

# TRIUMF Public Disclosure Protocol

## 1.1 Purpose

The purpose of this public disclosure protocol is to document how TRIUMF 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, and issues pertinent to the lifecycle of TRIUMF facilities are effectively communicated to the public. The protocol is one of several strategies TRIUMF implements to engage the public and maintain ongoing communication channels with our stakeholders.

## 1.2 Scope

This protocol covers information related to licensed activities conducted at TRIUMF under the Class IB particle accelerator operating license (PA1OL-01.00), and defines specific instances where information is disclosed publicly based on TRIUMF's understanding of which information is of interest to the target audiences identified in this protocol. 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, or to activities of third parties.

This protocol also contains guidance on how to obtain more information on the program and protocol.

## 1.3 Target Audiences

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

- TRIUMF personnel
- Partners (member universities, funding agencies)
- Facility visitors (including scientific users and general guests)
- Local public within the University Endowment Lands<sup>1</sup> (including residents within the area, in addition to faculty, staff, and students at the University of British Columbia)
- Surrounding businesses within the University Endowment Lands
- Indigenous Peoples on nearby Musqueam First Nations lands (engagement led by the University of British Columbia, a TRIUMF member university)
- First responders, including Vancouver Fire & Rescue Services and RCMP personnel
- Elected officials (local Member of Parliament and Member of the Legislative Assembly)
- Local, regional, and national media

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<sup>1</sup> The University Endowment Lands (UEL) are 14.1 km<sup>2</sup> and form part of the peninsula along with Pacific Spirit Park and the University of British Columbia.

- Regulatory authorities

## 1.4 Protocol

The TRIUMF public disclosure protocol is aligned with the [Emergency Response Plan \(Document 5856\)](#), [Emergency Preparedness Plan \(Document 4952\)](#), [Crisis Communication Plan \(Document-174293\)](#) objectives. The emergency management objectives are determined based on the potential environmental impact of TRIUMF's operation which is described in the [TRIUMF Screening Level Environmental Risk Assessment \(Document 148250\)](#). The protocol will follow the general procedures, plans, and templates for communications, media relations, and other public engagement activities.

The Disclosure Protocol and the Screening Level Environmental Risk Assessment are posted on the website along with TRIUMF contact coordinates for additional information.

This protocol covers various types of information to be made public, as noted in Table 1. Information will be disclosed in the time frame provided, with the potential disclosure method indicated.

TRIUMF will publish reliable and accessible information as quickly as possible for the benefit of the public. Information is released as soon as TRIUMF has verified its accuracy. This means that information is published *As Soon As Is Reasonably possible* (noted by ASAR in Table 1). The timeframe column of Table 1 provides the maximum allowable time for publication of initial information. Updates to the initial disclosures may become necessary as new and pertinent information comes to light.

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

Type of Information	Targeted Disclosure Timeframe	Potential Disclosure Method(s)
<b>Disclosure for Routine Information</b>		
Facility expansion plans or new facility development	<2 weeks after submission to CNSC	Website
Notification of on-site drills where persons are evacuated from the facilities	ASAR, >1 day before the start of the on-site drill	Website
Impact of research conducted or enabled by TRIUMF	Annual (July 30)	Website Social Media
Metrics for facility including number of researchers using the facility, products delivered	Annual (July 30)	Website
Environmental monitoring reports	Annual (July 30)	Website

Facility operation pertinent to health and safety of environment and public	Annual (July 30)	Website
<b>Disclosure for Non-routine Information</b>		
Death or serious injury of an employee or visitor within TRIUMF	ASAR, <1 week after event	Website Email distributions
Radiological exposure above regulatory limit to an employee, visitor, or member of the public	ASAR, <1 week after event	Website Press release
Fire or other disaster resulting in significant damage or disruption to the facility	ASAR, < 1 week after event	Website
Serious industrial accident resulting in damage to the facility	ASAR, < 1 week after event	Website
Events when there is an impact to health and safety of environment or public (see TRIUMF's Emergency Management Plan and Emergency Preparedness Plan e.g. earthquake, flood, fire)	ASAR, < 48 hours after the event	Website Social Media
Non-routine releases of radiological and hazardous materials to the environment	ASAR, < 1 week after exposure is confirmed	Website
Significant operational developments such as labour disputes and changes in facility design	ASAR, < 1 week after development is confirmed	Website
Recall or other critical events related to a radiopharmaceutical produced by the facility, as governed by Health Canada	ASAR, < 48 hours after the event when there is an impact to safety or protection	Website Social Media Email distributions
Events that could be of interest to the media or the public	ASAR, < 48 hours	Website Social media
Any other event where a disclosure and issues management response is deemed necessary by TRIUMF	ASAR, < 1 week after event	Website Social media

## 1.5 Disclosure Methods

TRIUMF uses multiple communications vehicles to share information with its target audience and execute this protocol. These include (but are not limited to):

- TRIUMF's main website
- TRIUMF's primary social media platforms, which include its [Facebook](#), [Twitter](#), [Instagram](#), and [LinkedIn](#) accounts

- TRIUMF's internal website
- Email distributions
- Distribution of print materials
- Signage, notice boards, and displays around the TRIUMF site
- Press releases and advisories

## **1.6 Public Disclosure Notification**

As part of its open and transparent relationship with CNSC and to assist with broader dissemination of information to the general public where appropriate, TRIUMF shall inform the CNSC of disclosures made under the public disclosure protocol at the time of, or before, such disclosure (see Table 1).

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 – [TRIUMF, date of disclosure].

## **1.7 Documentation and Records**

TRIUMF maintains documents and records describing its public information program and its disclosure protocol, which are maintained on a regular basis.

Documents and records on public information and disclosure activities are available upon request. Please contact [communications@triumf.ca](mailto:communications@triumf.ca) for further information.

## **1.8 Sensitive Information**

In line with best practice and standards, TRIUMF's commitment to the principle of disclosure recognises legitimate grounds for not disclosing information such as protection of privacy, confidentiality, legal privilege, and TRIUMF'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 or scientific, technical, commercial, financial, or labour relations information.

## **1.9 Contact**

For information on TRIUMF's public information and disclosure program and public disclosure protocol:

Sean Lee, Head – External Relations  
TRIUMF  
4004 Wesbrook Mall  
Vancouver, BC V6T 2A3