

1. PURPOSE

The purpose of this public disclosure protocol is to document how McMaster University Cyclotron Facility (MUCF) addresses our target audience's information interests in relation to licensed activities. This protocol ensures that information related to the health, safety and security of persons and the environment are effectively communicated to the public.

2. SCOPE

This protocol applies to licensed activities conducted in the MUCF under its Operating License, and defines specific instances where information is disclosed publicly based on MUCF's understanding of which information is of interest to the target audience. The protocol defines the type of information or report to be made public, the criteria for determining when such information is to be disclosed, and the medium for disclosure. This protocol is not applicable to activities conducted at different locations or under the jurisdiction of any other license issued by the CNSC.

3. TARGET AUDIENCE

The intent of this protocol is to provide information of interest to the target audience. Disclosures made under this protocol relate to licensed activities conducted at MUCF. The target audience includes, but is not limited to:

- 3.1 MUCF staff and authorized users in the Tandem Accelerator Building and Nuclear Research Building;
- 3.2 Customers who utilize products manufactured at the MUCF.
- 3.3 Students, faculty and staff located at McMaster University
- 3.4 Hamilton Fire Department personnel
- 3.5 Hamilton Police Department personnel
- 3.6 Members of the Nuclear Facilities Control Committee and/or Health Physics Advisory Committee
- 3.7 Neighbours in the areas within 1/2 kilometres of the facility
- 3.8 The general public
- 3.9 Media (see 4.1 for typical local media outlets)
- 3.10 Local elected officials.

4. PROTOCOL

Table 1 lists the various types of information to be made public. Events¹ which fall into these categories will be disclosed according to the timeframe indicated. The potential medium (media) for disclosure is also provided.

MUCF aims to publish information quickly for the benefit of the public. Information is released as soon as MUCF staff can complete initial investigation steps to be sure that the information released is as accurate as possible. This means that information is published As Soon As Is Reasonably possible (ASAR). In the Targeted Disclosure Timeframe column, this is indicated with the acronym ASAR. The timeframe column also provides the maximum allowable time between discovery of the event and the release of the information.

Table 1: Public Disclosure Protocol Information Types

Type of Information	Targeted Disclosure Timeframe	Potential Disclosure Medium/Media
Summary of licencing application requests	<2 weeks after submission to CNSC	Website Newspaper
Significant operational developments such as labour disputes and changes in facility design	ASAR, <1 weeks after development is confirmed	Website
Events with offsite effects – events that could result in public interest or media attention	ASAR, ≤ 2 business days after event is confirmed	Website Social Media Newspaper
Notification of planned and unplanned significant interruptions of facility operations causing a significant disruption to supply of medical isotopes.	ASAR, <1 week after delay is confirmed	Website Email Lists
Impact of natural events such as: Earthquakes Floods Lightning	ASAR, <1 weeks after the event, when there is an impact to safety	Website
Notification of on-site drills where persons are evacuated from the facility, excluding fire drills conducted by the university	ASAR, >1 day before the start of the on-site drill	Website Social Media
Notification of a fire within or impacting the licensed facility, including a description of impact on safety and protection.	ASAR, <1 weeks after the event	Website
Notification of a serious industrial accident	ASAR, <1 week following the event.	Website
Listing of unplanned events exceeding regulatory limits or action levels and description of the impact on safety and protection.	ASAR, <1 week after the event.	Website
Notification of transport incidents reportable under the CNSC Packaging & Transport of Nuclear Substances Regulations and description of the impact on safety and protection.	ASAR, <1 weeks after the event	Website
New revisions to this Public Disclosure Protocol	ASAR, <2 weeks after the new version is released	Website

¹ Event is defined as any occurrence unintended by the licensee, including operating error, equipment failure or another mishap, and deliberate action on the part of others, the consequences or potential consequences of which are not negligible from the point of view of protection or safety.

4.1. DISCLOSURE METHODS

The majority of information is published on the MUCF website. Where additional communication is necessary, information may be published using (but not limited to):

- 4.1.1 Social media technology operated by the university Public Relations department
- 4.1.2 Neighbourhood Update e-newsletter operated by the university Public Relations department
- 4.1.3 Local area newspapers – typically the Hamilton Spectator or the McMaster Silhouette
- 4.1.4 Local area radio stations – typically CHML AM 900
- 4.1.5 Local area television stations – typically CHCH channel 11
- 4.1.6 LCD information screens (LCD) located throughout campus and in student residence buildings
- 4.1.7 Email mailing lists

5. SECURITY SENSITIVE INFORMATION

The university attempts to ensure that information released under this protocol does not contain security sensitive details.

6. DOCUMENTATION AND RECORDS

Documents and records generated as a result of this protocol are maintained by MUCF for a minimum of 2 years. These documents and records are readily available upon request.