



1. PURPOSE

To outline a program which effectively provides information relating to the safe operation of the Cyclotron at the WCF as well as its positive impact on patient care and its potential impact on the environment and the health and well-being of individuals living and/or working in the area surrounding the facility. Although general information regarding the facility will be regularly updated and available on the website, this program is intended to provide a mechanism for immediate communication in the event of an accidental release of radioactivity to the environment.

2. REVISION HISTORY

2.1. Initial version effective December 15, 2015. Prepared by K. Franz. Approved by Dr. S. Mzengeza. Reviewed by Dr. A. Goertzen

3. DEFINITIONS

ARSC	Assistant Radiation Safety Coordinator
CNSC	Canadian Nuclear Safety Commission
COO	Chief Operating Officer
CRSC	Corporate Radiation Safety Coordinator
DI	Diagnostic Imaging
HSC	Health Sciences Centre
NM	Nuclear Medicine
PO	Project Officer
RS	Radiation Safety
RSO	Radiation Safety Officer
SOP	Standard Operating Procedure
U of M	University of Manitoba
WCF	Winnipeg Cyclotron Facility
WRHA	Winnipeg Regional Health Authority

4. SCOPE

This SOP describes the Information Sharing Program and Public Disclosures required by CNSC for communicating to the general public, including area residents (living within a 2 km radius around the hospital), hospital staff/visitors/patients, commercial renters/lease holders within the HSC, U of M Bannatyne Campus staff/students/visitors, Canad Inns staff/guests, news media and also the CNSC.

5. RESPONSIBLE

5.1. WCF

5.1.1. RSO Kellie Franz: [REDACTED]

5.1.2. Back-up RSO Shadreck Mzengeza: [REDACTED]

5.2. WRHA

5.2.1. CRSC Jeff Dovyak: [REDACTED]

5.2.2. ARSC Daniel Lapkoff: [REDACTED]

6. SCHEDULE

6.1. Information Sharing

6.1.1. Facility tours will be available subject to suitability and availability

6.1.2. Outreach sessions - every 5 years

6.1.3. Program Review (RSO and communications team) – every 3 years



6.2. Disclosures

6.2.1. As changes in the facility occur

6.2.2. Within 48 hours of an event (as listed in table 8-1 or other reportable events) which might occur within the WCF

6.2.3. As requested/required by the CNSC

7. EQUIPMENT AND MATERIALS

Not Applicable.

For Public Release



8. PROCEDURE

8.1. Information Sharing Program

- 8.1.1. *Objectives* – To maintain an open and informative relationship with anyone that might be interested or concerned with the activities in the WCF.
- 8.1.2. *Public Opinion Strategies* - Based on: the reaction to the publication announcing the construction of the WCF PET Cyclotron, hospital tours, feedback from local residents and informal media analysis, there appears to be little interest among area residents in activities associated with the PET Cyclotron at the WCF. As public opinion may change over time, strategies will be used to gauge interest in the WCF. These strategies include but are not limited to:
 - 8.1.2.1. An information/outreach session for the public will be held at a minimum of 5 year intervals. These sessions will consist of a face-to-face presence with the public. As an example, the first of these sessions will be held in the form of a presentation given by the WCF Director and WCF RSO as well as the CRSC. Two sessions will be offered for this presentation; one during the day and the other during the evening.
 - 8.1.2.2. Tours of the facility are another method of keeping the public involved in the activities at the WCF. Tours of the facility allow a personal interaction with the staff as well as an introduction to the technology and demonstrate the advantages of having this type of equipment on site. The WCF has been involved with the annual kids at work event as well as tours for high school and college students when requested.
 - 8.1.2.3. A WCF information page will be added to the current HSC website. The information on the website will be available at all times and is intended to remain current and will be routinely updated with facility activities and changes.
- 8.1.3. *Program Evaluation and Improvement* - The program will be monitored regularly for effectiveness based on website trending (traffic and hits) and volume trending (based on calls relating to the WCF), as well as emails and letters pertaining to the cyclotron. The whole program will be reviewed by the WCF RSO and the communications team annually for the first 3 years then every 3 years. Improvements and changes will be made if necessary based on these trending results.

8.2. Public Disclosures

- 8.2.1. If an event listed in Table 8-1 occurs it is important to get the information to the public as soon after the event as possible and every effort should be made to ensure that the incident is reported to the public within 48 hours of its confirmation.
- 8.2.2. Complete the form in Appendix 1 - WCF Public Information and Disclosure Form.
- 8.2.3. Fill in all of the required information, listing as much detail about the incident as possible.
- 8.2.4. Email the details of the incident to the individuals listed in this SOP as Responsible in step 5 of this procedure (thus ensuring all interested parties are aware of the incident).
- 8.2.5. Record important information and possible calculations concerning the incident and the possible impact on the environment or public health and safety.
- 8.2.6. Separate pertinent information regarding the event that should be used in the disclosure article on the website.
- 8.2.7. Email all of the individuals listed in table 8-2 with the details of the event and what type of statement should be/was made to the public (use the subject title: PUBLIC DISCLOSURE – WCF 13396-16 date of disclosure).
- 8.2.8. In order to ensure open communication, the WCF RSO should contact the CNSC PO via phone regarding the disclosure (leaving a detailed message if necessary).
- 8.2.9. Record the HSC website publication date onto the form.
- 8.2.10. The RSO will ensure that all correspondence regarding each public disclosure event is saved and filed accordingly.



Table 8-1: List of possible events that may be of public interest and would trigger a public disclosure event within the WCF

TYPE OF EVENT	DISCLOSURE TIMEFRAME	INFORMATION POSTED
Any atmospheric release of radioactive material where the possible dose to a member of the general public is greater than 50µSv	≤48 hours after an event is confirmed	Notice of Release, impact on health, safety and security of persons and the environment
Presence of Emergency Responders in the WCF (excludes employee medical issues)	≤48 hours after an event is confirmed	Date and purpose of presence
Evacuation of the WCF due to fire or other dangers including natural events (i.e. floods, lightning and tornados) as they impact the WCF	≤48 hours after an event is confirmed	Date and description the potential impact on the facility and how it may impact the health, safety and security of persons and the environment
Significant operational developments such as expansion or changes in WCF facility design or operation	As Required	Date and description of changes to the facility and the potential impact to the health, safety and security of persons and the environment
Public interest and concerns or media attention as a result of the program	As Required	WCF response to the items or concerns raised
Unplanned events at WCF as reported to CNSC, including those exceeding regulatory limits	≤48 hours after an event is confirmed	Date and description of the potential impact on the facility and how it may impact the health, safety and security of persons and the environment
Planned and unplanned significant interruptions of WCF facility operations, such as disruption of isotope production (excluding general maintenance items)	≤48 hours after an event is confirmed	Date and description of the potential impact on the facility and how it may impact the health, safety and security of persons and the environment

Table 8-2: List of individuals contacted regarding public disclosures. An updated list of names, email addresses and phone numbers will be maintained by the WCF RSO.

CNSC PO for WCF	WRHA DI Program Director
HSC Director of Communications	RNSC Chair
HSC COO – weekdays OR HSC Nursing Supervisor - After Hours	HSC DI Director HSC NM Medical Director
WCF RSO, WCF Back-up RSO, WRHA CRSC and WRHA ARSC	

9. ACCEPTANCE CRITERIA

- 9.1. Individuals listed in step 5 and table 8-2 shall be informed of all public disclosures within the facility.
- 9.2. HSC Communications will inform WCF RSO & WRHA CRSC of results of quarterly opinion surveys and media tracking



APPENDIX 1 – Public Information and Disclosure Reporting Form

Date & Time of Incident: _____
(YYYY/MM/DD at HH:MM)

Details Provided by: _____

Detailed Email sent to: WCF RSO WCF Back-up RSO WRHA CRSC WRHA ARSC

Incident Details:

Possible effect(s) on the environment and/or public health and safety:

Important Points/details to be published on the HSC website:

Date of Publication on the HSC website: _____
(YYYY/MM/DD)

CNSC PO informed via email and Phone: _____
(YYYY/MM/DD)

FOR PUBLIC RELEASE