

Security of Radioactive Materials

1.0 Statement

Radioactive material, devices or radiation machines must be secured when not under the direct supervision of an authorized user. Only authorized users are allowed to handle or have access to radioactive material, or to operate devices or radiation machines. To increase security controls for Licensees possessing radioactive materials in quantities of concern, Memorial University has implemented the following procedures regarding the investigation and clearance of all individuals who have access to these materials

2.0 Definition

2.1 Authorized User

A person approved by the Radiation Safety Officer (RSO) to handle or have access to radioactive material, devices or radiation machines.

3.0 Procedure

- 3.1 Under no circumstances must radioactive material or a key to a room, area, or enclosure containing radioactive material, devices or radiation machines be given to unauthorized persons or to any person who has not received authorization by the designated RSO.
- 3.2 Radioactive materials must be stored in a locked area, room, or enclosure so as to be inaccessible to non-authorized personnel.
- 3.3 Visitors must have permission from an authorized user prior to entering a radiation area (e.g. Principal Investigator, charge technologist, medical physicist, etc). The visitor must be escorted at all times by an authorized user. In the case of a research laboratory, the Principal Investigator and the contact person named on the permit are authorized personnel.
- 3.4 All radioactive sources must only be stored in an approved designated room, as indicated in the licence or on the internal permit.
- 3.5 Inventory checks of sealed sources with an activity greater than 37 MBq must be conducted every three months to detect loss or theft.
- 3.6 In the event of loss, theft or other unexplained inventory discrepancy of radioactive material, the RSO must be informed immediately, who will immediately send a report to the Canadian Nuclear Safety Commission (CNSC).
- 3.7 Attempt at unauthorized access, sabotage, or any breach in security must be reported to the RSO immediately, who will immediately send a report to the CNSC.