

# Radioactive Materials: Inter-facility Transport using a Personal Vehicle

## Purpose

This document provides Nuclear Medicine (NM) staff with a procedure for transporting radioactive packages using a personal vehicle.

## Site Applicability

This procedure is applicable to NM departments within Lower Mainland Medical Imaging (LMMI) across all Lower Mainland Health Authorities: Fraser Health, Providence Health Care, Provincial Health Services and Vancouver Coastal Health.

## Practice Level

This procedure is applicable to NM technologists within LMMI who transport radioactive packages.

## Need to Know

NM technologists may be required to transport radioactive packages using a personal vehicle. NM technologists transporting radioactive packages must ensure that they maintain current Transportation of Dangerous Goods (TDG) certification, valid driver's license and valid vehicle insurance. NM technologists must annually complete the form Appendix A: [Nuclear Medicine Declaration for Transporting Radioactive Packages using a personal vehicle](#)

### 1. Insurance Requirements

- There is no special insurance required for transporting radioactive packages in a personal vehicle provided the package was prepared according to Radioactive Materials: Procurement and Shipping: Appendix C: Packaging and Shipping Radioactive Materials, which in turn complies with TDG regulations.
- If staff are transporting radioactive packages less than 6 days per month, basic insurance to and from work is sufficient.
- If staff are transporting radioactive packages more than 6 days per month, additional business insurance is required.
- Staff should confirm insurance requirements with their insurance provider prior to purchasing insurance as insurance policies may change from year to year.
- The difference in cost between basic insurance and business insurance will be covered by the employer as per the collective agreement. Staff who use personally owned vehicles for hospital business and incur extra insurance fees can complete this form to claim their insurance expenses: [Automobile Business Insurance Reimbursement Form](#)

## 2. Dangerous Occurrences

In case of a radioactive spill on the road, call the emergency phone number on the shipping document:

**1-833-343-4784.** After the spill has been dealt with, inform the Site Radiation Safety Officer who in turn, will inform the Regional Radiation Safety Officer about this incident.

In case of any other dangerous occurrences as described in PTNS Regulations-Section 36 when shipping or opening a package, the Site RSO shall immediately report the incident to the Regional Radiation Safety Officer, who in turn will immediately report to the Canadian Nuclear Safety Commission (CNSC) and file a full report with the commission within 21 days. The report shall be consistent with the requirements of the PTNS Regulations.

## Procedure

1. Prepare shipment for transport as per [Radioactive Materials: Procurement and Shipping: Appendix C: Packaging and Shipping Radioactive Materials](#). This includes packaging, labeling and documentation.
2. Print two copies of the shipping document:
  - One copy stays with the package
  - One copy stays with the driver, in a location that is clearly visible to anyone entering through the driver's door
3. Ensure you have the necessary documents in your possession during transport:
  - Valid TDG certificate
  - Valid driver's license
  - Valid vehicle insurance; see [Insurance Requirements](#)
4. Place the package in the trunk or the at the rear of the vehicle
5. If a spill/decontamination kit is not available at the destination, bring a spill/decontamination kit and place it in the vehicle.
6. Apply vehicle placards only for III-Yellow Radioactive Packages.
7. Lock all vehicle doors.
8. Travel directly to your delivery location.
  - Do not leave the package unattended in the vehicle.
  - If you transport II-Yellow or III-Yellow Radioactive Packages, no passengers other than authorized nuclear medicine technologists are allowed in the vehicle.
9. Receive the package as per [Radioactive Materials: Procurement and Shipping: Appendix A: Receiving Radioactive Materials](#)
10. For returning packages repeat steps 1-9 in this procedure.

This material has been prepared solely for use at Fraser Health (FH), Providence Health Care (PHC), Provincial Health Services Authority (PHSA) and Vancouver Coastal Health (VCH). FH, PHC, PHSA and VCH accept no responsibility for use of this material by any person or organization not associated with FH, PHC, PHSA and VCH. A printed copy of this document may not reflect the current electronic version.

## Related Documents

[Radioactive Materials: Procurement and Shipping Procedure](#)  
[Radioisotope Spill Clean-up: Nuclear Medicine Radiation Safety](#)  
[Personnel Decontamination: Nuclear Medicine Radiation Safety](#)  
[Incident Command Process: Nuclear Medicine Radiation Safety](#)

## References

Transport Canada (2019). Transportation of Dangerous Goods Regulations. Retrieved from:  
<https://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm>

College of Physicians and Surgeons of British Columbia (2018). Accreditation Standards Diagnostic.  
Retrieved from: <https://www.cpsbc.ca/files/pdf/DAP-AS-Diagnostic-Imaging.pdf>

Canadian Nuclear Safety Commission (2015). Packaging and Transport of Nuclear Substances  
Regulations. Retrieved from: <https://laws-lois.justice.gc.ca/eng/regulations/sor-2015-145/page-1.html>

## Appendices

- [Appendix A: Nuclear Medicine Declaration for Transporting Radioactive Packages using a Personal Vehicle](#)

**APPENIDX A: Nuclear Medicine Declaration for Transporting Radioactive Packages using a Personal Vehicle****Nuclear Medicine Technologist:**

I am declaring myself as of the date of completion of this form that:

- ☐ I possess a valid TDG certificate (signed by for employer and employee).  
Note: TDG training is due for renewal every two years.
- ☐ It is my responsibility to prepare the package in accordance with SOP: Packaging and Shipping Radioactive Materials.
- ☐ I possess a valid driver's license.
- ☐ I possess a valid vehicle insurance applicable to the number of days I am transporting radioactive packages
- ☐ It is my responsibility to obtain additional business insurance if necessary.
- ☐ It is my responsibility to immediately notify the Site RSO in the event my driver license or vehicle insurance becomes invalid.
- ☐ It is my responsibility to sign this form every year.

Name (print): \_\_\_\_\_

Position: \_\_\_\_\_

Site/Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to the Site RSO

---

**Site Radiation Safety Officer:**

I acknowledge receipt of this form

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be renewed by: \_\_\_\_\_

File original form as per site practices and provide a copy to the employee.

<b>Effective Date:</b>	17-NOV-2022			
<b>First Released:</b>	17-NOV-2022			
<b>Last Revised:</b>	14-NOV-2022			
<b>Last Reviewed:</b>	14-NOV-2022			
<b>Approved By:</b>	MIEC	VCH HR	NM RSC	NM R-RSO
	20-MAY-2020	05-DEC-2019	13-FEB-2020	14-NOV-2022
<b>Owners:</b>	Regional Radiation Safety Officer, Nuclear Medicine, LMMI			
<b>Revision History:</b> <i>(optional)</i>	<b>Version</b>	<b>Date</b>	<b>Description/ Key Changes</b>	<b>Revised By</b>
	1.0	20-MAY-2020	Initial release	Roxana Ralea, NM R-RSO
	2.0	17-NOV-2022	Updated links	Roxana Ralea, NM R-RSO