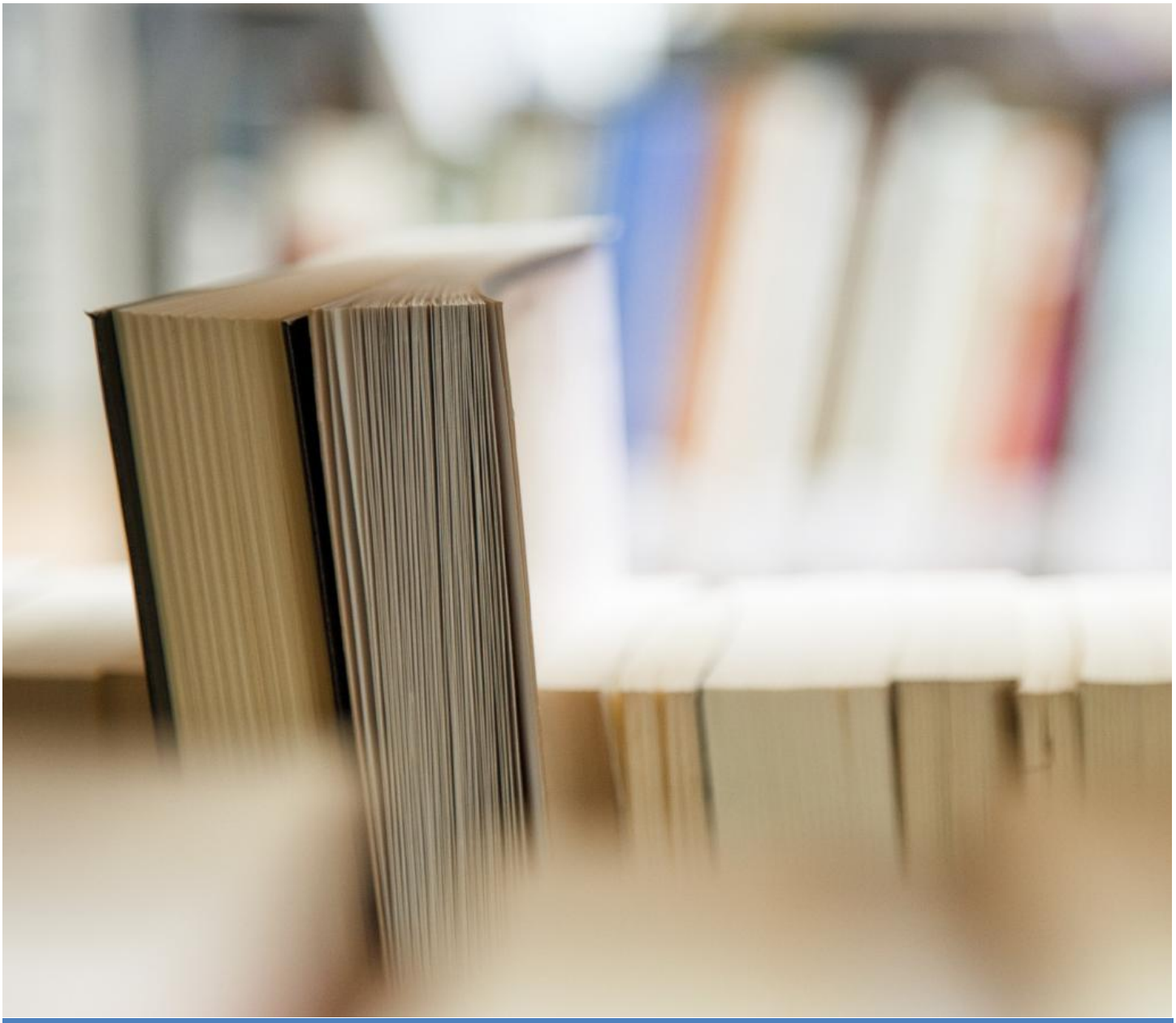

Info Source 2024-25

Information About Programs and Information Holdings

Table of Contents

Introduction to *Info Source*.....2
Background.....2
Responsibilities.....2
AECL's Programs and Activities.....3
Oversight.....3
Class of Records.....3
Nuclear Laboratories - Science & Technology.....5
Class of Records.....5
Environmental Stewardship.....14
Class of Records.....14
Internal Services.....18
Classes of Personal Information.....22
Manuals.....22
Additional Information.....22
Appendix: AECL-Specific Personal Information Banks.....24

Introduction to *Info Source*

Info Source describes the programs and activities, and the information holdings related to programs and activities, of government institutions subject to the *Access to Information Act* to facilitate the right of access. It also provides individuals, including current and former employees of the Government of Canada, with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

An index of institutions that are subject to the *Access to Information Act* and the *Privacy Act* is available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

Atomic Energy of Canada Limited (**AECL**) was incorporated in 1952 under the provisions of the *Canada Corporations Act* (and continued in 1977 under the provisions of the *Canada Business Corporations Act*), pursuant to the authority and powers of the Minister of Energy and Natural Resources under the *Nuclear Energy Act*.

The Corporation is a Schedule III Part I Crown corporation under the *Financial Administration Act* and reports to Parliament through the Minister of Energy and Natural Resources of Canada.

AECL's historical timeline

Responsibilities

AECL is a federal Crown corporation mandated to enable nuclear science and technology, and to protect the environment by fulfilling the Government of Canada's radioactive waste and decommissioning responsibilities. To deliver on its mandate, AECL works with a private-sector organization, Canadian Nuclear Laboratories (***CNL***), through a Government-owned, Contractor-operated (**GoCo**) contracting model. Through the GoCo model, CNL is responsible for managing AECL's sites, while AECL remains the owner of the facilities, assets, intellectual property, and liabilities. This model brings private sector experience and expertise to AECL's operations.

AECL's Major Policies

- Management and Operation Contract Administration Policy
- Nuclear Safety Policy
- Quality Policy
- Security Policy
- People Policy
- Communications and Disclosure Policy
- Employee Health and Safety Policy
- Environment Policy
- Financial Stewardship Policy
- AECL Code of Conduct

AECL's Programs and Activities

Oversight

In delivering on its mandate, AECL establishes priorities, assesses performance and looks after the compliance of CNL with its contractual obligations. AECL's role is to bring value for money for Canada – it acts as a 'smart buyer' on behalf of the government and sees that its nuclear science and technology priorities, as well as its environmental stewardship obligations, are delivered safely and cost efficiently. AECL also provides policy advice to government, as appropriate, on issues related to its mandate.

Class of Records

Contracts Management

Description: This area includes records related to the management and oversight of the GoCo Contract and Agreements with a view to assessing the overall performance of the private-sector contractor and CNL against the contractual requirements. Records may include: information related to internal inputs and guidance with respect to the technical and operational requirements of the Contract, the development of the Annual Performance Evaluation and Measurement Plan (**PEMP**) and the evaluation of contractor performance, the development of the Annual Program of Work and Budget, the oversight of contract performance assessments and fee determinations under the PEMP, and the negotiation of changes and variations to the Contract and Agreements.

Documents Types: contractual correspondence, contracts, agreements, amendments, notes to files, briefing notes, plans, guidelines, guidance documentation, annual incentive plans, work plans, technical assessments, performance assessments, legal opinions, audit findings, memorandums of understanding, confidentiality agreements, training materials, presentations, invoices, financial documentation, responsibility and accountability matrices, change requests, change confirmations, negotiation documentation, procedures, schedules, meeting documentation, terms of reference and memos.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Records Number: AECL 001

Science, Technology & Commercial

Description: This area includes records related to delivering on AECL's mandate to enable nuclear science and technology by overseeing the Federal Nuclear Science and Technology Work Plan, providing policy advice to government on matters pertaining to nuclear science and technology, engaging with external partners, and providing oversight of CNL activities with respect to nuclear science and technology, including commercial activities at CNL.

Documents Type: correspondence, contracts, agreements, briefing notes, plans, guidelines, guidance documentation, work plans, technical assessments, technical reports, performance assessments, legal opinions, memorandums of understanding, proposals, non-disclosure agreements, presentations, invoices, financial documentation, negotiation documentation, procedures, agendas, meeting documentation and memos.

Records Number: AECL 002

Site Operations & Infrastructure

Description: This area includes records related to delivering on AECL's mandate, the safe operations of its sites and the delivery of a capital program in order to revitalize the Chalk River Laboratories. This includes providing oversight of CNL's activities in the areas of site operations, safety and security and infrastructure management and renewal, for example: in nuclear operations, nuclear site licensing, site master plans and projects, nuclear materials handling, infrastructure maintenance, design and construction management, health and safety standards, environmental standards, radiological protection, safeguards and security, emergency operations and quality assurance.

Documents Type: correspondence, requirements, photos/videos, registrations, licenses, contracts, agreements, designs, master plans, briefing notes, project plans, guidance documentation, quality assurance, work plans, technical assessments, proposals, analysis, SO&I performance assessments, legal opinions, presentations, financial documentation, memos, procedures, schedules, minutes, and meeting documentation.

Records Number: AECL 003

Environmental Stewardship

Description: This area includes records related to delivering on AECL's mandate to manage the government of Canada's responsibilities with respect to nuclear decommissioning, radioactive waste management and environmental remediation. It includes providing oversight of CNL in areas such as the decommissioning of contaminated, aging, excess and/or unused facilities, environmental remediation, radioactive waste management and disposal.

Document Types: memorandum of understanding, project briefs, strategic plans, liability cost estimate, basis of estimates, briefing notes, forecasts, financial reports, internal contracts, purchase orders, statements of work, request for proposals, proposals, evaluation criteria, correspondence, memoranda, policies, procedures, forms, delegation of authority, design requirements, drawings, specifications, reports, studies, facility inspections, maintenance records, monitoring equipment records, project plans, integrated waste plan, decommissioning plans, environmental remediation plans, general and specific work plans, waste management plans, project execution plans, environmental screening decisions, site evaluations, technical evaluations, options assessments, screening reports, requirements documents, radiological surveys, statements of intent, agendas, minutes of meetings, site licences, licensing protocols, legal opinions, annual plans, progress reports, year-end reports, operating plans, operating instructions, master schedule, lessons learned, risk registers, change requests, presentation decks, program reviews, audits, assessments, evaluations, training records, trip reports, newsletters, communication plans, brochures, fact sheets, website, news releases, conference presentations, self-assessments, terms of reference.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Format: photographs, drawings, maps

Records Number: AECL 004

Indigenous & Stakeholder Relations

Description: This area includes records related to AECL's commitment to working with indigenous communities and organizations and other stakeholders in an open, respectful, and cooperative manner to foster mutual understanding, build long-term relationships, advance reconciliation, and achieve AECL's overall objective of protecting the environment. Records also include information related to the oversight of CNL's stakeholder engagement and communications.

Document Types: agreements, strategic plans, briefing notes, correspondence, presentations, meeting minutes, briefing notes, agendas, performance assessments, guidelines, travel and hospitality reporting, financial reporting, estimates, corporate planning, parliamentary questions, responses to Senate Committees, terms of references and memos.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: photographs
Records Number: AECL 005

Nuclear Laboratories - Science & Technology

The Chalk River Laboratories are Canada's largest science and technology complex and host to nearly 2,700 employees, including engineers, scientists, and technical staff. The work undertaken at the laboratories supports Canada's federal roles, responsibilities, and priorities in the areas of health, energy and climate change, the environment, safety, and security. Services are also provided to industry and other third parties on a commercial basis. The Chalk River site is undergoing an important renewal that will transform the site into a modern, world-class nuclear science and technology campus, thanks to a 10-year, $1.2 billion government investment that began in 2016.

Class of Records

Federal Nuclear Science and Technology Work Plan

Description: This area includes records related to the delivery of the Federal Nuclear Science and Technology Work Plan for nuclear research and development to support the government's priorities and core responsibilities in the areas of health, nuclear safety and security, energy, and the environment. AECL engages with 14 federal departments and agencies to develop a program of work that meets their needs and priorities, fosters innovation through the development of technologies and applications, and supports Canada's international partnerships, commitments, and obligation.
Document Types: experiments summaries, analytical calculations, computer simulations, plans, methodologies, processes, tests, analysis procedures, agreements, memorandum of understanding, contracts, work plans, test procedures, analysis procedures, technical reports, journal & conference papers, design description documents, design requirement documents, radiation laboratory protocols, agendas, minutes of meetings, work package change requests, work package assessments, work package closeout, safety procedures, and commissioning procedures.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: photographs, Software codes and graphics
Records Number: AECL 006

National Research Universal Reactor

Description: After 60 years of operation, the National Research Universal reactor was shutdown in March 2018. Designed in the early 1950s, the low-temperature, low pressure, research reactor enabled great advances across a wide variety of globally important industrial sectors. The National Research Universal reactor was used to prove many concepts which later appeared in the CANDU reactor. It spawned a global medical radioisotope industry and provided the neutron source to conduct research across a wide spectrum of sciences, both applied and basic. Leading up to March 2018, the use of the National Research Universal reactor was maximized for a variety of science and technology activities and the production of isotopes other than molybdenum-99.

Document Types: Facility Authorization, Conduct of Operations, Safety Analysis Report, Probabilistic Safety Analysis, engineering drawings, flow sheets, schematics, Shift logs, memoranda, operating procedures, operating manuals, checklists, maintenance procedures, Instructions to Supervisors, rod agendas, Orders to Operator, ODM records, Work Packages, maintenance records, engineering change requests, CPAs, construction approvals, engineering change close out reports, outage schedules, scorecards, training plans, training documentation and certification records, system chemistry records, system health reports, Improvement Actions (Impacts), Apparent and Root Cause investigation reports, and minutes of meetings.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 193

Nuclear Non-Proliferation and Counterterrorism

Description: This area includes documents associated with CNL's Science and Technology activities in the areas of nuclear non-proliferation, nuclear safeguards, nuclear security and counter-terrorism in support of federal needs and responsibilities.
Document Types: Technical and scientific reports, abstracts, papers and presentations for meetings, workshops and conferences, manuscripts for publications in peer-reviewed journals, design engineering documents such as design requirements, design and operations manuals, engineering drawings, computer codes, quality assurance documents related to computer codes, project planning documents, minutes of meetings, progress and status reports and presentations.
Format: Software codes including those developed by AECL, CNL and/or supplied by third parties for non-proliferation and counter-terrorism technology development.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 121

Research & Development

Description: This bank describes information that is related to Technical Research & Development (**R&D**) documents summarizing completed experiments, analytical calculations and computer simulations; data reports summarizing key findings and graphical representation of data generated; journal and conference papers summarizing experiments, analytical calculations and computer simulations; plans, methodologies, processes, test and analysis procedures used for conducting experiments and analysis; laboratory safety procedures; commissioning procedures; design requirements of experimental facilities; radiological laboratory protocols; R&D proposals and project planning; change control, work packages, reports, customer feedback, and closeout forms.
Document Types: work packages, contracts, work plans, test procedures, analysis procedures, technical reports, journal & conference papers, design description documents, design requirement documents, radiation laboratory protocols, agendas, minutes of meetings, work package change requests, work package assessments, work package closeout, safety procedures, and commissioning procedures.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 124

- Technology Registry

Generation IV Technologies

Description: This area includes documents related to the development of the Generation IV nuclear reactor concepts (e.g., super-critical water-cooled reactor). These documents may include, but not limited to, scope, duration, costs, experimental plans, development of nuclear reactor core concept and components, designs of test facilities and test sections, experimental results, analysis results, and verification and validation results of analytical tools (such as system codes, subchannel codes, and computational fluid dynamics tools, etc.).

Document Types: proposals, purchase orders, progress reports, financial reports, experimental and project plans, experimental design reports, test procedures, technical notes and memoranda, data reports, analysis reports, verification and validation reports of analytical tools, minutes of meeting, memoranda of understanding, collaborative research agreements, software licensing agreements, and conference and journal publications.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 131

Tritium and Fusion Technologies

Description: This area includes documents associated with AECL's Science and Technology (S&T) activities in technical areas related to tritium and fusion including tritium technology development, tritium safe handling, training, and assessment of fusion related technologies.

Document Types: technical and scientific reports, abstracts, papers and presentations for meetings, workshops and conferences, manuscripts for publications in peer-reviewed journals, design engineering documents such as design requirements, design and operations manuals, engineering drawings, computer codes, quality assurance related to computer codes, project planning, minutes of meetings, progress and status reports and presentations.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 132

Hydrogen Technologies

Description: This area includes AECL's expertise in heavy-water and hydrogen technology and its proprietary wetproofed catalyst technology applications to hydrogen safety, fuel cells, advanced batteries and energy storage. Concerned documents also include the foundation for the production and application of hydrogen as an energy carrier and industrial feedstock as well as products and services provided to the industry on a commercial basis.

Document Types: Proposals for technology development, Project Plans, Non-Disclosure Agreements, Collaboration Agreements, Commercial Contracts, technical memos, notes and reports, published papers and presentations, minutes of technical meetings, trip reports, computer codes, experimental results stored in logbooks and other hardware (compute files) and calculations.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 133

- Customer Information

Sustainable Energy Technologies

Description: This area includes documents associated with the development of advanced nuclear fuels and fuel cycles. The documents may include scope, duration and costs of S&T development projects, capabilities, and scientific expertise.
Document Types: Scientific documents, agreements, manufacturing plans, inspection plans, test Plans, fabrication reports, and verification reports.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 134

Materials Science and Chemistry

Description: This area includes documents associated with materials science and chemistry research and development activities related to advanced inspection technologies to ensure system integrity is maintained. Documents are associated with laboratory activities, research results and analysis, materials irradiations in reactors (e.g. National Research Universal (NRU) reactor), and collaborations.
Document Types: Contracts and purchase orders, statements of work, proposals, memoranda, procedures, patent-related information, experimental and project plans, technical notes and reports, agendas and minutes of meetings, conference and journal presentations and papers.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: photographs and data logbooks.
Record Number: AECL 135

Small Reactors

Description: This area includes documents associated with AECL's activities related to Small Reactors including assessments of small modular reactors within R&D and maintenance activities for SLOWPOKE reactors.
Document Types: technical and scientific reports, abstracts, papers and presentations for meetings, workshops and conferences, manuscripts for publications in peer-reviewed journals, design engineering documents such as design requirements, design and operations manuals, engineering drawings, computer codes, quality assurance related to computer codes, project planning documents, minutes of meetings, progress and status reports and presentations.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 136

Radiation Biology and Health

Description: This area includes documents related to dosimetry records, radiological protection research and instrumentation, base-funded research and research undertaken for commercial customers. Documents include analysis, reports, studies and testing of radiation effects on biological systems, biological behaviour of nuclear materials, development of improved radionuclide detection methods and the testing of new instruments.
Document Types: Contracts, statements of work, proposals, memoranda, research collaboration agreements, standard operating procedures, policies, legal opinions, briefing notes, project plans, project protocols, progress reports, referee reports, statistical reports, animal care committee project approvals, Canadian Council for Animal Care documentation, project materials, publications, contract final reports, agendas and minutes of meetings, bioassay dose reports.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: Photographs, laboratory books, computer files, frozen biological materials, wax blocks, preserved biological materials, microscope slides
Record Number: AECL 144

- Medical Information
- Customer Information

Environmental Technologies

Description: This area includes documents associated with CNL's Science and Technology activities in the areas of nuclear environmental technology. Documented activities include methodology and technology development and participation in national and international workshops and conferences related to nuclear environmental technology. Documents also cover activities relating to AECL's partnerships and collaborations in nuclear environmental technology with federal agencies, departments and programs, and with academic and industrial institutions.
Document Types: The documents include technical and scientific reports, abstracts, papers and presentations for meetings, workshops and conferences, manuscripts for publications in peer-reviewed journals, design engineering documents such as design requirements, design and operations manuals, engineering drawings, computer codes, quality assurance documents related to computer codes, project planning documents, minutes of meetings, progress and status reports and presentations.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: Software codes including those developed by AECL and/or supplied by third parties for nuclear environmental technology development
Record Number: AECL 155

Candu Energy and Other Industry Support

Description: This area includes documents associated with services provided by CNL to Candu Energy and other third parties on a cost-recovery basis. The documents may include, but are not limited to, experimental plans, results, data analysis, data, inspection reports, and operating experience from nuclear power generating stations, specifications and standards for inspection, fitness-for-service criteria for CANDU components, development and validation of analytical and design codes, technical notes, comments of external reviewers and associated disposition.
Document Types: Proposals, purchase orders, periodic progress reports including technical highlights, schedule and cost performance on commercial projects, deliverable reports as per the purchase orders including plans, technical notes and detailed analysis reports, and quality assurance procedures.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 111

- Customer Information

CANDU Owners Group Support

Description: This area includes documents associated with services provided by CNL to CANDU Owners Group (**COG**) on a cost recovery basis and also documents pertaining to CNL's membership in COG. This includes experimental plans, results, data analysis, data, inspection reports, and operating experience from nuclear power generating stations, specifications and standards for inspection, fitness-for-service

criteria for CANDU components, development and validation of analytical and design codes, technical notes, comments of external reviewers and associated disposition etc.
Document Types: proposals, contracts, plans, reports, schedule and cost performance, quality assurance procedures, financial audits, meeting minutes and agreements.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: Software codes including those developed by AECL, CNL and/or provided by COG.
Record Number: AECL 112

- Customer Information

Technology Developments for the CANDU Industry

Description: This area includes documents associated with products and services provided by and/or developed by AECL as part of research and development of new technology for the nuclear industry. The documents include, but are not limited to, experimental plans, results, data analysis, data, formal and informal reports, memos and technical notes and design engineering.
Document Types: proposals, monthly progress reports that include technical highlights, schedule and cost performance on work packages and projects, deliverable reports as defined in the approved proposal including plans, technical notes, detailed analysis reports, research reports, design documentation and drawings, and quality assurance procedures.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 113

Isotope Production

Description: This area includes documents associated with Isotope production, including ongoing production of medical and industrial isotopes, improvement plans as well as business development activities.
Document Types: contracts, proposals, production plans and production records, procedures, financial forecasts, manuals, policies, project execution plans, statistical reports, agendas and minutes of meetings, confidentiality agreements.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: Non-standard record formats include video tapes, photographs and specific types of database software.
Record Number: AECL 141

- Customer Information

Isotope Legacy Obligations

Description: This area includes documents associated with the Dedicated Isotope Facility and historical documentation.
Document Types: Contracts, statements of work, proposals, evaluation criteria, procedures, manuals, policies, project plans, financial reports, legal documentation, court procedural documents, annual reports, regulatory requirements, agendas, and minutes of meetings.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: video tapes, photographs, blueprints, and specific types of database software.
Record Number: AECL 143

Canadian Neutron Beam Centre

Description: This area includes documents associated with S&T partnerships, collaborations, and scientific services, nuclear facility operation and maintenance, facility access, safety, security, and training, involving third parties including universities, private sector, government, and international organizations. The documents may include scope, duration, costs and pricing of projects, evidence of diligence in financial accountability, business processes, approval for facility access, CNL's and collaborators' capabilities, and intellectual property rights.

Document Types: Documents related to this sub-program may include collaboration agreements, memoranda of understanding, non-disclosure agreements, service agreements, proposals for facility access (neutron beam time), proposal evaluations, approval of proposals for scheduling, records of facility access and usage, training signoffs, minutes of safety meetings, proprietary reports, scientific publications, facility-specific fact sheets, website, activity reports.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 161

- Customer Information

Heavy Water

Description: EACL currently owns heavy water assets which can be used either in a CANDU reactor or for nonnuclear purposes. Through the GoCo model, CNL acts as an agent for AECL for the marketing, sale and distribution of AECL's heavy water inventory. CNL also manages AECL's inventory of heavy water at AECL's facility in Laprade, Québec. CNL is also examining how to treat inventories of heavy water with small amounts of tritium and other contaminants, such that it could also be sold.

Document Types: contracts, agreements, statements of work, proposals, memoranda, procedures, policies, legal opinions, project plans/estimates, statistical and accounting reports, agendas and minutes of meetings.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 114

- Customer Information

Nuclear Response

Description: This area supports nuclear response functions which includes the development and timely execution of plans, standards, mitigation measures, agreements and procedures to ensure emergency prevention, preparedness and response to protect the health and safety of workers, the public, and the environment. Records include information relating to specialized training, education, joint drills; communications plans and strategies; liaison and co-ordination with other federal, provincial, municipal officials and international communities. This also includes activities in support of the Chalk River site fire and emergency services. Records may include information relating to structural fire suppression; mutual aid agreements; wildland fire suppression and prevention; hazardous material response; emergency medical care; high angle/confined space response; and vehicle extrication.

Document Types: procedures, policies, project plans, transportation plans, nuclear material shipment plans, improvement strategies, improvement plan, tactical response plans, site security reports, threat risk assessments, force on force reports, testing results, qualification records, public agent status, firearms/less lethal options and equipment inventory, inner area authorization for entry, memorandum of understanding, electronic/manual key listings, radio license, possession acquisition license, firearms business licence, security equipment maintenance records, Power Point presentations, agendas and

minutes of meetings, fire investigations, fire safety inspections, fire related processes, code and standard interpretations, fire hazard analysis, code compliance reviews and fire protection screenings.
Record Number: AECL 123

Nuclear Materials Management

Description: This area includes information that is used in support of nuclear materials and safeguards management (Canada's obligations to the International Atomic Energy Agency under the Treaty on the Non-Proliferation of nuclear weapons), nuclear criticality safety, radioactive material transportation and radiation protection functions. It includes the development and timely implementation and maintenance of programs that incorporate regulatory requirements and industry best practices to ensure that risk to nuclear workers, the Canadian public and the environment is minimized, and that all regulatory requirements are met. Records include documentation related to operational activities such as specialized training design, and management of materials (processing, transfer, movement, and disposal), as well as regulatory aspects such as licensing, certifications, and reporting.
Document Types: Procedures, policies, project plans, shipping documents, shipping package checklists, technical specifications, nuclear material accounting transfer documents, Strategic Emergency Management Plan, Business Continuity Plan Pandemic Plan, National Dose Registry, compliance reports, source registries, Maintenance records, Power Point presentations, agendas, and minutes of meetings.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 122

Nuclear Innovation Partnerships

Description: This area includes documents associated with Science & Technology partnerships and collaborations arrangements with third parties including universities, private sector, government and international organizations. The documents may include scope, duration and costs of the collaborative projects, AECL's, CNL's and collaborators' capabilities, scientific expertise, intellectual property rights.
Document Types: Documents related to this sub-program may include collaboration agreements, requests for proposals, proposals, proposals evaluations, minutes of the meetings, scientific reports and manuscripts, facility-specific fact sheets.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 162

- Customer Information

Nuclear Workforce of the Future

Description: Includes records related to support the development of Canada's highly qualified workforce. Records include information related to formal nuclear training and experience received by Canadians interested in entering the nuclear workforce to develop and maximise their nuclear knowledge, potential, qualifications, skills, and competencies. Records may include information related to the development of specific nuclear training programs, training requirements, policies and procedures, nuclear workforce professional development and university fellowships. May also include records related to liaison with other nuclear industry in regards to the selection and recruitment of highly qualified people.
Document Types: Contracts, hiring documentation, training plans, agreements, agendas, meeting minutes, training and skills needs analysis documents, knowledge assessment criteria and results, performance level descriptions, requests for proposals, proposals, policies, and procedures.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 163

Business Development

Description: This area includes documents related to commercial business undertaken by AECL in Canadian and international markets, including: documents associated with commercial and business development plans and activities, markets and customers, *products and services, and external relationships.*

Document Types: proposals, contracts, agreements, statements of work, memoranda, procedures, policies, legal opinions, project plans, statistical and accounting reports, agendas and minutes of meetings.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 187

- Customer Information

Facility Development

Description: This area includes documents and records pertaining to facility maintenance service, project management processes, design engineering, safety engineering, improved human performance and adherence to Nuclear Standards and Regulations to assure AECL facilities are in compliance and fit for service.

Document Types: Agreements, authorizations, compliance tracking, inspections, inventory, licensing, monitoring, permits, procedures, maintenance route sheets, maintenance work orders, standards, technical drawings, manuals, policies, project plans, oversight reports, agendas and minutes of meetings, statements of work, proposals, evaluation criteria, checklists, memoranda, project plans and surveys.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 174

Infrastructure Revitalization

Description: This area includes documents and records pertaining to the repair of out of date equipment and facilities, the construction of new facilities, and to the revitalization of the Chalk River Laboratories.

Document Types: plans, internal gating and sanctioning documents, minutes of meeting, action lists, briefing notes, meeting agendas, and financial reports on project status.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 176

Nuclear Oversight and Regulatory Affair

Description: This area includes documents associated with auditing, administrative, and regulatory activities.

Document Types: procedures, audits, reports, policy, correspondence, authorizations, licenses, compliance tracking, briefing notes, program review, external relations, and risk management.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 182

Computer Programs

Description: Information pertaining to all scientific, design, analysis, and engineering codes. Includes information about general Computer Programs, CNL code management panel (CMP), CNL code centre, CNL computer program change control board (CPCCB), configuration management (general), software

quality assurance (general), thermodynamic calculation code suite.
Document Types: applications, contracts, certifications, correspondence, screening, testing and Procedures.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 012

Environmental Stewardship

The objective is to address safely and responsibly the environmental responsibilities and liabilities which have resulted from legacy activities at AECL sites. These legacy liabilities are the result of decades of significant contributions and advancements in nuclear science which have benefitted Canadians and the world, including the development of CANDU technology and the production of medical isotopes used in the diagnostic and treatment of cancer and other diseases. AECL is focused on the decontamination and decommissioning of redundant structures and buildings, the remediation of contaminated lands, and the management and disposal of radioactive waste at AECL sites – primarily at the Chalk River Laboratories and the Whiteshell Laboratories in Manitoba.

AECL is also responsible for the remediation and long-term management of sites contaminated with historic, low-level radioactive waste where the Government of Canada has accepted responsibility, most notably as part of the Port Hope Area Initiative. Responsible decommissioning and radioactive waste management are necessary to clean up AECL's sites, protect the environment, and make way for new buildings that will support the ongoing nuclear science and technology mission at the Chalk River site.

Class of Records

Environmental Management

Description: This area includes documents associated with AECL's Environmental Protection Program, Waste Management Program, and Decommissioning Process. Information includes policies, program information and processes, procedural documents, strategic and project plans, budgets and schedules, contracts, purchase orders, risk management documents, assessments and inspections, audits, inventories, waste management plans, reports and controls and management systems.
Document Types: agreements, analyses, applications, assessments, audits, benchmarking, briefing notes, budgeting, certifications, communications, consultations, contracts, correspondence, development, environmental assessments, environmental monitoring and follow up, environmental plan, environmental screening decisions, evaluations, funding, inspections, investigations, letters of agreements, licensing, media relations, memoranda, minutes, monitoring, planning, policy, presentation decks, procedures, program reviews, projects, reports, requirements documents, research, risk management, screening, self-assessment, studies, surveys, training, waste inventory.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 157

Decommissioning of prototypes reactors

Description: Gentilly-1 and Douglas Point are shutdown prototype nuclear reactors owned by AECL and located in Bécancour, Quebec and Kincardine, Ontario, respectively. The reactors operated in the late 1960s through the mid-1980s to advance the understanding of boiling light water power reactors (Gentilly-1) and steam condenser power reactors (Douglas Point). Both reactors are now shutdown and in a safe shutdown state prior to being fully decommissioned.

Document Types: memorandum of understanding, project briefs, strategic plans, liability cost estimate, basis of estimates, briefing notes, forecasts, financial reports, internal contracts, purchase orders, statements of work, request for proposals, proposals, evaluation criteria, correspondence, memoranda, policies, procedures, forms, delegation of authority, design requirements, drawings, specifications, reports, studies, facility inspections, maintenance records, monitoring equipment records, project plans, integrated waste plan, decommissioning plans, environmental remediation plans, general and specific work plans, waste management plans, project execution plans, environmental screening decisions, site evaluations, technical evaluations, options assessments, screening reports, requirements documents, radiological surveys, statements of intent, agendas, minutes of meetings, site licences, licensing protocols, legal opinions, annual plans, progress reports, year-end reports, operating plans, operating instructions, master schedule, lessons learned, risk registers, change requests, presentation decks, program reviews, audits, assessments, evaluations, training records, trip reports, newsletters, communication plans, brochures, fact sheets, website, news releases, conference presentations, self-assessments, terms of reference.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: photographs, drawings, maps, essential Decommissioning records on microfilm, raw data, geospatial information, TRAK, DWMReport, Primavera.
Record Number: AECL 151

Waste Management Services

Description: AECL's sites and waste management capabilities are unique in Canada. Historically, AECL has accepted small amounts of radioactive waste from Canadian facilities, most notably hospitals and universities. CNL continues to provide these services to third parties and internal waste producers (e.g. Science and Technology) for the handling, storage and disposal of radioactive waste. These activities are delivered on a full cost-recovery basis and do not require government funding.
Document Types: media lines, co-operation agreements, correspondence, contracting and major equipment purchases, financial reports, policies, plan and commitment procedure, presentations, waste profile process, budgets, nuclear legacy liability review, plans, projects, contracts, decommissioning plan, corporate plan, cost estimate, strategic plan, briefing note, audit report and contribution agreement.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 150

- Customer Information

Closure of the Whiteshell Laboratory

Description: The Whiteshell Laboratories, located in Pinawa, Manitoba, is the second largest of AECL's sites operated by CNL. It was established in 1963 as a research laboratory, with a focus on the largest organically cooled, heavy water moderated nuclear reactor in the world, the WR-1. Facilities also included a SLOWPOKE reactor as well as shielded hot cell facilities and other nuclear research laboratories. There is a radioactive waste management area providing interim storage of radioactive waste for the Whiteshell site which was created as a result of the operations of the research reactor and nuclear laboratories. In 1998, the Government announced the closure of the Whiteshell Laboratories, and decommissioning activities have been underway since then.
Document Types: memorandum of understanding, project briefs, strategic plans, liability cost estimate, basis of estimates, cost estimates, briefing notes, budgets, forecasts, financial reports, invoices, internal contracts, purchase orders, statements of work, request for proposals, proposals, evaluation criteria, correspondence, e-mails, memoranda, policies, procedures, forms, delegation of authority, design

requirements, drawings, specifications, reports, studies, facility inspections, maintenance records, monitoring equipment records, project plans, integrated waste plan, decommissioning plans, environmental remediation plans, general and specific work plans, waste management plans, project execution plans, environmental screening decisions, site evaluations, technical evaluations, options assessments, screening reports, requirements documents, radiological surveys, cooperation agreements, statements of intent, agendas, minutes of meetings, site licences, licensing protocols, legal opinions, annual plans, progress reports, year-end reports, operating plans, operating instructions, master schedule, lessons learned, risk registers, change requests, presentation decks, program reviews, audits, assessments, evaluations, training records, trip reports, newsletters, communication plans, brochures, fact sheets, website, news releases, conference presentations, photographs, self-assessments, terms of reference.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: photographs, drawings, maps, essential Decommissioning records on microfilm, raw data, geospatial information, TRAK, DWMReport, Primavera.
Record Number: AECL 152

Port Hope Area Initiative

Description: The Port Hope Area Initiative represents Canada's commitment to clean-up and safely manage historic low-level radioactive waste situated in the municipalities of Port Hope and Clarington, in Ontario. The objective is to safely manage roughly 1.7 million cubic metres of historic low-level radioactive waste and contaminated soils. Two long-term waste management facilities have been constructed, one in each municipality, and have started receiving waste from existing waste management facilities, as well as other wastes which are dispersed in the local area.
Document Types: applications, assessments, audits, trip reports, forms, briefing notes, budgets, chain of custody, certificate of analysis, contracts, correspondence, delegation of authority, design requirements, drawings, specifications, reports, studies, emergency plans, procedures, contact lists, inspections, incident and injury reports, bio, dose memos, environmental inspection logs, environmental plans, environmental screening decisions, evaluations, inquires, legal agreements, leases, logs, letters of agreements, minutes, licensing, media relations, memoranda, monitoring forms, monitoring equipment records, operating plans, operating instructions, proposals, project plans, schedules, lessons learned, risk registers, change requests, invoices, purchase orders, PVP claims, arbitration records, mediation reports, program applications and decisions, strategic plans, presentation decks, program reviews, screening reports, requirements documents, radiological surveys, training records, newsletters, brochures, graphics, news releases, speeches, self-assessments, terms of reference, maintenance records, and decommissioning plans.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Format: photographs, mylar drawings and maps, raw data and geospatial information
Record Number: AECL 153

- Low-Level Radioactive Waste Management

Low-level Radioactive Waste Management Office

Description: The Government of Canada, through AECL, has assumed responsibility for historic, low-level radioactive waste where the original owner no longer exists, and the current owner cannot reasonably be held responsible. Through CNL, AECL is managing these responsibilities which include the cleanup of historic low-level radioactive waste at various sites across Canada (excluding the Port Hope Area Initiative,

discussed above). This includes ongoing interim waste management and remediation projects across Canada.

Document Types: correspondence with property owners, access and remediation agreements, radiological property investigation and assessments, details of monitoring and remedial works, historical property information dating back to the 1970s, radiological survey and monitoring information, regulatory correspondence and reporting, correspondence with government stakeholders, contracts, statements of work, proposals, memoranda, procedures, policies, legal opinions, project plans, surveys, agendas and minutes of meetings.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 154

- Low-Level Radioactive Waste Management

Waste management and disposal at the Chalk River site

Description: Existing radioactive waste is safely stored at the Chalk River site. However, long-term management solutions must be developed for various types of wastes to allow for the remediation of contaminated buildings, lands and soils and to move away from continuous temporary storage. As such, CNL has proposed to build a near surface disposal facility for the permanent disposal of AECL's low-level radioactive waste, as well as small amounts of waste from other Canadian producers such as hospitals and universities. Near surface disposal is an internationally-proven method of disposing of such wastes. The facility would allow for the permanent disposal of the vast majority of AECL wastes currently in interim storage, as well as waste which will be generated as a result of contaminated land remediation activities, decommissioning activities and continued operations of the nuclear laboratories. This project is critical to advance decommissioning and remediation activities at AECL sites.

Document Types: project briefs, strategic plans, liability cost estimate, basis of estimates, briefing notes, forecasts, financial reports, internal contracts, purchase orders, statements of work, request for proposals, proposals, evaluation criteria, correspondence, memoranda, policies, procedures, forms, delegation of authority, design requirements, drawings, specifications, reports, studies, facility inspections, maintenance records, monitoring equipment records, project plans, integrated waste plan, decommissioning plans, environmental remediation plans, general and specific work plans, waste management plans, project execution plans, environmental screening decisions, site evaluations, technical evaluations, options assessments, screening reports, requirements documents, radiological surveys, statements of intent, agendas, minutes of meetings, site licences, licensing protocols, legal opinions, annual plans, progress reports, year-end reports, operating plans, operating instructions, master schedule, lessons learned, risk registers and change requests.

Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.

Record Number: AECL 156

Decommissioning of buildings at the Chalk River site

Description: The Chalk River site includes multiple redundant buildings which require decontamination, decommissioning, and demolition. The site has been in existence since the 1940s, and some buildings still date back to that era. Some facilities were used as nuclear science and technology facilities (and therefore may have some level of radioactive contamination), while others were used as support buildings (for example machine shops, garages, etc.)

Document Types: memorandum of understanding, project briefs, strategic plans, liability cost estimate, basis of estimates, briefing notes, forecasts, financial reports, internal contracts, purchase orders, statements of work, request for proposals, proposals, evaluation criteria, correspondence, memoranda,

policies, procedures, forms, delegation of authority, design requirements, drawings, specifications, reports, studies, facility inspections, maintenance records, monitoring equipment records, project plans, integrated waste plan, decommissioning plans, environmental remediation plans, general and specific work plans, waste management plans, project execution plans, environmental screening decisions, site evaluations, technical evaluations, options assessments, screening reports, requirements documents, radiological surveys, statements of intent, agendas, minutes of meetings, site licences, licensing protocols, legal opinions, annual plans, progress reports, year-end reports, operating plans, operating instructions, master schedule, lessons learned, risk registers, change requests, presentation decks, program reviews, audits, assessments, evaluations, training records, trip reports, newsletters, communication plans, brochures, fact sheets, website, news releases, conference presentations, self-assessments and terms of reference.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 158

Management of used fuel and repatriation of highly-enriched uranium

Description: Highly-enriched uranium originating in the United States was used at the Chalk River site as reactor fuel and in the production of the key medical isotope molybdenum-99. This material requires high levels of security as well as costly and complicated storage. As part of the Global Threat Reduction Initiative (an initiative which aims at reducing proliferation risks by consolidating highly-enriched uranium inventories in fewer locations around the world), AECL is working with the United States Department of Energy and CNL to return (repatriate) this material to the United States for conversion and reuse. This initiative provides for a safe, secure, timely and permanent solution to Canada's long-term management of this material.
Document Types: transportation procedures policies, procedures and forms, strategic plans, evaluation criteria inspections, agreements, project execution plans, options assessments, screening reports, inventories, master schedules, lessons learned, risk registers, change requests, presentation decks, program reviews, evaluations, trip reports, correspondence, agendas, communication plans, radiological surveys, licensing protocols, inspections, maintenance records and monitoring equipment records.
Disclosure Summaries: No personal information is disclosed to third parties via contracts, information sharing agreements, and information sharing arrangements.
Record Number: AECL 159

Internal Services

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Acquisition, Communications Services, Financial Management, Human Resources Management, Information Management, Information Technology, Legal Services, Management and Oversight Services, Materiel, Real Property, Travel and Other Administrative Services.

Acquisition

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record

- Professional Services Contracts Personal Information Bank

Communications Services

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
  - Internal Communications Personal Information Bank
  - Public Communications Personal Information Bank

Financial Management Services

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management Class of Record
  - Accounts Payable Personal Information Bank
  - Accounts Receivable Personal Information Bank

Human Resources Management Services

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Awards (Pride and Recognition) Class of Record
  - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
  - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
  - Attendance and Leave Personal Information Bank
  - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
  - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
  - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
  - Human Resources Planning Personal Information Bank
- Labour Relations Class of Record
  - Discipline Personal Information Bank
  - Grievances Personal Information Bank
  - Harassment Personal Information Bank
  - Disclosure of Wrongdoing in the Workplace Personal Information Bank

    - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Occupational Health and Safety Class of Record
    - Employee Assistance Personal Information Bank
    - Harassment Personal Information Bank
    - Occupational Health and Safety Personal Information Bank
    - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank
- Official Languages Class of Record
    - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
    - Discipline Personal Information Bank
    - Performance Management Program Personal Information Bank
- Recruitment and Staffing Class of Record
    - Applications for Employment Personal Information Bank
    - Certification by Professionals
    - Employee Personnel Record Personal Information Bank
    - Notification of Nuclear Energy Worker Status
    - Personnel Security Screening Personal Information Bank
    - Staffing Personal Information Bank
    - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Relocation Class of Record
    - Relocation Personal Information Bank
- Training and Development Class of Record
    - Training and Development Personal Information Bank

Information Management Services

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Access to Information and Privacy Class of Record
    - Access to Information Act and Privacy Act Requests Personal Information Bank
- Information Management Class of Record
    - Library Services Personal Information Bank

Information Technology Services

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology Class of Record
    - Electronic Network Monitoring Personal Information Bank

Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework

- Legal Services Class of Record

Management and Oversight Services

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Cooperation and Liaison Class of Record
  - Outreach Activities Personal Information Bank
- Executive Services Class of Record
  - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record
  - Evaluation Personal Information Bank
  - Internal Audit Personal Information Bank
- Planning and Reporting Class of Record

Materiel

Material Services involve activities undertaken to ensure that material can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Materiel Management Class of Record
  - Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank

Real Property

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management Class of Record
  - Real Property Management Personal Information Bank

Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Administrative Services Class of Record
  - Parking Personal Information Bank
- Boards, Committees and Council Class of Record
  - Governor in Council Appointments Personal Information Bank
  - Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
  - Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record

    - Disclosure to Investigative Bodies Personal Information Bank
- Proactive Disclosure Class of Record
    - Hospitality Personal Information Bank
    - Travel Personal Information Bank
- Security Class of Record
    - Identification Cards and Access Badges Personal Information Bank
    - Disclosure of Wrongdoing in the Workplace Personal Information Bank
    - Personnel Security Screening Personal Information Bank
    - Security Incidents and Privacy Breaches Personal Information Bank
    - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
    - Travel Personal Information Bank

Classes of Personal Information

In the course of delivering on its mandate, categories of personal information may be accumulated by AECL which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, complaints, comments, and suggestions. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related Program, as well as the date on which the information was received by AECL and to whom it was addressed.

The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- GoCo Contractor Contract
- Site Operating Company Agreement
- Whiteshell Laboratories Target Cost Agreement
- Nuclear Power Demonstration Reactor Target Cost Agreement
- Contract Management and Oversight Plan
- Procurement Procedure
- Travel and Hospitality Procedure
- Occupational Health and Safety Procedure
- Privacy Protocol for Non-Administrative Purposes
- ATIP Procedures
- Protection of Personal Information - Privacy Practices

Additional Information

How to Make an Access to Information or Privacy Request

Completed Access to Information Requests

The Government of Canada encourages the release of information through informal requests outside of the ATIP process. Records released in response to completed *Access to Information Act* requests processed by Atomic Energy of Canada Limited can be obtained informally. A list of completed request summaries is available.

Privacy Impact Assessments

AECL conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. Summaries of completed PIAs are available.

For additional information about the programs and activities of Atomic Energy of Canada Limited, we invite you to the following link: Contact us.

Reading Room

In accordance with the *Access to Information Act*, an area on the premises of this institution has been designated as a public reading room. The address is:

270 Albert St #1500
Ottawa, ON
K1P 5G8

Individuals interested in visiting the reading room must phone ahead to make an appointment.

Appendix: AECL-Specific Personal Information Banks

Low-Level Radioactive Waste Management

Description: This bank describes information about individuals affected by and seeking compensation for residential and commercial sites contaminated with historic low-level radioactive waste and associated contamination. Personal information may include name, contact information, signature, and financial information.

Class of Individuals: Individuals who are property owners or tenants of residential or commercial sites affected by radioactive waste and contamination, representatives with the power of attorney or acting on behalf of a property owner, and real estate agents.

Purpose*:* Personal information is used to administer the historic low-level radioactive waste management and associated contamination program, including determining eligibility and disbursing funds for the entitlement to property owners whose activities arising from the Port Hope Area Initiative (PHAI) financially affects the value of their home, land, mortgage renewal or rental income. Personal information is collected pursuant to the Nuclear Safety and Control Act, Nuclear Fuel Waste Act, Nuclear Liability Act, Canadian Environmental Assessment Act, the Financial Administration Act and the Canada Business Corporations Act.

Consistent Uses: Information may be shared with external regulatory bodies responsible for radioactive safety, including Natural Resources Canada, Health Canada, Canadian Environmental Assessment Agency, Public Works and Government Services Canada and the Canadian Nuclear Safety Commission; refer to institution-specific PIBs Health Risk Protection (HCan OF15), and Environmental Assessment Project (CEAA ENV 110). Information related to the Port Hope Area Initiative may also be shared with the Town of Port Hope, the Township of Hope and the Municipality of Clarington. Information may also be shared with external contractors working on behalf of Atomic Energy of Canada Limited. Information may also be used or disclosed for the following purposes: reporting to senior management, safety, and evaluation.

Retention and Disposal Standards: Under development

RDA Number: Under development

Related Record Number: AECL 153 and AECL 154

TBS Registration: 20100130

Bank Number: AECL PPU 007

Notes: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the legal authority for those acting on behalf of an account holder or estate.

Customer Information

Description: This bank describes information that is related to customer organizations of AECL, both in Canada and abroad. The personal information may include: name, contact information, signature, and personal opinions or views.

Class of Individuals: Representatives of organizations in the nuclear industry who are customers or potential customers of AECL, including representatives of foreign governments.

Purpose: The personal information is used to obtain views and opinions on the nuclear products and services offered by AECL, and to ensure compliance to nuclear standards and obligations of the countries in which AECL does business. The authority to collect personal information is authorized by the *Nuclear Safety and Control Act*, *Nuclear Energy Act*, *Nuclear Fuels Waste Act and Nuclear Liability Act*.

Consistent Uses: The information may be used or disclosed for the following purposes: shared with law enforcement organizations for the purposes of ensuring safety and security. Certification forms may be shared with the Canadian Nuclear Safety Commission (CNSC PPU 020) and with international nuclear governing bodies in whose countries AECL has commissioned a nuclear facility. Information may be used for evaluation purposes and for reporting to senior management.
Retention and Disposal Standards: Records will be retained for one year after last contact with customer and then records are destroyed.
RDA Number: 98/001
Related Record Number: AECL 111, AECL 112, AECL 114, AECL 131, AECL 133, AECL 141, AECL 155, AECL 156, AECL 161, AECL 162 and AECL 187
TBS Registration: 20091205
Bank Number: AECL PPU 001

Visitors to Nuclear Facilities

Description: This bank describes information that is related to individuals who apply for clearance to visit a nuclear facility operated by AECL in Canada or abroad. The personal information may include: name, contact information, biographical information, biometric information, citizenship status, date of birth, medical information, place of birth, personal views and opinions, and signature.
Class of Individuals: General public, employees of AECL and other government institutions, as well as contractors / consultants and foreign nationals hired by AECL.
Purpose: The personal information is used to ensure the safety and security of nuclear facilities, nuclear personnel and to the visitors of these facilities and to investigate and prevent security and safety incidents. The authority to collect personal information is authorized by the Nuclear Safety and Control Act, Nuclear Energy Act, Nuclear Fuels Waste Act and Nuclear Liability Act.
Consistent Uses: This information may be disclosed to external regulatory bodies responsible for nuclear safety and to local law enforcement agencies for the purposes of ensuring safety and security. Information may be used for evaluation purposes and for reporting to senior management.
Retention and Disposal Standards: Under Development
RDA Number: Under Development
Related Record Number: AECL 122
TBS Registration: 20091203
Bank Number: AECL PPU 005

Medical Information

Description: This bank describes information that is related to workers in the nuclear industry or visitors to nuclear facilities who may be potentially exposed to ionizing radiation. The personal information may include: name, contact information, biographical information, biometric information, date of birth, date of death, employee identification number, employment equity information, employee personnel information, medical information, Travel Questionnaire Form, other identification number, physical attributes, place of birth, place of death and signature.
Class of Individuals: Full- or Part-time employees of AECL, as well as contractors / consultants foreign nationals and visitors to nuclear facilities who have risk of exposure to ionizing radiation.
Purpose: The personal information is used to ensure data is available in case there is a need to administer assistance in the event of health risk, to monitor the safety of nuclear personnel and visitors to nuclear facilities and to ensure compliance to the nuclear standards and obligations of the countries in which AECL does business. The authority to collect personal information is authorized by the Nuclear Safety and Control Act, Nuclear Energy Act, Nuclear Fuels Waste Act and Nuclear Liability Act.

Consistent Uses: The information may be shared with law enforcement agencies for the purposes of ensuring safety and security. Medical information and exposure levels may be shared with Health Canada (HCAN PPU 080), for the National Dose Registry, Department of National Defence and the Canadian Nuclear Safety Commission (CNSC PPU 020, CNSC PPU 025), or with emergency services personnel in the event of actual exposure. Medical information and exposure levels may be shared with international nuclear governing bodies in whose countries AECL has commissioned a nuclear facility. The information provided by individuals on the Travel Questionnaire Form is shared with medical doctors who may be under contract with AECL, for medical assessment purposes only. Information may be disclosed for evaluation purposes and may be shared with senior management of AECL.
***Retention and Disposal Standards*:** Under Development
RDA Number: Under Development
Related Record Number: AECL 122, AECL 123 and AECL 144
TBS Registration: 20091206
Bank Number: AECL PPU 004

Technology Registry

Description: This bank describes information that is related to individuals who are authorized to use specific technologies (including nuclear reactors) within an AECL facility. The personal information may include biographical information, contact information, educational information, employee identification number, employee personnel information, name, other identification numbers and signature. ***Class of Individuals:*** Full- or Part-time employees of AECL, as well as contractors/consultants and foreign nationals employed by AECL. ***Purpose:*** Information is used to track personnel and visitors to ensure their safety, and to ensure compliance to nuclear standards and obligations of countries in which AECL does business by reporting to the Canadian Nuclear Standards Commission (See CNSC PPU 020 and CNSC PPU 025). ***Consistent Uses:*** The information may be disclosed to law enforcement agencies for the purposes of ensuring safety and security and may also be shared with international nuclear governing bodies in whose countries AECL has commissioned a nuclear facility. Information may also be used for evaluation purposes and for reporting to senior management.
Retention and Disposal Standards: Under development
RDA Number: Under development
Related Record Number: AECL 124
TBS Registration: 20091208
Bank Number: AECL PPU 003

Notification of Nuclear Energy Worker Status

Description: This bank describes information that is related to individuals employed in any capacity in the nuclear industry with AECL. The personal information may include: name, contact information, biographical information, citizenship status, date of birth, educational information, employee identification number, place of birth, and signature.
Class of Individuals: Full- or Part-time employees of AECL, as well as contractors / consultants, and foreign nationals hired by AECL.
Purpose: The personal information is used to ensure the safety of nuclear personnel and visitors to nuclear facilities and to report to the Canadian Nuclear Safety Commission (CNSC PPU 020, CNSC PPU 025) for the purpose of complying with the Commission's nuclear standards. The authority to collect personal information is authorized by the *Nuclear Safety and Control Act*, *Nuclear Energy Act*, *Nuclear Fuels Waste Act* and *Nuclear Liability Act*.

Consistent Uses: The information may be disclosed to law enforcement agencies for the purposes of ensuring safety and security. Information may be shared with international nuclear governing bodies in whose countries AECL has commissioned a nuclear facility. Information may be used for evaluation purposes and for reporting to senior management at AECL.
Retention and Disposal Standards: Information is retained in the appropriate personnel or contractor file until age 80 or 2 years after last administrative action, whichever comes later and then destroyed. ***RDA Number:*** 98/005
Related Record Number: PRN 920
TBS Registration: 20091207
Bank Number: AECL PPU 006
Notes: The level of personal information collected may vary depending on the country in which the individual is working.

Certification by Professionals Institution

Description: This bank describes information about professionally accredited individuals (e.g. plumbers, pipe fitters, welders, electricians, and engineers) employed by AECL to certify a process or technology. The personal information may include: name, contact information biographical information, citizenship status, educational information, employee identification number, employee personnel information, financial information, other identification number, and signature.
Class of Individuals: Full- or Part-time AECL employees, as well as contractors / consultants, and foreign nationals hired by AECL.
Purpose: The personal information is used to validate the identity of the accredited professional who is certifying a process or a technology in use in the nuclear industry, to help ensure compliance to the nuclear standards and obligations of the countries in which AECL does business. The authority to collect personal information is authorized by the Nuclear Safety and Control Act, Nuclear Energy Act, Nuclear Fuels Waste Act and Nuclear Liability Act.
Consistent Uses: The information may be used or disclosed for the following purposes: to local law enforcement agencies for the purposes of ensuring safety and security and to international regulatory bodies responsible for nuclear safety in countries in which AECL has commissioned a reactor. Certification forms may be shared with the Canadian Nuclear Safety Commission (CNSC PPU 020 and CNSC PPU 025). Information may be used for evaluation purposes and for reporting to senior management.
Retention and Disposal Standards: The retention of the information used for certification varies, depending on the technology or process that is being certified. Usually, the information is held for one year after the process or technology has been replaced or the nuclear reactor has been decommissioned and then destroyed.
RDA Number: 99/003
Related Record Number: PRN 920
TBS Registration: 20091204
Bank Number: AECL PPU 002
Notes: In addition to the requirements specified on the Personal Information Request form, individuals requesting information described by this bank must provide the Specific identification of the certification process in which the individual was involved.