

Appendix 1 – Personal Trustworthiness and Reliability Program

The University must ensure that all persons with unescorted access to the irradiator facilities comply with REGDOC-2.12.3, Security of Nuclear Substances: Sealed Sources

- As of 31 May 2015 all persons who apply for unescorted access must undergo the following process: The identity must be confirmed from a reliable original document such as a passport or combination of valid driver licence, health card, and birth certificate
- A Criminal Record Name Check (CRNC) letter from the Toronto Police Services must be submitted to the Designated Radiation Safety Officer. Information about attaining the CRNC letter and the process to obtain it can be found on the Toronto Police Services website.
- If employed at the University of Toronto for less than five (5) years, a resume/CV documenting employment will be submitted to the Designated Radiation Safety Officer which will include contact information of previous employers. The current and/or previous work supervisor of the applicant for the last 5 years will be contacted and a reference check of the candidate will be conducted.

The Designated Radiation Safety Officer will deny access to an applicant if:

- The CRNC letter from the Toronto Police identified a record of a conviction of a serious crime within the past five years (including murder, attempted murder, or indictable offence involving violence) for the name of the person applying for unescorted access.
- Failed reference checks.

The DRSO will inform the applicant in writing of their application process. The applicant may appeal to the University of Toronto Radiation Protection Authority (UTRPA).

The UTRPA decision will be definitive.

The criminal record name check (CNRC) shall be updated every 5 years.