

## CNSC Document Retention Schedule

All documents referenced herein or related to the Radiation Safety Program are to be retained for the periods prescribed. Where the documents are retained longer than prescribed by regulation, they are to be retained by the individual until the RSO collects them.

At the university, only the RSO is permitted to dispose of records related to the Radiation Safety Program, and that, only after the prescribed retention period, and then, only ninety days (90 days) after communicating with the CNSC regarding their disposal.

Where the time frame is not specified in the regulation requiring the record to be retained, the required retention period for these records to be kept and retained by the licensee is one (1) year after the expiry of the license that authorizes the activity, as indicated in the General Nuclear Safety and Control Regulations [GNSCR, sec. 28(1)]. These items will be indicated with an asterix (\*) below.

Act and Regulations referenced:

- Nuclear Safety and Control Act – (S.C. 1997, c.9)
- Nuclear Substances and Radiation Devices Regulations – (SOR/2000 – 207)
- General Nuclear Safety and Control Regulations – (SOR/ 2000-202)
- Radiation Protection Regulations – (SOR/2000 – 203)
- Packaging and Transport of Nuclear Substances Regulations – (SOR/2000 – 208)

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Location</b>	<b>Responsible Person</b>
Radiation Dose Reports	[NSCA, sec. 27(a)] *1 year after the expiry of the license	EHS	RSO
Prescribed Reports	[NSCA, sec. 27(b)] * 1 year after the expiry of the license	EHS	RSO
Name and job Category of each NEW	[RPR, sec. 24] * 1 year after the expiry of the license under which the inspection occurred	EHS	RSO
Leak Test Certificates of Sealed Sources	[NSRDR, 36(4)] 3 years after the date in which the leak-test was conducted	EHS/Logbook	RSO/IRPH

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Location</b>	<b>Responsible Person</b>
Radiation Device inspection, measurement, test, or service	[NSRDR, 36(3)] 3 years after the earlier of license expiry or revocation date	EHS/Logbook	RSO/IRPH
Receipt (shipping documents, packing slips), Transfer, Disposal or Abandonment of all Nuclear Substances	[NSRDR 36(1)(c)] * 1 year after the expiry of the license	EHS/Logbook	RSO/IRPH
Radiation Safety Training Records	[NSRDR, 36(2)] 3 years after the completion of study or termination of employment	EHS	RSO
TDG Certificates (copies)	[TDGR and PTNSR differ – we use the longer retention period] 3 years after the completion of study or termination of employment -	Logbook	IRPH
All Information related to License submitted to CNSC	[GNSCR, 27] * 1 year after the expiry of the license	EHS	RSO
License Application and supporting documents	* 1 year after the expiry of the license	EHS	RSO
Nuclear Substances and Radiation Devices License	* 1 year after the expiry of the license	EHS/Logbook	RSO/IRPH
Radiation Safety Policy and Radiation Safety Manual	* 1 year after the expiry of the license	EHS	RSO
CNSC Inspection Reports / Replies	* 1 year after the expiry of the license	EHS	RSO
Annual Compliance Reports	* 1 year after the expiry of the license	EHS	RSO

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Location</b>	<b>Responsible Person</b>
Internal Radiation Permits (IRP)	[NSRDR 36(1)(b)] * 1 year after the expiry of the license	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH
Name of authorized workers (Responsible Users)	[NSRDR 36(1)(b)] * 1 year after the expiry of the license	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH
List of areas, room and enclosures using or storing > 1 EQ	* 1 year after the expiry of the license	EHS	RSO
Decommissioned area/rooms/labs reports	* 1 year after the expiry of the license	EHS	RSO
Decontamination Reports	* 1 year after the expiry of the license	Area/Room using or storing > 1 EQ	IRPH
Inventory of radiation detection instruments	* 1 year after the expiry of the license	EHS	RSO
Calibration/Verification of Radiation Detection Instruments	* 1 year after the expiry of the license that authorizes the use of the device	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH or Nuclear Medicine Facility Manager
Inventory of nuclear substances (Sealed and Unsealed) Name, quantity, form, location, manner of use	[NSRDR 36(1)(a)] * 1 year after the expiry of the license	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH
Inventory of Sealed Sources not in Radiation Devices - Model, serial number of source, - Name, quantity, form, location, manner of use of nuclear substance	[NSRDR 36(1)(a)] * 1 year after the expiry of the licence that authorizes the source	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Location</b>	<b>Responsible Person</b>
Inventory of Sealed Sources in Radiation Devices - Model, Serial number of device, - Name, quantity, form, location, manner of use nuclear substance	[NSRDR 36(1)(a)] * 1 year after the expiry of the licence that authorizes the radiation device	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH
Inventory of Radioactive Waste – current	* 1 year after the expiry of the license  (or 3 years after waste is disposed)	EHS	RSO
Inventory of Radioactive Waste – decayed	* 1 year after the expiry of the license  (or 3 years after waste is disposed)	EHS	RSO
Inventory of Radioactive Waste – disposed	* 1 year after the expiry of the license  (or 3 years after waste is disposed)	EHS	RSO
Concordia Internal Inspections	3 years	EHS and Area/Room using or storing > 1 EQ	RSO and IRPH
Laboratory Procedures	3 years after the expiration of the IRP	Area/Room using or storing > 1 EQ	IRPH or Nuclear Medicine Facility Manager

- Documents pertaining to research using radioisotopes and radiopharmaceuticals in humans will be maintained for the period required by applicable regulations.

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