



Transport of radioactive material

PRSG13.4		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	RPM	Approved by:	HHS	Version number:	2.1	Issue Date:	November 2016

Procedure

This procedure deals with the transport of radioactive material from the university.

The University expects that:

- No radioactive material is transported off campus without the prior knowledge and approval of the University Radiation Protection Manager (RPM).
- Correct designation, packaging and consignment documentation is specified by the RPM before any radioactive material is prepared for transport.
- Only radioactive material in exempt consignments or excepted packages may be transported by authorised university personnel.
- If radioactive material is not to be transported by authorised university personnel then this must be via a Class 7 carrier and managed by the RPM.

For transport of exempt consignments or excepted packages by university personnel:

All packages:

- Only a university owned vehicle or a vehicle hired under a university contract is used (this ensures that the vehicle has insurance cover for radioactive materials and business use).
- Local rules for the Transport of Radioactive Material must be followed (including supplementary local rules for the collection of radioactive waste when appropriate).

...in addition for excepted packages:

- Emergency arrangements for excepted packages (appendix to local rules) must be carried in the vehicle and followed in the event of a transport incident.
- Prior to transporting excepted packages drivers must undergo training which covers:
 - General awareness of the provisions for carrying dangerous goods;
 - Function-specific training commensurate with their responsibilities and the local rules;
 - Safe handling procedures and emergency arrangements.
- Training for excepted packages must be refreshed once a year or if transport is less frequent prior to each excepted package transport operation.
- Emergency arrangements for excepted packages must be tested once a year or if transport is less frequent prior to each excepted package transport operation.

For transport by Class 7 carrier:

- Radioactive materials that are not classed as an exempt consignment or as excepted packages must be transported by an approved carrier for Class 7 dangerous goods.
- Consigning of radioactive material to a Class 7 carrier is undertaken by the RPM.
- The packaging of Class 7 radioactive material is undertaken by the RPM, must be of an approved design and approval confirmation obtained from the packaging supplier¹.
- Packages must be correctly marked and labelled.
- The maximum radiation level must be checked and be less than that required for the package type.
- Class 7 carriers are appointed by the RPM and must provide written confirmation of compliance with ADR, including security requirements.
- Carrier's emergency arrangements should be reviewed by the RPM to ensure that any actions placed on the consignor are reasonable and feasible.
- The carrier must provide prior notification of the vehicle and driver details and the vehicle registration and driver photo ID must be verified by the RPM on their arrival².
- The specified vehicle placards, markings, emergency instructions, and equipment should be present in or on the vehicle.
- The appropriate consignment note and transport documents specified by ADR must be completed, signed and a copy kept by the RPM.

¹ Approval certificate not required for excepted packages.

² Not required for excepted packages.

- The check list in Appendix A must be used for all transport operations to ensure that requirements of CDG and ADR are complied with and evidenced.

Relevant Legislation

- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG).
- European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR), latest version.

INFORMATION AND CLASSIFICATION	
Date of transport	
Carrier and consignment reference	
Radionuclide(s) and activity	
Physical and chemical form	
Type of package / consignment	
UN number	
Proper shipping name	
Transport index and category	
Supplementary requirements for loading, stowage, carriage, handling and unloading	
Transport documents completed, signed and copy kept	
PACKAGING	
Package design approval status / certificate	
Packaging compliant with ADR and correctly marked and labelled	
Maximum radiation level on external surface	
CARRIER	
Confirmation that transport operation is compliant with ADR (including security requirements)	
Emergency arrangements reviewed	
Prior notification of driver's name and vehicle registration	
VEHICLE AND CREW	
Photo ID verified	
Vehicle registration verified	
Prescribed placards and markings	
Emergency instructions in writing available	
Specified equipment provided	