

Title:	Transfer of Nuclear Substances and Radiation Devices
Number:	RSP – D.10
Date:	December 7, 2005; Revised April 2017

Introduction:

The Canadian Nuclear Safety Commission (CNSC) issues licences and certificates for certain kinds of packaging and transport of nuclear substances as stipulated in the **Packaging and Transport of Nuclear Substances Regulations, 2015 (PTNSR 2015)**. These regulations are based on the **International Atomic Energy Agency's (IAEA) Regulations for the Safe Transport of Radioactive Material, 2012 Edition**.

The Dalhousie University license permits the transfer of nuclear substances and/or radiation devices both internally within the university and externally to other nuclear substance licencees.

All internal and external transfers of nuclear substances and radiation devices at Dalhousie University must be approved by the Radiation Safety Officer (RSO) before any transfer takes place. All internal transfers will require the completion of the **Internal Transfer of Nuclear Substances** form. The RSO will confirm and coordinate the type of transfer required, ensure all parties are licenced to accept the transfer, update the inventory for the transfer and provide further guidance for all transfers. Transfers are to take place during normal working hours only.

Procedure:**Internal Transfers:**

1. Transfers from one permit holder to another **within the same department** are permitted by completing the **Internal Transfer of Nuclear Substances** form. Both parties must complete the **Internal Transfer of Nuclear Substances** form and submit it to the RSO for approval. Once approved, the RSO will process the transfer in EHSA system and send a signed copy of the transfer form to both parties to retain as documentation of the transfer. **After** receiving the signed form from the RSO, the physical transfer may occur.
2. Transfers from one permit holder to another in **different departments or different physical locations** on campus are permitted, provided the material falls below the category **“Radioactive Material-Excepted Package-Limited Quantity of Material”**. Both parties must complete the **Internal Transfer of Nuclear Substances** form and submit it to the RSO for approval. Once approved, the RSO will process the transfer in EHSA system and send a signed copy of the transfer form to both parties to retain as documentation of the transfer. **After** receiving the signed form from the RSO, the physical transfer may occur.
3. If the nuclear substance to be transferred internally meets the minimum requirements for a **“Radioactive Material-Excepted Package-Limited Quantity of Material”** or greater,

then it must be packaged and transported according to the ***Packaging and Transport of Nuclear Substances Regulations, 2015 (PTNSR 2015)***. Both parties must complete the **Internal Transfer of Nuclear Substances** form and submit it to the RSO for approval. Once approved, the RSO will process the transfer in EHSA system and send a signed copy of the transfer form to both parties to retain as documentation of the transfer. **After** receiving the signed form from the RSO, the physical transfer may occur. If the permit holder is not certified to ship Class 7 radioactive packages, they will not be able to perform this function. See **Packaging and Transport of Nuclear Substances** Policy, for further direction.

External Transfers:

1. Transfers of nuclear substances or radiation devices to external institutions or licencees are **only** to take place with the authorization and coordination of the RSO. The RSO will ensure the recipient licencee is eligible for the transfer, according to the CNSC licence. If the nuclear substance to be transferred externally does not fall below the requirements of a ***Radioactive Material-Excepted Package-Limited Quantity of Material*** package, then it must be packaged and transported according to the **Packaging and Transport of Nuclear Substances Regulations, 2015 (PTNSR 2015)**. This will require certification for Shipping Class 7 Radioactive Packages. See **Packaging and Transport of Nuclear Substances** Policy, for further direction.
2. Transfers of nuclear substances or radiation devices to Dalhousie University from an external institution or licencee, must be authorized and coordinated by the RSO to ensure Dalhousie University is eligible for the transfer. Contact the RSO for further direction.
3. Transfers of any sealed sources meeting the requirements of a Category 1, 2 or 3 sealed source under REGDOC 2.12.3 Security of Nuclear Substances: Sealed Sources, will be transferred using the Sealed Source Tracking System (SSTS). Dalhousie University is registered with the SSTS. All external transfers will be reported using the SSTS at least 7 days in advance of the transfer and within 48 hours of any reception of a transfer. All requirements of the **Packaging and Transport of Nuclear Substances Regulations, 2015 (PTNSR 2015)** will be met to ship and receive a Category 1, 2 or 3 sealed source.



Internal Transfer of Nuclear Substances

All parties must complete the form below and then submit it to the RSO. The physical **transfer of the isotope can only occur AFTER the RSO has approved the transfer** and has returned a signed copy to all parties. Each party **MUST** retain a copy of the form signed by the RSO in their records book.

Principal Investigator: _____

Permit #: _____

Inventory #: _____

Radioisotope: _____

Quantity (volume & activity): _____

Form: Solid ___ Liquid ___ Gas ___

Sealed Source: Device Model: _____ Serial Number _____ RS # _____

From: Room # _____ Building _____

To: Room # _____ Building _____

Requested Date of Transfer: _____

Supplier (Principal Investigator):

_____ Name	_____ Signature	_____ Date
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Shipper:

_____ Name	_____ Signature	_____ Date
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Recipient:

_____ Name	_____ Signature	_____ Date
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RSO Approval:

_____ Name	_____ Signature	_____ Date
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New Inventory #: _____



External Transfer of Nuclear Substances

Dalhousie University Information:

Principal Investigator: _____

Permit #: _____

Inventory #: _____

Radioisotope: _____

Quantity (volume & activity): _____

Form: Solid ___ Liquid ___ Gas ___

Sealed Source: Device Model: _____ Serial Number _____ RS # _____

Receiving Facility Information:

Recipient Name: _____ CNSC Licence #: _____

Recipient Address: _____

Name and Address of Destination: _____

Requested Date of Transfer: _____

Supplier (Principal Investigator):

_____	_____	_____
Name	Signature	Date

Shipper:

_____	_____	_____
Name	Signature	Date

Recipient:

_____	_____	_____
Name	Signature	Date

Dalhousie University RSO Approval:

_____	_____	_____
Name	Signature	Date

Verification of Safe Arrival (initial): _____