
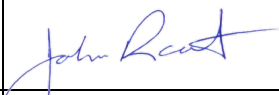


## Public Information and Disclosure Program HS-GUI-0002

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## **1 Purpose**

This document outlines how the Sylvia Fedoruk Canadian Centre for Nuclear Innovation Inc. (Fedoruk Centre) addresses its target audience's information interests in relation to the purpose of the Saskatchewan Centre for Cyclotron Sciences (SCCS) and Canadian Nuclear Safety Commission (CNSC) licensed activities. This protocol ensures information related to the health, safety and security of person and the environment and issues pertinent to the life cycle of the SCCS are effectively communicated to the public. This protocol is one of several strategies the Fedoruk Centre implements to engage the public and maintain open and transparent communication channels with its stakeholders and the public, and community.

## **2 Scope**

This protocol applies to licensed activities conducted at the SCCS under the CNSC Class II Nuclear Facilities and Prescribed Equipment Licence and defines specific instances where information is disclosed publicly based on Fedoruk Centre'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.

The SCCS operates within the CNSC regulations for a Class II Nuclear Facility in accordance with paragraph 3(r) of the *Class II Nuclear Facilities and Prescribed Equipment Regulations*. This document is submitted to fulfill the requirements set out in *REGDOC-3.2.1 Public Information and Disclosure* (May 2018).

## **3 Objectives**

The public information and disclosure program for the SCCS aligns with the strategic communications and outreach principles of the Fedoruk Centre. Following is a list of the objectives of the program:

- Build awareness of the Saskatchewan Centre for Cyclotron Sciences (SCCS), with emphasis on its positive impacts for medical and biological research and health care in Saskatchewan.
- Engage and inform local audiences about the Facility's purpose and activities.
- Engage and inform potential academic users and industrial partners of the Facility's capabilities and research program.
- Provide accurate information regarding environmental, health and safety issues.

## **4 Target Audiences**

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 the Fedoruk Centre. The target audience includes, but is not limited to:

- Fedoruk Centre staff and authorized users of the SCCS
- Faculty, staff and students of the University of Saskatchewan
- Faculty, staff and students of other Saskatchewan's post-secondary institutions
- Residents of Saskatoon neighbourhoods adjacent to the University of Saskatchewan main campus
- Government: CNSC, Health Canada, Saskatchewan Health Authority; City of Saskatoon; Province of Saskatchewan
- First responders including Saskatoon Fire Department and Saskatoon Police Services
- Local – Regional public
- Indigenous Peoples on Treaty 6 Territory and the Homeland of the Metis
- Local, regional and national media

### **4.1 Responding to Target Audiences**

The nature and mode of submission, comments, questions or concerns expressed by target audiences about the Fedoruk Centre are responded to in a variety of ways:

- Personal response to a query by the Executive Director or designated subject matter expert.
- Posting messages addressing recurring or timely concerns on our website.

### **4.2 Public and Media Opinion**

The Fedoruk Centre periodically reviews the media attention to estimate the amount and tone of coverage and related public comment concerning all of the Centre's activities, including media activity and opinion related to the SCCS.

Public opinion, as assessed by industry surveys provided to the Fedoruk Centre and opinion studies conducted by academics, is strongly supportive of nuclear medicine research and other research activities enabled by the Fedoruk Centre.

## **5 Protocol**

This public disclosure protocol aligns with the Fedoruk Centre's guiding values of Accountability and Transparency, and the crisis communications principles of "Being First, Being Right, and Being Credible."

This protocol covers various types of information to be made public, as noted in Table 1. Routine information will be disclosed following the general procedures for communications, media relations and outreach in use by the Fedoruk Centre as approved by the Executive Director in the timeframe provided

with the potential disclosure method indicated.

Fedoruk Centre aims to publish reliable and accessible information quickly for the benefit of the public. Disclosure of non-routine information may be coordinated with the University of Saskatchewan or Saskatchewan Health Authority as appropriate as soon as Fedoruk Centre staff can complete initial investigation steps to ensure the information released is as accurate as possible. This means that information is published As Soon As Is Reasonably possible (noted as ASAR in Table 1). The timeframe column of Table 1 provides the maximum allowable time for publication of information of initial information. Updates to the initial disclosures may become necessary, as new and pertinent information becomes known.

**Table 1: Public Disclosure Protocol Information Types**

Type of Information	Targeted Disclosure Timeframe	Potential Disclosure Method(s)
<b><i>Disclosure for Routine Information</i></b>		
Facility milestones and achievements, such as, technical milestones	ASAR, < 1 week after the event	Website/social media
Notification of on-site events where persons are evacuated from the SCCS	ASAR, > 1 day before the start of the on-site drill	Website/email blast
Impact of research conducted at or enabled by the technical support, services and products provided by the SCCS.	Annually	Website/social media
Funding announcements related to the SCCS, including expansion plans or the development of a new capability at the SCCS.	ASAR, < 1 week after the event	Website/social media
SCCS operation pertinent to health and safety of environment and public	Quarterly	Email/postings
<b><i>Disclosure for Non-routine Information</i></b>		
Facility expansion plans or new facility development	< 2 weeks after submission to CNSC	Website
Death or serious injury of an employee, User or visitor	ASAR, < 1 week after the event	Website/ press release
Radiological exposure above regulatory limit to an employee, User, visitor or member of the public	ASAR, < 1 week after the event	Website/ email distributions
Disasters (i.e. fire, spills) or natural events (i.e. tornado) resulting in significant impact to health and safety or environment or public	ASAR, < 48 hours after the event	Website/ social media/press release
Serious industrial accident resulting in	ASAR, < 1 week after the	Website

damage to the SCCS	event	
Fire or other disaster resulting in significant damage or disruption to the SCCS	ASAR, < 1 week after the event	Website
Non-routine releases of radiological and hazardous material to the environment	ASAR, < 1 week after the exposure is confirmed	Website
Recall or other critical events related to the radiopharmaceutical produced by the Fedoruk Centre as governed by Health Canada and internal policies	ASAR < 48 hours after the event when there is an impact to safety or protection	Website/social media/email distributions
Any other event where a disclosure and issues management response is deemed necessary by Fedoruk Centre (i.e. pandemic)	ASAR, < 1 week after the event	Website/social media

## 6 Public Information and Disclosure Methods

The public information strategy for the Facility is part of the broader communications and outreach activities of the Fedoruk Centre. Fedoruk Centre uses multiple communications vehicles to share information with its target audience and to execute this protocol. These include, but are not limited to:

- Website - <https://fedorukcentre.ca/> This page describes the Facility and explains its purpose and function. Under the Resources tab, the public learns more [about the SCCS](#) and finds answers to a series of [Frequently Asked Questions](#), and a local point of contact for the submission of additional questions.
- Social media platforms – Facebook - <http://www.facebook.com/FedorukCentre>, Twitter feed (@FedorukCentre) and YouTube channel (<http://www.youtube.com/channel/UC4kU8MQ8BDaCXqVJOGMtmwA>).
- Reports and brochures <https://fedorukcentre.ca/resources/publications-and-brochures.php>
- Email distributions
- The Fedoruk Centre conducts media relations activities for the SCCS, including the production and distribution of news releases, media advisories and backgrounders, and profiling the SCCS and its activities through occasional articles and advertising.
- Promotional and informational materials for potential research users, partners and investors are produced on an as-needed basis.
- Tours may be conducted at the Facility for a special purpose.

## 7 Public Disclosure Notification

As part of its open and transparent relationship with CNSC and to assist with broader dissemination of information to the public where appropriate, Fedoruk Centre shall inform the CNSC of non-routine disclosures made under the public disclosure protocol at the time of, or before, such disclosures.

Copies of public information disclosed that are sent to the CNSC should be sent to the appropriate point of contact with the subject title: PUBLIC DISCLOSURE – FEDORUK CENTRE, date of disclosure.

## **8 Program Evaluation**

To ensure this document remains relevant, it is scheduled for review every three years, or as necessary. Revisions are made as deemed appropriate from the most current revision date. If a deficiency is seen in this protocol by a regulatory or other body that has authority at the Fedoruk Centre, this procedure must enter revision immediately. Program progress and effectiveness is evaluated based on the following information:

- Media coverage records
- Attendance at outreach events
- Website traffic and analytics
- Social media activity
- Numbers of questions from the public and requests for information

## **9 Documentation and Records**

Fedoruk Centre maintains documents and records describing its public information program and its disclosure protocol that are reviewed every three (3) years.

Documents and records on public information and disclosure activities are available upon request.

## **10 Sensitive Information**

In line with best practice and standards, Fedoruk Centre's commitment to the principle of disclosure recognizes legitimate grounds for not disclosing information such as protection of privacy, confidentiality, legal privilege, and Fedoruk Centre's ability to operate safely and effectively. The public disclosure protocol does not prescribe the release of sensitive information such as security-related information and trade secrets of scientific, technical, commercial, financial, or labour relations information.

## **11 Contact**

The person with responsibility for the conduct of the Fedoruk Centre's public information activities and point of contact for this protocol is

John Root  
Executive Director  
Sylvia Fedoruk Canadian Centre for Nuclear Innovation, Inc.

306-966-3376

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## 12 Revision History

This table will contain a list of the relevant sections and all changes made to the section and reasons for the change.

Effective Date (YYYY-MM-DD)	Summary of Changes	Reason for Change/Reference
2014-12-22	New Document	Submitted to CNSC
2015-02-20		Incorporating revisions requested by CNSC
2017-06-23		Revisions and updates
2021-03-24	Updated whole document to comply with CNSC RegDoc 3.2.1 and placed in FC document control format template	Revisions and updates