



Regulatory
Document

Texte de
réglementation



Atomic Energy
Control Board

Commission de contrôle
de l'énergie atomique

REGULATORY DOCUMENT R-25

Regulatory Guide

PREPARATION OF A QUARTERLY REPORT
ON THE OPERATION OF A URANIUM
REFINERY OR URANIUM CHEMICAL
CONVERSION FACILITY

Effective date:

July 4, 1984

Canada

THE AECB REGULATORY DOCUMENTS SYSTEM

1. Siting, design, manufacture, construction, commissioning, operation, and decommissioning of nuclear facilities, or the production, possession, use and disposal of prescribed substances, in Canada or under Canadian control, are subject to the provisions of the Atomic Energy Control Act and Regulations administered by the Atomic Energy Control Board (AECB).
2. In addition to the Atomic Energy Control Regulations, three other categories of Regulatory Document are employed by the AECB. These are:

Generic Licence Conditions - standard sets of conditions that are included in particular AECB licences of a common type, unless specific circumstances indicate otherwise;

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4. Comments on Consultative Documents and suggestions for new Regulatory Documents and for improvement to those that exist are encouraged and should be directed to the Health Effects and Regulatory Documents Section of the AECB.
5. Copies of Consultative Documents, Regulatory Documents and related index lists are available in both English and French on request from the Office of Public Information. Requests for technical information on and interpretation of documents should be addressed to this office.
6. The Atomic Energy Control Board may be contacted as follows:

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PREPARATION OF A QUARTERLY REPORT ON
THE OPERATION OF A URANIUM REFINERY OR
URANIUM CHEMICAL CONVERSION FACILITY

A. INTRODUCTION

Licences issued by the Atomic Energy Control Board for the operation of a uranium refinery or uranium chemical conversion facility require the submission of quarterly reports to the Board. This guide outlines the information to be included in these reports.

Each report should be submitted to the Board no later than eight weeks after the end of the quarter being reported on.

These reports or parts thereof may be made available to the public in accordance with the provisions of the Access to Information Act and the Atomic Energy Control Board's policy on public access to licensing information.

B. CONTENT OF THE QUARTERLY REPORT

1. Introduction

This section should present a brief review of the significant areas discussed in the report and of major new projects undertaken during the quarter.

2. Summary of Operations

This section should include

- (i) a general description of the plant operation and of related activities that occurred during the period of review;
- (ii) brief comments on any major problems and on any action(s) that were taken to resolve those problems or to correct any recognized deficiencies relating to safety;
- (iii) pertinent information on plant and equipment shutdowns and startups;
- (iv) a summary of quarterly production data;
- (v) a list of process additions or modifications that required approval by federal or provincial regulatory agencies;
- (vi) notes on any changes in management personnel who form part of the reporting structure as identified in the licence.

3. Health Physics and Safety

This section should include summaries of the monitoring results of dosimetry, bioassay, and lung counting programs. Graphs or histograms of these results should illustrate distribution, and the significance of the results should be

discussed. A brief outline of conventional safety items that were significant during the period of review may be presented here.

4. Environmental Protection

This section should include

- (i) a summary of both air and water quality monitoring results;
- (ii) supporting detail to illustrate the distribution of samples in terms of the applicable limits;
- (iii) identification of each occurrence of action levels being exceeded, as well as a note on the cause;
- (iv) discussion of the significance of the results;
- (v) identification of any process or equipment change that significantly affects the emission control systems. The impact of the change should be noted, and the corrective actions implemented should be described.

Changes which have been made to the approved operating procedures for environmental protection should be included in a separate subsection.

5. Waste and By-product Disposal

This section should contain a summary of the types and quantities of waste and by-product materials removed from the facility. Information on special disposal approvals such as for the removal of scrap wood or metal should be detailed here.

6. Significant Events

This section should include a summary of any significant events not covered in other sections of this quarterly report. Unusual occurrences that are the subject of separate reports may be referenced.