

Open Source – Records

1.0 Statement

In order to ensure that all records of the use of nuclear substances are readily available for inspection, all documents required by the condition of an Open Source permit shall be displayed or stored for clear communication and to comply with regulations. The Permit Holder is responsible for maintaining all records, both paper and electronic (HSMS).

2.0 Definitions

Open Source Permits

Open source permits are internal nuclear substance permits specifically authorizing the use of open source nuclear substances and the conditions of that use.

Unsealed Nuclear Substances (Open Source)

For the purposes of this procedure, an unsealed source is a radioactive liquid, powder or gas that can be absorbed ingested or inhaled into the body presenting both an internal and an external radiation hazard.

Radiation Safety Records Binders

Radiation Safety Records binders are provided by the Radiation Safety Office for the storage of all paper records that are required by the conditions of the permit. The Radiation Safety Records binder and the records inside are the property of the Radiation Safety Office and they shall be returned when the room is decommissioned.

3.0 Procedure

- 3.1 One Radiation Safety Records binder will be issued by the Radiation Safety Officer for each Radioisotope User Permit holder. Normally, only one binder shall be issued per Permit holder regardless of the number of rooms on the permit.
- 3.2 All records required by the conditions of the Radioisotope User Permit shall be kept readily available for inspection, posted in the Radiation Safety Records binder for historical and paper copy. All other records shall be kept on the Health and Safety Management System (HSMS).
- 3.3 Records on the HSMS.
 - a) Inventory records (including all usage and disposal of nuclear substances) shall be kept in the Radiation Safety Records binder as well as on the HSMS. Procurement records (invoices, shipping documents, etc.) shall be maintained with usage records. Once the vial has been disposed, the disposal record shall be kept on the HSMS.
 - b) The most recent version of the Radioisotope User Permit and authorized worker list shall be posted visibly in each room listed as an approved location on the Radioisotope User Permit.
 - c) Weekly contamination monitoring records for each room permitted for the manipulation or storage of nuclear substances shall be kept in the Radiation Safety Records Binder as well as on the HSMS.

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- d) Any decommissioning records for areas or equipment or incident records shall be kept in the Radiation Safety Records binder within the room.
- e) If the Permit Holder chooses to keep records or a Radiation Safety Records binder in an alternate location that is not clearly visible within the lab, a visible notice shall be in the room or in the binder indicating the exact location of these records.
- f) Unless otherwise notified by the Radiation Safety Officer or the Canadian Nuclear Safety Commission, all records for the last eight years shall be kept within the Radiation Safety Records binder within the room. The CNSC shall be notified at least 90 days prior to disposal of any record. When a room is decommissioned, the binder and its contents shall be returned to the RSO.