work permit can be closed and the room decommissioned.

**Radiation Safety Program:**

All personnel who work with radioactive material or devices containing radioactive material must follow the Trent University Radiation Safety Program, the consolidated license and any other applicable regulations/guidelines and the conditions in the issued permit for the work they are doing. Devices which contain radioactive material must be approved for use in Canada by the CNSC. All personnel working in areas where radioactive material or devices containing radioactive material must complete the Science Safety Core principles and the Radiation Safety Training course from the Science Safety Program. Retraining for radiation safety is required every three years.

**PI/Supervisor Responsibilities:**

PIs/Supervisors shall keep and post in the lab where the work is being performed a list of personnel authorized to access and work with radioactive material.

PIs/Supervisors wishing to purchase radioactive material or devices which contain radioactive shall complete a Purchase Order Requisition and obtain the signature of the RSO prior to submitting the requisition to Purchasing. Purchase cards are not to be used for the acquisition of radioactive material.

**RSO Responsibilities:**

The RSO will manage the day to day operation of the Radiation Safety Program including managing the process of issuing work permits, conducting and documenting inspections and will be the point of contact for the university with the CNSC.

The RSO may, if the work is deemed immediately dangerous, issue a stop work directive for a project with a radiation work permit. The RSO will document the situation and report to the V.P. Research and Dean which will review the situation and issue corrective actions. Continuing non- compliance with this policy, the license, the permit and the radiation safety program may result in the suspension of the work permit, suspension of research funding and or progressive disciplinary action according to university policies and procedures.

The Radiation Safety Program, manual and resources are available through the Science Safety Program Website or by contacting the RSO.

Glossary:

NSC Act: Nuclear Safety and Control Act

CNSC: Canadian Nuclear Safety Commission

Ionizing Radiation: Ionizing Radiation is that radiation emitted by atoms which causes ionization (directly or indirectly) in target atoms.

Principal Investigator/Supervisor: Those individuals who control or direct research or teaching programs who have direct affiliation with the University. Students cannot be principal investigators or supervisors for the purpose of this policy.

RSO: Radiation Safety Officer

SSAC: Science Safety Advisory Committee

Dated: Jan 11, 2016