Important information to keep on hand:
- Radiation Safety Officer’s (RSO’s) name and 24-hour phone number: 
- CNSC 24-hour duty officer phone number: 613-995-0479 or toll free 1-844-879-0805

Required documents
- A valid TDG training certificate for Class 7
- A properly completed shipping document
- Emergency procedures
- Complete copy of current CNSC licence

Package marking and labelling
- Markings:
  - Shipping name
  - UN number
  - Consignor ID
  - Specification mark “Type A”
  - Name of package manufacturer
  - Country of manufacturer (VRI code)
- Class 7 category label on opposite sides of the package – each label must include the radioactive contents, activity and transport index (TI)

Required device labelling
- Name or job title of person to contact
- 24-hour phone number
- Source details
- Radiation warning symbol

Device security
- The portable gauge must be either under the constant surveillance of a worker, or secured in a transport vehicle or at the storage location
- Verify the structural integrity of the Type A package

Notify the CNSC duty officer immediately of any reportable incident, including any of the following:
- lost, stolen or missing gauges
- damaged gauge impairing normal use
- transport accidents involving a gauge
- gauge with a stuck/open shutter

A full written report must also be submitted to the CNSC within 21 days.
**Remember the ALARA principle:**
As low as reasonably achievable

Minimize your exposure by decreasing time, increasing distance and making use of shielding:

- **Minimize time**
  - Minimize time by planning your actions.

- **Maximize distance**
  - Maximize distance by staying away from the gauge as much as possible.

- **Incorporate shielding**
  - Incorporate shielding whenever possible.

**Always ensure the gauge shutter is fully closed before transporting:**

**If the shutter is open – do not transport**

**Best practice:**
To avoid unnecessary exposure, use a radiation survey meter to confirm that the shutter is fully closed.

**Ascertaining radiation doses**

- Wear your whole-body dosimeter (between the neck and waist) if assigned one

- Log every shot (practice and real) to calculate dose
  - 1 shot = approximately 1.2 microsievert (µSv) of dose

**Incident response checklist**

<table>
<thead>
<tr>
<th>Incident response checklist</th>
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</thead>
<tbody>
<tr>
<td>Set a safe perimeter of 2 m and keep people away from the gauge</td>
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<tr>
<td>Inform the appropriate person(s) immediately</td>
</tr>
<tr>
<td>Initiate your emergency procedures</td>
</tr>
</tbody>
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