

1. PURPOSE

The purpose of this public disclosure protocol is to document how McMaster Nuclear Reactor (MNR) addresses our target audience's information interests in relation to licensed activities. The protocol is one of several strategies implemented by MNR to engage the public and maintain channels for communication with our community. This protocol ensures that information related to the health, safety and security of persons and the environment and issues pertinent to the lifecycle of the facility are effectively communicated to the public.

2. SCOPE

This protocol applies to licensed activities conducted at the McMaster Nuclear Reactor under the Non-Power Reactor Operating Licence, and defines specific instances where information is disclosed publicly based on MNR'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 licence 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 MNR. The target audience includes, but is not limited to:

- 3.1 MNR staff and authorized users in the reactor and Nuclear Research Buildings;
- 3.2 Customers who utilize reactor services or products manufactured at the reactor.
- 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 surrounding campus
- 3.8 The general public

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.

MNR aims to publish information quickly for the benefit of the public. Information is released as soon as MNR 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 for publication of information. It is recognized that as new and pertinent information comes to light that updates to the initial disclosures may become necessary.

Table 1: Public Disclosure Protocol Information Types

Type of Information	Targeted Disclosure Timeframe	Potential Disclosure Medium/Media
Annual Compliance Report (ACR) – focused summary.	<4 weeks after submission to the CNSC	Website
Routine releases within regulatory limits or radiological materials to the environment	Annually, as part of the ACR	Website
Environmental monitoring reports	Annually, as part of the ACR	Website
Notification of CNSC inspection activities	<2 weeks after the event	Website
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, <1 weeks 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 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 or protection	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

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.

Type of Information	Targeted Disclosure Timeframe	Potential Disclosure Medium/Media
Notification of a serious industrial accident	ASAR, <1week 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

4.1. DISCLOSURE METHODS

MNR utilizes multiple tools for communication with the target audience in order to execute this protocol. The majority of information is published on the MNR 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 MNR for a minimum of 2 years. These documents and records are readily available upon request.