

**Science and
Technology
Facilities Council**

RECEIPT AND DISPATCH OF HAZARDOUS SUBSTANCES

STFC Safety Code No 27

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Receipt and Dispatch of Hazardous Substances

1. Purpose

The nature of work at the STFC involves the movement of a large number of hazardous substances, referred to in transport matters as Dangerous Goods. These are substances which can cause harm to the person, pose a fire hazard, can be explosive, or chemicals which would pollute the environment if released.

The STFC has a responsibility to ensure that any chemicals that leave its sites do so safely. This includes chemicals bought in by a third party as the STFC assumes partial liability for their safe transport when leaving STFC sites.

Under the provisions of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (2009) any hazardous substances leaving any establishment should be packaged, labelled and transported in a manner appropriate to both the item in question and the method being used to transport it.

In addition the following directives define how hazardous substances should be packaged, labelled and transported when being sent by:

- Road:** European agreement concerning the International Carriage of Dangerous Goods by road (ADR), updated and reissued every two years;
- Sea:** International Maritime Dangerous Goods (IMDG), updated and reissued every two years; and
- Air:** International Air Transport Association (IATA) Dangerous Goods Regulations, updated and reissued annually.

Where the materials being transported are radioactive the following regulations are also applicable:

International Atomic Energy Authority (IAEA) Safety Standards Series, number 6 – Regulations for the Safe Transport of Radioactive Material.

The aim of this code is to ensure that the transport of hazardous substances is carried out safely and in compliance with legislation.

2. Scope

The requirements of this code are mandatory across the STFC and apply to all staff, tenants, facility users, visitors and contractors, and apply in any instance when hazardous substances are being transported from or between STFC sites. This code applies to visitors and facility users transporting hazardous substances from STFC sites.

This code addresses the receipt and despatch of radioactive materials in small industrial type packages (e.g. Facility user samples). This code should be read in conjunction with the related radiation management codes including:

[STFC Safety Code 29, Management of Ionising Radiation Hazards at Work](#)

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[STFC Safety Code 21, Management of Radioactive Waste](#)
[STFC Safety Code 28, Management of Radioactive Open Sources](#)

This code covers the basic transport arrangements for higher hazard radioactive items, such as type A and type B packages, but each case must be managed individually. Some may require a specific Certificates of Approval from the Office for Nuclear Regulation (ONR) Transport Section, quality management plans, and transport contingency plans for the dispatch.

This code does not apply to the transport of waste chemicals from the STFC sites by recognised waste contractors and to the transport of hazardous waste “created” by contractors working on the STFC’s behalf, although those carrying out these activities may need to seek the advice of the appointed DGSA.

This code does not apply to the movement of dangerous goods on STFC sites, though the packaging guidance given in Appendix 5 should be followed where ever possible, even for short journeys on foot.

This code does not apply to the dispatch of materials or equipment that are not classed as Dangerous Goods.

3. Definitions

3.1 Hazardous Substance

A hazardous substance is one which possesses one or more of the following properties: flammable, harmful, toxic, is an irritant, is corrosive, is an oxidiser, is explosive, radioactive, carcinogenic, or is hazardous to the Environment.

3.2 Safety Data Sheet (SDS)

An SDS provides information on the hazards posed by a substance. It should be supplied with the substance in question by the manufacturer or supplier and will have 16 sections. Section 3 identifies whether the material is hazardous and contains hazard information, and Section 14 contains shipping information.

For many experimental materials, which may be unique it is likely that no SDS will exist, in these circumstances its hazards should be assessed by the DGSA or other suitably competent person.

3.3 Dangerous Goods

Dangerous Goods are substances or articles, the carriage of which is either prohibited by the relevant transport regulations, or authorized only under conditions prescribed within the regulations. They are usually also hazardous substances. They are identified by a United Nations (UN) four digit number, for example UN1203 – Gasoline.

There are over 4000 UN numbers in use, many of which apply to groups or categories of materials with the same hazard, for example **UN3182, Metal Hydrides, Flammable, N.O.S.** (N.O.S. Stands for Not Otherwise Specified). For experimental materials many hazardous substances will not have a unique UN number.

3.4 Radioactive Substance (RS) Dispatcher

An appointed person trained to classify dangerous goods and check the suitability of packages/packaging for the transportation of those radioactive substances in the scope of this code (UN Class 7 materials). Each Site where radioactive materials are employed should have at least one RS Dispatcher to assist consignors in dispatching radioactive substances.

3.5 Logistics Personnel

These are the employees who work in site Logistics teams dispatching and receipting packages.

3.6 Dangerous Goods Safety Adviser (DGSA)

An appointed person trained to provide advice to consignors on the correct classification of substances and undertake an annual audit of all dangerous goods shipment from STFC sites. Their legal role and training requirements are defined and listed in ADR. Those DGSAs advising on radioactive material transport should have completed UN Class 7 training.

3.7 Radiation Protection Adviser (RPA)

This is the competent person who provides advice to the employer and consignor on compliance with the Ionising Radiations Regulations 2017, including all aspects of dealing with Radioactive Materials, see Safety Code 29, *Management of Ionising Radiation Hazards at Work*.

3.8 UN Packaging

These are the receptacles and any other components or materials necessary for the receptacle to perform a containment function. They will have been type tested under conditions, will be certified as such and will be marked with a code that identifies the type and maximum mass of goods they can be used to transport.

4 Responsibilities

4.1 Staff, tenants, facility users, visitors or consignors wishing to dispatch materials shall:

For dispatch through site logistics or directly

- 4.1.1 Where Dangerous Goods are being transported offsite by road, air, sea or rail via site logistics teams, complete a Dangerous Goods Dispatch pro forma, see Appendices 1 and 3. Including: the consignee name and address, a description of each item and its value, declaration that the substances are “Dangerous Goods” as determined by the SDS classification data. Where materials are radioactive dispatch procedures are more complex and the advice of the RS Dispatcher, UN Class 7 DGSA and RPA must be sought.

- 4.1.2 Seek the advice of the DGSA where no SDS classification data is available to complete the Dangerous Goods Dispatch pro forma. Where materials are radioactive the advice of the RS Dispatcher, UN Class 7 DGSA and RPA must be sought.
- 4.1.3 Where UN Class 7 radioactive materials are to be transported ensure, as appropriate, that specific Certificates of Approval from the Office for Nuclear Regulation (ONR) Transport Section, quality management plans, and transport contingency plans for the dispatch are in place and implemented. Where a specialist and licenced carrier(s) is employed seek the advice of the RPA and UN Class 7 DGSA in selecting such a carrier(s), and ensure that the carrier's transport contingency plans are suitable and sufficient and interface effectively with STFC radioactive material transport contingency plans, see Appendix 9, and are consistent with the arrangements of the receipting location
- 4.1.4 Package the substances for safe transport to site logistics team, for example, sealed bottles for liquids, sealed containers for powders etc, and take it with the Dangerous Goods Dispatch pro forma detailing whether the materials are "Dangerous Goods", a copy of the SDS and any other supporting safety information to site logistics. See Appendix 4. Where materials are radioactive the advice of the RS Dispatcher, UN Class 7 DGSA and RPA must be sought.
- 4.1.5 Retain a copy of the dispatch pro forma and all associated dispatch documentation. Where materials are radioactive the advice of the RS Dispatcher, UN Class 7 DGSA and RPA must be sought.

For dispatch by hand - small quantities of some Dangerous Goods may be carried by hand, this is particularly relevant to facility users who bring samples to STFC sites for investigation and to STFC scientists who travel with samples to other sites.

- 4.1.6 Where the goods are to be transported by hand, package the substances appropriately following the guidelines detailed in Appendices 4 and 5, ensuring that the UN number and Proper Shipping Name are recorded on the outer packaging, see Appendix 3.
- 4.1.7 Radioactive materials must **not** be transported by hand.
- 4.1.8 Seek advice from DGSA if you think a substance can be transported by hand due to its small quantity, but help is needed to classify it.
- 4.1.9 Where transporting dangerous goods by hand by air check in advance with the airline to ensure that the specific airline's procedures for packaging, labelling and documentation are addressed. These can be more stringent than regulatory requirements. Facility users in particular should ensure they are allowed to hand carry on their inward and outward journeys before their visit.

For intra- site movement

- 4.1.10 When arranging the movement of Dangerous Goods on STFC sites apply the same general principles given in 4.1.4 above.

4.2 Line managers shall:

- 4.2.1 Ensure that their group members are aware of: the need to transport Dangerous Goods/Hazardous substances according to the controls defined in this code; the DGSA; and as appropriate RPA and RS Dispatcher. See [STFC SHE Directory](#).

4.3 Radiation Protection Adviser (RPA) shall:

- 4.3.1 Ensure that the relevant DGSA, RS Dispatchers and logistics staff are aware of the need to transport radioactive substances in the manner defined in this code and provide advice with regard to such dispatches.
- 4.3.2 Appoint an RS Dispatcher in writing for the site they advise informing logistics of their name and entering it into the [STFC SHE Directory](#), ensuring that they have receive appropriate training (see Appendix 6) and that their appointment is recorded in the STFC SHE Directory along with copies of training certificates.

4.4 Radioactive Substance (RS) Dispatchers shall:

- 4.4.1 Undertake initial training in classifying Dangerous Goods, specifically UN Class 7 goods, and afterwards attend regular update sessions, see Appendix 6. Copies of certificates for combined training, formal qualifications and examination results (where applicable) should be supplied to SHE Group.
- 4.4.2 Check and advise on all Dangerous Goods Dispatch pro-formas relating to radioactive substances, reclassifying materials as appropriate, and provide advice on packaging.
- 4.4.3 Seek further advice from the DGSA or RPA when they are unsure about classifying a particular radioactive material or when the hazards arising from transporting radioactive materials are high.
- 4.4.4 Identify any high consequence Dangerous Goods and consult the DGSA and RPA regarding appropriate secure storage for radioactive substances.

4.5 Logistics Personnel shall:

- 4.5.1 Prior to dispatch check the paperwork and packaging of all items brought to them as Dangerous Goods or Hazardous Substances, see Appendix 5, repackaging items in UN packaging if appropriate.
- 4.5.2 Prepare the relevant documentation for transport, for example Shippers Declaration and/or Dangerous Goods Note (DGN) and/or Transport Emergency (TREM) card as required by the selected mode of transport.
- 4.5.3 Arrange appropriate shipment of the item.
- 4.5.4 Retain copies of the Dangerous Goods Dispatch pro forma showing the UN number, Class, Packing Group, Proper Shipping Name (PSN) and quantity of all the items they dispatch for a period of two years from dispatch.

4.5.5 Upon receipt of Dangerous Goods, log their arrival, store them safely and securely in an appropriate lockable cabinet and inform the intended addressee.

4.6 Dangerous Goods Safety Adviser (DGSA) shall:

4.6.1 Undertake initial DGSA training and periodic re-training. Copies of certificates for completed training and examination results should be supplied to SHE Group.

4.6.2 Advise on safety and security for Dangerous Goods movements where the potential consequences are high in the event of a transport related incident.

4.6.3 On an annual basis provide information on updates to Dangerous Goods transport legislation and training requirements to RS Dispatchers, management and logistics personnel. Initiate an update of this SHE code as appropriate.

4.6.4 Carry out regular safety compliance audits of Logistics, RS Dispatchers and the Dangerous Goods carriers used by their site ensuring that actions arising from the audit are completed in a timely manner.

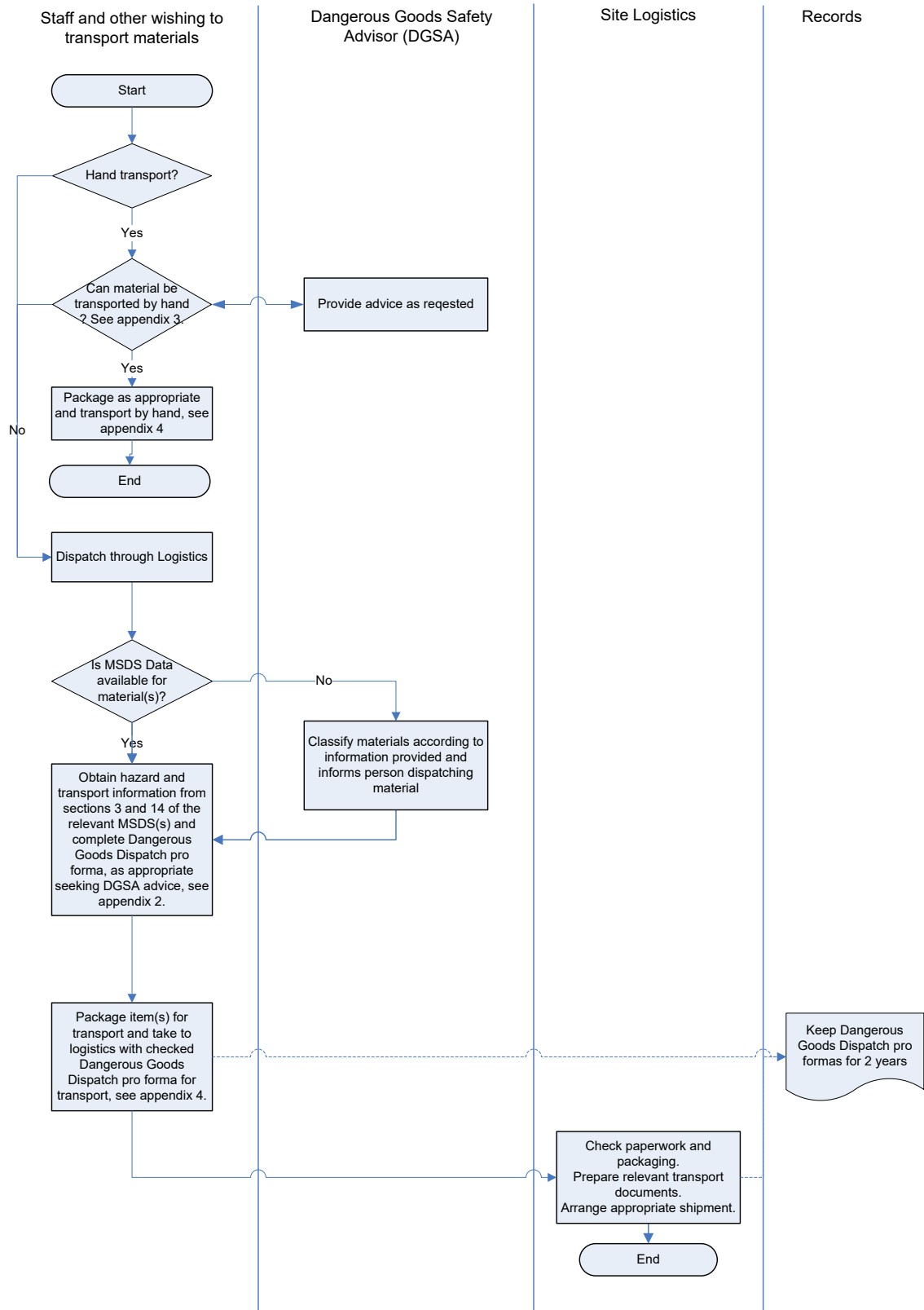
4.6.5 Collate annually all records from site RS Dispatchers and logistics, and use the information to produce an annual compliance report for the STFC Health and Safety Management Committee.

4.6.6 Document and report the findings of compliance audits to Site safety committees annually.

4.7 Director responsible for SHE shall:

4.7.1 Appoint in writing at least one suitably qualified and experienced DGSA for each STFC site, see Appendix 6, outlining the area of site they are to cover, their responsibilities and ensuring that their appointment is recorded in the [STFC SHE Directory](#).

APPENDIX 1 Dispatch of non-radioactive Dangerous Goods Process



APPENDIX 2 Process Summary for all transport operations involving Dangerous Goods

Type of material	Transport Operation	Relevant Procedure
Non-radioactive Dangerous Goods	Dispatch	All - Follow procedure outlined in Appendix 1 of this code.
	Receipt by Logistics	Logistics to follow internal procedures, ensuring responsibility 4.5.5 is carried out.
Radioactive material in small “industrial packaging”	Dispatch	Follow procedures given in the dispatch specific quality management plan.
	Receipt by Logistics	Follow procedures given in the receipt specific quality management plan.
Radioactive Open Sources	Dispatch	Follow procedures given in the dispatch specific quality management plan and Appendix 2 of Code 28, Management of Radioactive Open Sources.
	Receipt	Follow procedures given in the receipt specific quality management plan and Appendix 2 of Code 28, Management of Radioactive Open Sources
Radioactive – large items	Dispatch	Follow procedures given in the dispatch specific quality management plan.
	Receipt	Follow procedures given in the receipt specific quality management plan.

APPENDIX 3 STFC Dangerous Goods Dispatch pro formas and examples

RAL Dispatch pro forma, RAL Dispatch pro forma – completed example

DL Dispatch pro forma, DL Dispatch pro forma - completed example

Glossary of key Dispatch data

UN Number

The UN number is the four digit identification number of a substance or article as given by the UN Model Regulations.

Class

Dangerous goods belong to one or more of 9 classes depending on the hazardous properties they possess. They are:

- Class 1 Explosive Substances and articles
- Class 2 Gases
- Class 3 Flammable Liquids
- Class 4.1 Flammable solids, self-reactive substances & solid desensitised explosives
- Class 4.2 Substances liable to spontaneous combustion
- Class 4.3 Substances which, in contact with water, emit flammable gases
- Class 5.1 Oxidising substances
- Class 5.2 Organic peroxides
- Class 6.1 Toxic substances
- Class 6.2 Infectious substances
- Class 7 Radioactive material
- Class 8 Corrosive substances
- Class 9 Miscellaneous dangerous substances and articles

Combination Pack

Combination packs mean a combination of packaging for transport purposes, consisting of one or more inner packaging secured in an outer packaging.

Packing Group

Dangerous goods are assigned a packing group in accordance with the degree of danger they present. The packing groups have the following meanings:

- Packing group I: Substances presenting high danger
- Packing group II: Substances presenting medium danger
- Packing group III: Substances presenting low danger

Proper Shipping Name

This is the full chemical name of the substance being transported along with any other appropriate information.

High Consequence Dangerous Goods

Those Dangerous Goods which have the potential for misuse in a terrorist incident and which may, as a result, produce serious consequences.

APPENDIX 4 Road/Air Transport by Hand of Very Small Quantities

The following table indicates the quantities of Dangerous Goods that are legally allowed to be carried in a vehicle without needing to comply with any of the requirements of ADR (for road) or IATA (for air), except the need to be packaged appropriately.

Carriage of such goods will be at the discretion of the driver. If you are not the driver please check with them before you attempt to take samples etc. in your luggage.

PACKING GROUP OF THE SUBSTANCE	PACKING GROUP I	PACKING GROUP II	PACKING GROUP III
CLASS or DIVISION of PRIMARY or SUBSIDIARY RISK	Maximum allowed mass/volume in units of	Maximum allowed mass/volume in units of	Maximum allowed mass/volume in units of
1: Explosives	Forbidden		
2.1: Flammable Gas	Forbidden		
2.2: Non-flammable, non-toxic gas	Forbidden		
2.3: Toxic Gas	Forbidden		
3: Flammable Liquid	1ml in units of 1ml		
4.1: Self Reactive Substances	Forbidden	100g in units of 1g/1ml in units of 1ml	
4.1: Other Flammable Solids	Forbidden	100g in units of 1g /1ml in units of 1ml	
4.2: Pyrophoric Substances	Forbidden	Forbidden	Forbidden
4.2: Spontaneously combustible substances	Forbidden	Forbidden	Forbidden
4.3: Water reactive substances	Forbidden	100g in units of 1g /1ml in units of 1ml	
5.1: Oxidisers	Forbidden	100g in units of 1g /1ml in units of 1ml	
5.2: Organic Peroxides	Not Applicable	100g in units of 1g	Not Applicable
6.1: Toxic substances – inhalation	Forbidden	100g in units of 1g /1ml in units of 1ml	
6.1: Toxic substances – ingestion	Forbidden	100g in units of 1g /1ml in units of 1ml	
6.1: Toxic substances – skin absorption	Forbidden	100g in units of 1g /1ml in units of 1ml	
6.2: Infectious substances	Forbidden		
7: Radioactive materials	Forbidden		

8: Corrosive materials	100g in units of 1g /1ml in units of 1ml	
9: Magnetized materials	Forbidden	
9: Other miscellaneous materials	Not Applicable	100g in units of 1g /1ml in units of 1ml

APPENDIX 5 Dangerous Goods Packaging Guidelines

Hand carrying

In general, when non-UN packaging is used for transporting Dangerous Goods in small quantities the following guidelines should be followed:

- 1) The packaging should be of good quality and strong enough to withstand the shocks and loading experienced during carriage.
- 2) Packaging should be constructed and closed so as to prevent any loss of contents which might occur due to environmental conditions during transport – vibration, temperature, humidity etc.
- 3) Parts of packaging that are in direct contact with Dangerous Goods shall (a) not be affected or significantly weakened by those Dangerous Goods and (b) not cause a dangerous effect e.g. catalysing a reaction or reacting with the Dangerous Goods.
- 4) When filling packaging with liquid sufficient free volume should be left for expansion of the liquid with temperature, remembering that the package could be exposed to high temperatures during carriage.
- 5) Liquids may only be placed into inner packaging which has an appropriate resistance to the internal pressure that may be developed under normal conditions of carriage.
- 6) Dangerous Goods must not be packed in the same outer packaging if they react dangerously with each other and cause: combustion and/or evolution of heat; evolution of flammable, toxic or asphyxiating gases; formation of corrosive substances; or the formation of unstable substances.
- 7) The maximum quantities allowed in each package are given in Appendix 3A for road transport and 3B for air transport.

Transport by road

Transport in limited quantities – quantities considered significantly small enough that they are exempt from most of the usual provisions of ADR 2009:

Inner Packaging	No specific requirements.
Outer Packaging	The following may be used: steel /aluminium /plastic drums with removable head; steel /aluminium /plastic jerricans with removable head; plywood fibre drums; boxes of natural wood, plywood, reconstituted wood, fibreboard, plastics, steel or aluminium.
Labelling	No specific requirements.
Marking	Each package should clearly and durably be marked with the UN number of the goods it contains, preceded by the letters “UN”. In the case of different goods with different UN numbers within a single package the outer packaging should be marked with all the UN numbers of the goods it contains, preceded by the letters “UN” or “LQ”.
Documentation	No specific requirements.

Transport by air

Transport in excepted quantities - quantities considered significantly small enough that they are exempt from most of the usual provisions of the IATA regulations:

Inner Packaging	Must be constructed of plastic having a minimum thickness of not less than 0.2mm, or of glass, earthenware or metal. Removable closures must be held securely in place with wire, tape or other positive means. Each inner packaging must be securely packed in an intermediate packaging with cushioning material. For liquids the cushioning material must contain enough absorbent material to absorb the entire contents of the inner packaging.
Outer Packaging	No specific requirements, but must be large enough to bear the excepted quantities label.
Labelling	Each package containing Dangerous Goods in excepted quantities must be labelled with a completed excepted quantities label.
Marking	No specific requirements.
Documentation	No specific requirements.

APPENDIX 6 Training Requirements

Role	Initial Training	Refresher	Frequency
Staff, tenants, facility users or visitors	Awareness training provided by mandatory general SHE training. See Code 10 and launch communication of this code.	Update information provided by the DGSA.	Information yearly.
RS Dispatcher	<p>Personnel involved in preparing packages containing Radioactive Substances for Road Transport. Radioactive Substances by Road Accord Directive Route (ADR) Course – 1-2 day</p> <p>Provided by Cargo Training International or equivalent training approved by the RPA</p>	1 day refresher course and exam.	Every two years before expiry of current certificate.
	<p>Personnel involved in preparing packages containing Radioactive Substances for Air Transport. Radioactive Substances by Air International Civil Aviation Organisation (ICAO) Course – 1-2 day</p> <p>Provided by Cargo Training International or similar.</p>	1 day refresher course and exam.	Every two years before expiry of current certificate.
	<p>Personnel involved in preparing packages containing Radioactive Substances for Sea Transport. Radioactive Substances by Sea International Maritime Dangerous Goods (IMDG) Course – 1-2 day</p> <p>Provided by Cargo Training International or similar.</p>	1 day refresher course and exam.	Every two years before expiry of current certificate.
Logistics personnel depending on the modes of transport employed for dispatch from a given site.	<p>Personnel involved in preparing packages for Road Transport</p> <p>Dangerous Goods Shipper (Road) - 3 day</p> <p>Provided by Cargo Training International or equivalent training approved by the RPA.</p>	Road – 2 day refresher course and exam.	Every two years before expiry of current certificate.
	<p>Personnel involved in preparing packages for Air Transport</p> <p>ICAO accredited Dangerous Goods (Air) - 3 day course</p> <p>Provided by Cargo Training International or similar.</p>	Air – 2 day refresher course and examination.	Every two years before expiry of current certificate.
	<p>Personnel involved in preparing packages for Sea Transport</p> <p>Dangerous Goods Shipper (Sea) - 2 day</p>	Sea – 1 day refresher course and examination	Every two years before expiry of current certificate.

	Provided by Cargo Training International or similar.		
DGSA	<p>DGSA Accredited Course – 5 day</p> <p>Those DGSA's advising on the transport of radioactive materials should have completed DGSA training for UN Class 7 dangerous goods.</p> <p>Provided by Cargo Training International or similar.</p>	<p>Updates</p> <p>Retake exams</p>	<p>Updates on changes in legislation. Exams every five years.</p>

APPENDIX 7 Audit Checklist

Ref	Item	Rating	Comments
1 (Section 4.7.1)	Has at least one DGSA been appointed for the site?		
2 (Section 4.3.2)	Has a RS Dispatcher been appointed for the site?		
3 (Section 4.5.4)	Are the DGSA(s) and Logistics staff keeping copies of Dangerous Goods Dispatch pro forma records for 2 years?		
4 (Section 4.2.1) (Section 4.7.1)	Are the names of the DGSA(s) and RS Dispatchers entered into the SHE Directory?		
5 (Appendix 5)	Has awareness training and refresher training been made available to all staff?		
6 (Section 4.3.2) (Section 4.6.2)	Have Logistics Personnel undertaken appropriate training as identified in Appendix 5?		
7 (Section 4.6.4)	Has annual compliance report been created by DSGA(s) and forwarded to the site Safety Committee?		
8 (Section 4.6.3)	Have the DGSA(s) undertaken a compliance audit for their areas within the last 12 months?		
9 (Section 4.6.3)	Have actions arising from the audit been addressed?		
10 (Section 4.6.2)	Have the DGSA(s) reviewed relevant legislative changes, annually, and as appropriate recommended update of this code through STFC SHE Group?		

APPENDIX 8 Document Retention Policy

Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Comments / Justification
Dangerous Goods Notes and associated paperwork	Current + 5 years	Logistics Personnel	Local Record Systems	
All related records for the receipt and dispatch of radioactive materials independent of site logistics teams.	Current + 5 years	Consignors	Local Record Systems	Ensure copies of such dispatches are recorded by site logistics teams.
Appointments:				
Dangerous Goods Safety Adviser	Most Recent	Director	SHE Directory	Appointment Letter
Radioactive Substance Dispatcher	Most Recent	Director	SHE Directory	Appointment Letter

APPENDIX 9 STFC Site Contingency Plans for Incidents/Accidents involved with the Transport of Radioactive Materials by Road

9.1 RAL Site Contingency Plan for Incidents/Accidents involved with the Transport of Radioactive Materials by Road ([Link to Document](#))