



Radiological Protection Institute of Ireland

An Institiúid Éireannach um Chosaint Raideolaíoch

**Access to information held by the
Radiological Protection Institute of Ireland
(RPII)**

**Compiled in accordance with
Sections 15 & 16 of the Freedom of Information Act 1997**

Information within this document is subject to change – for up to date information please refer to our website or contact us through our Contact Us page at <http://www.rpii.ie/site/Contact-Us.aspx>

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1. Scope of the Manual

- 1.1 This manual has been published in accordance with the requirement of section 15 and 16 of the Freedom of Information Act. Its purpose is to facilitate access to information held by the Radiological Protection Institute of Ireland (the "RPII") specifically by outlining:
- General information about the FOI Act
 - information on how to make a request to the RPII, (Section 15.)
 - structures and functions of the RPII, (Section 15.)
 - classes of records held and their access arrangements, (Section 15.)
 - services which are provided and how they can be availed of, (Section 15.)
 - a general description of the rules and guidelines used by the RPII in implementing schemes and programmes, (Section 16.)
- 1.2 Copies of this Manual are available directly from the FOI Officer, 3 Clonskeagh Square, Clonskeagh Road, Dublin 14, Ireland, Tel: +353 1 269 77 66. Fax: +353 1 269 74 37 or by email at rpii@rpii.ie. It is also available on the RPII's website at www.rpii.ie

2. Rights under the Act

- 2.1 The Freedom of Information Act 1997 relates to information, which is not routinely available through agency reporting and publication. Requests are subject to set procedures and time limitations.
- 2.2 It establishes the following statutory rights:
- 2.2.1 The right to access records held by Government Departments or other Public bodies (listed under the Act,) which were created after 21 April 1998. Earlier records must be made available if they are necessary to give a greater understanding of records created after this date. All records relating to personnel information held with regard to clients and all staff records created after 21 April 1995 must also be made available. Access must be consistent with the public interest and the right to privacy.
- 2.2.2 The individual has the right to inspect files and to obtain reasons for decision-making processes.
- 2.2.3 The individual has the right to have information amended, where it relates to them personally and where it is incomplete, misleading or inaccurate.

3. Access to information

3.1 Routine Information

The RPII currently makes a great deal of information available regarding its functions and services. This can be accessed through publications which are available from the RPII or on its website at www.rpii.ie; material includes monitoring data and functional reports relating to specific services that the RPII provides as well as annual reports and publications that cover more general information. This information will continue to be available outside the dictates of the Act.

3.2 FOI requests

3.2.1 Proof of Identity

Before you are given access to personal information, you will need to provide proof of identity, e.g. your full birth certificate or passport and one other form of identity such as a utility bill e.g. telephone or ESB bill.

3.2.2 Requests for information must be made in writing to the following:

FOI Officer
Radiological Protection Institute of Ireland
3 Clonskeagh Square
Clonskeagh Road
Dublin 14
Tel: +353 1 269 77 66.
Fax: +353 1 269 74 37

When the request is being made it must state that the information is being sought under the FOI Act. If the information is required in a specific format such as a photocopy, disc etc, this should be indicated on the request. Requests should be as specific as possible to enable the information to be accurately identified. To assist you in your application a form is available on the internet on www.rpii.ie. The RPII must acknowledge the request within two weeks, and a decision must be made on the request within four weeks, or eight weeks in certain cases. If the RPII does not respond within four weeks the request is deemed to have been refused.

3.2.3 Request Fees

An FOI Application will not be considered complete unless it is accompanied by the appropriate request fee (cheques/drafts made payable to the Radiological Protection Institute of Ireland; we also accept credit/debit card payments) see Section 4 for a Schedule of Fees.

3.2.4 Approved Requests

If your request has been approved you will be notified with specific information regarding access arrangements for the relevant records as well as details of any applicable search/copying fee (see section 4 below for a schedule of fees).

3.2.5 Request Refusal

In the event of refusal of an FOI request the applicant will be notified with the reasons for the request refusal as well as information regarding the appeal process.

3.2.6 Appeal and review process

The FOI Act sets out a series of exemptions to protect sensitive information, where disclosure may damage key interests of the State or of third parties. Where the RPII invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be appealed. The appeals process is as follows:

(a) The review will be carried out by an official who is of a higher grade than the official whose decision is being reviewed.

(b) You may seek internal review of the initial decision if:

- you are dissatisfied with the initial response received, e.g. refusal of access, form of access, charges, etc.
- you have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

(c) Requests for internal review should be submitted in writing to:

FOI Reviewer
Radiological Protection Institute of Ireland
3 Clonskeagh Square
Clonskeagh Road
Dublin 14
Tel: +353 1 269 77 66
Fax: +353 1 269 74 37

(d) A request for internal review must be submitted within four weeks of the initial decision. The RPII must complete the review within three weeks. An internal review must normally be completed before an appeal is made to the Information Commissioner.

3.2.7 Review by the Information Commissioner

If following completion of the internal review your request has been refused in part or total, you may seek an independent review of the decision by the Information Commissioner. Also, if you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal to the Information Commissioner.

Appeals may be made to:

The Information Commissioner
18 Lower Leeson Street
Dublin 2
Tel: 01 – 639 5689
Fax: 01 - 639 5674
E-mail: info@oic.ie

4. Fees

A fee of €15 is charged for the initial request for all records other than records containing only personal information relating to the applicant.

4.1 A reduced fee of €10 applies in relation to such a request if the applicant is covered by a medical card. Neither fee applies if the request is for personal information relating to the applicant.

4.2 The Act permits a fee to be charged in respect of time and effort spent in the search and retrieval of information, as well as in the duplication of material, (Section 47(3) Regulations 1998.) In relation to personal records the act only permits fees to be charged for the retrieval of information. Fees may be charged for the retrieval and reproduction of all other records.

Current charges include;

€20.95 per hour search and retrieval costs

€0.04 per photocopied sheet

€0.51 per floppy disc

€10.16 per CD-ROM

4.3 A deposit may be payable if the fee is likely to exceed €50.

4.4 A standard fee of €75 may be charged for internal review, with a reduced rate of €25 being charged where a decision to charge a fee or a deposit is appealed or where if an appeal is made on public interest grounds.

4.5 A standard fee of €150 may be charged for reviews undertaken by the Information Commissioner; a reduced rate of €50 may be charged as detailed in 4.4.

4.6 Charges may be waived in the following circumstances;

- where the expense of collecting and accounting for the fee would exceed the amount of the fee.
- if the information would be of particular assistance to the understanding of an issue of national importance.
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

- 4.7 Fees should be submitted by cheque or bank draft, made payable to the Radiological Protection RPII of Ireland. The RPII also have a facility to pay by credit/debit card.

5. Section 15 About the RPII – Structure and Functions

5.1 Description

The Radiological Protection Institute of Ireland was established in 1992 under the Radiological Protection Act, 1991. It is the national organisation with regulatory, monitoring and advisory responsibilities in matters pertaining to ionising radiation. In particular the RPII concerns itself with hazards to health associated with ionising radiation and with radioactive contamination in the environment.

The RPII is financed by grant-in-aid from the Exchequer, by income from dosimetry, product certification and other services and licence fees.

5.2 Organisation

(i) The Board

The twelve members of the Board of the RPII are appointed by the Minister for the Environment, Heritage and Local Government, six of them on the nomination of particular organisations, with interests in various aspects of the RPII's work, as provided for in the Radiological Protection Act, 1991. The Board meets typically eight times a year. The terms of office of the Chair and Board Members are up to five years, but further terms are permitted. The Board appoints the CEO who directs and coordinates the RPII's programmes and services. Each Division of the RPII reports in turn to the CEO. Details of the Board members and organisational structure are listed below:

Board Chairman

Prof. Eugene Kennedy

Board Members

Ms. Nuala Ahern

Ms. Fionnuala Barker

Dr. Éamann Breatnach (Medical Council)

Dr. Maurice Fitzgerald (Dental Council)

Mr. Shay Fitzmaurice

Mr. Patrick Gilligan (Association of Physical Scientists in Medicine)

Dr. Kevin Kelleher (Health Service Executive)

Ms. Darina Muckian

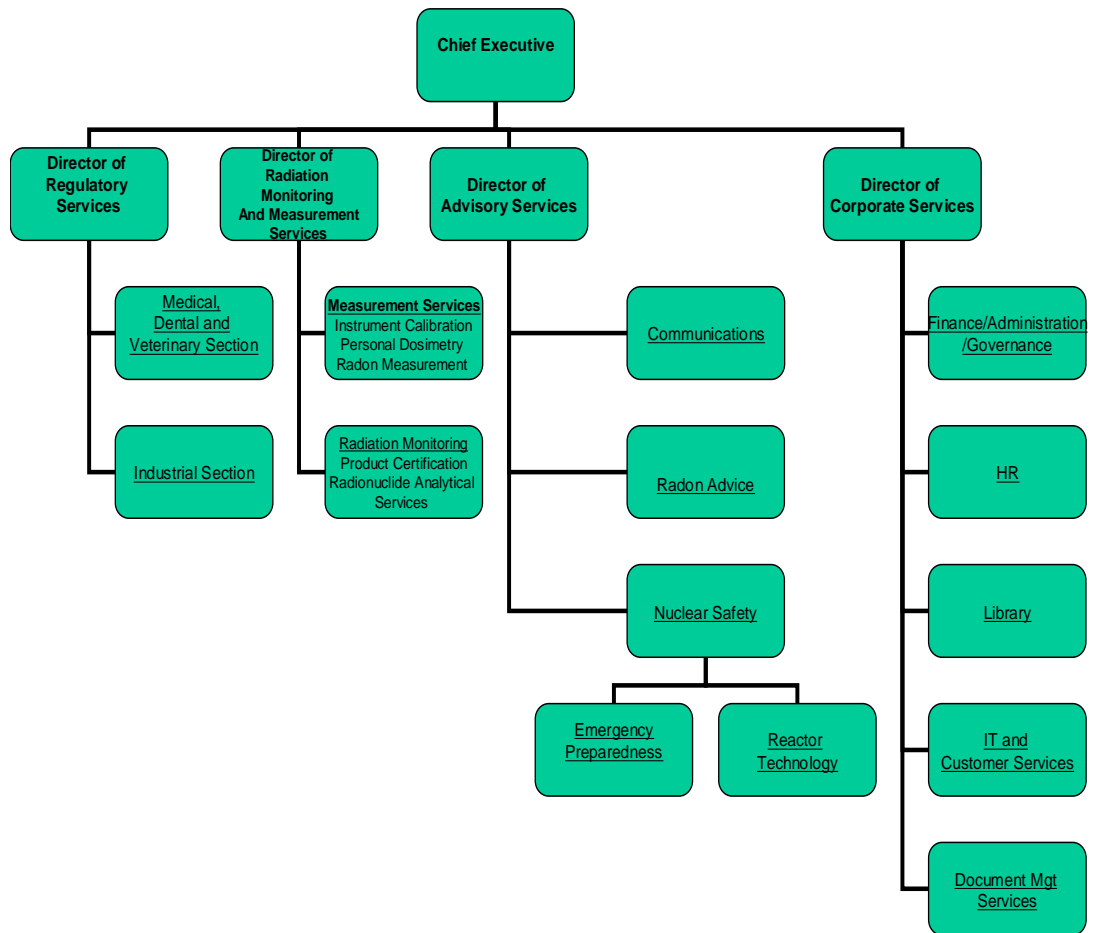
Mr. John O'Dea

Ms. Adi Roche

Dr. Stephanie Ryan

(ii) RPII Structure

Organisation Structure



5.3 General Functions

The functions of the RPII are as follows:

- To provide advice to the Government, the Minister for Environment and Local Government and other Ministers on matters relating to radiological safety.
- To provide information to the public on any matters relating to radiological safety which the RPII deems fit.
- To maintain and develop a national laboratory for the measurement of levels of radioactivity in the environment, and to assess the significance of these levels for the Irish population.
- To provide a personnel dosimetry and instrument calibration service for those who work with ionising radiation.
- To control by licence the custody, use, manufacture, importation, transportation, distribution, exportation and disposal of radioactive substances, irradiating apparatus and other sources of ionising radiation.
- To assist in the development of national plans for emergencies arising from nuclear accidents and to act in support of such plans.
- To provide a radioactivity measurement and certification service.
- To prepare codes and regulations for the safe use of ionising radiation.
- To carry out or promote research in relevant fields.
- To monitor developments abroad relating to nuclear installations and radiological safety generally and to keep the Government informed of their implications for Ireland.
- To co-operate with the relevant authorities in other states and with appropriate international organisations.
- To represent the State on international bodies.
- To be the competent authority under international conventions on nuclear matters.

6. RPII Services

The RPII provides a range of services to meet the needs of government, public and industry. While access to the information service is free, other activities such as provision of radon measurements, dosimetry services, product certification and radio-analytical services are organised on a commercial basis. The records held relating to these services are listed in Section 7 under the different section headings.

6.1 Radon Measurement:

Radon is a naturally occurring radioactive gas that emanates from the decay of uranium in rocks and soils. It is colourless, odourless and tasteless and can only be measured using special equipment. To arrange for a radon measurement to be carried out in a home or workplace contact the Radon Measurement Service on FREEPHONE RADON 1800 300 600 or email radon@rpii.ie. Alternatively, the RPII's Radon in Homes or Radon in Workplaces brochures and application forms can be downloaded from the RPII's website www.rpii.ie. The application form should be printed out, completed and returned to the RPII with the appropriate payment.

Radon may also be present in drinking water supplies. Elevated radon concentrations are not normally found in surface water supplies such as those sources from reservoirs and lakes or in bottled water. However, in the case of ground water supplies, radon dissolved in the water may be carried directly into the house in sufficient quantities to warrant remediation. Further information on radon in drinking water, including how to have a measurement carried out, can be found on the RPII website www.rpii.ie.

6.2 Dosimetry Service

The RPII provides an approved dosimetry service for assessing doses from occupational exposure to ionising radiation. Several types of dosimeter- thermoluminescent, extremity and film - are supplied to many customers for monitoring exposure to X-rays, gamma rays, beta rays and fast neutrons.

For further information or for application forms, please contact the RPII at dosimetry@rpii.ie. Application forms and a copy of the Price Structure can be downloaded from the RPII's website www.rpii.ie.

6.3 Calibration Service

The RPII offers a calibration service for:

- ionising radiation dose rate meters used to measure radiation levels both from natural background and/or radioactive sources in a given environment.
- surface contamination monitors, typically used to detect radioactive spillage on work benches.
- personal monitors/alarms used to give a direct reading of radiation dose to an individual.

For further information contact the RPII at calibration@rpii.ie

6.4 Certification Service

The RPII provides a testing and certification service to exporters of Irish produce. The RPII issues certificates to show that the radioactivity content of Irish foodstuffs and other produce is below the prescribed international limits.

The range of product types regularly certified by the RPII includes beef, lamb, pork, milk powders, pharmaceutical products, dairy products and a range of processed foods. Despite the extremely low levels of radioactivity found in Irish produce, there is a continuing demand from several importing countries for this type of certification.

Certificates are issued based on on-going monitoring, carried out in the RPII's laboratories, of the levels of radionuclides in a range of food products and in the environment and, on analysis of specific samples of the product to be exported.

For further information contact the RPII at certification@rpil.ie

6.5 Consultancy Service

The RPII offers a range of consultancy services and recent projects include:

- A project to assist in improving the quality of food testing in Chernobyl contaminated regions of Russia, Ukraine and Belarus. The project was funded by the European Union technical assistance programme, TACIS.
- An EU project aimed at strengthening radiological protection structures in Latvia and Estonia.
- The implementation of a project to provide a pilot early warning radiation monitoring system for the Ukraine and Belarus.

For further information contact the RPII at rpil@rpil.ie

6.6 Radio-analytical Laboratory

The RPII's Radio-analytical Laboratory is the national centre for the measurement of radioactivity in foodstuffs and environmental materials and tests a broad range of samples on behalf of the Government, the Health Service Executive, food producers and the public. The laboratory is designated as the official national laboratory for testing of radioactivity in foodstuffs and so performs a vital function with regard to food safety.

For further information contact the RPII at envirolab@rpil.ie

7. Classes of records specific to functional areas

REGULATORY SERVICES DIVISION

Under the Radiological protection Act 1991 and the Ionising Radiation Order of 2000, the RPII must provide a licensing service to all practices involving the use of sources of ionising radiation. The license conditions are reviewed at regular intervals to ensure that they reflect good practice. In addition the RPII issues Codes of Practice on various aspects of radiological protection, and the Regulatory Service carries out regular inspections to ensure that licensees comply with statutory requirements including license conditions.

Records are held relating to:

- Transport of radioactive substances
- Standards and guidelines
- Notifiable events
- Inspections
- Auditing
- International committees
- Licensing customer files
- Maintenance and safety
- Publications
- Divisional procedures
- Divisional administration
- Staff training
- Section finances
- Memoranda of understanding

MONITORING AND MEASUREMENT SERVICES DIVISION

7.1 Radiation Monitoring Section

The main aim of the Laboratory is to assess the exposure of the Irish public to radioactive contamination in both the terrestrial, marine and atmospheric environments. This is achieved through the collection and analysis of a range of foodstuffs and environmental samples, the results of which are published in the Marine Monitoring and Environmental Surveillance reports. The Laboratory also offers a testing and certification service to Irish exporters of foodstuffs and other goods.

Records are held relating to:

- Auditing
- Certification
- Equipment management
- In-house committees
- International committees
- Laboratory administration
- Section Finances
- Monitoring

- Section procedures
- Section planning
- Section training
- Testing data/results
- Publications
- Research
- Health and safety
- Accreditation

7.2 Radiation Measurement Service

This section provides three distinct functions – measurement of radon in homes, schools and workplaces, a dosimetry service and calibration service.

Radon Measurement Section

This section offers a radon measurement service to householders employers and schools which is accredited to ISO 17025.

Records are held relating to:

- Equipment management and administration
- In-house committees
- International committees
- Laboratory administration
- Research projects
- Sectional procedures
- Testing management
- Testing projects
- Accreditation

Dosimetry Section

The Dosimetry service offers a personal monitoring service for determination of occupational exposure to ionising radiation. Generally this service is extended to customers in the health services, industry and universities. The service uses thermoluminescent dosimeters (TLDs) and PADC Neuron dosimeters capable of determining whole-body doses from X-ray, gamma and beta radiation and fast neutrons.

Calibration Section

The Instrument Calibration Service offers calibration of dose and dose-rate meters, surface contamination monitors and personal monitors/alarms which are used to give a direct reading of radiation dose to an individual. In addition the service offers a wipe testing of sealed radioactive sources for leakage of radioactivity. The three sections adhere to the ISO 17025 quality standard.

Dosimetry and Calibration hold records relating to:

- Accreditation
- Calibration certification
- Dosimetry customer administration

- Procedures
- Sectional administration
- In-house committees
- International committees

CORPORATE SERVICES DIVISION

7.3 Information Technology Section / Quality Customer Service

The IT function is to support the business objectives of the RPII, in particular, those objectives that involve the delivery of services to the public or to business customers. This support involves the periodic review of hardware, software and database systems and the implementation of upgrades/enhancements as necessary. It is the role of the IT function to develop and assist with the implementation of an appropriate e-strategy for the provision of services online. The IT section facilitates training to all staff. The IT section monitors changes in the IT sector to ensure that the RPII continues to make the best use of the available technology appropriate for its needs.

Records are held relating to:

- Licensing
- Contracts
- Maintenance
- Equipment
- Tenders
- Quality customer service

7.4 Administration Section

The administration section is primarily responsible for the provision of an administrative service to the RPII, which encompasses financial and general administrative matters. It is also an administrative function to provide advice and support to the CEO and to provide administrative support to the Board as minutes secretary.

Records are held relating to:

- RPII Board of Directors
- Buildings and maintenance
- Financial management
- Risk management and business planning
- In-house committees
- International committees
- Sectional administration
- Sectional procedures
- Travel and subsistence
- Salaries
- Purchasing and fixed Assets
- Reception
- Consultancies

7.5 Library Service

The RPII provides a library as a source of information on radiological protection and issues relevant to the RPII's activities. The library at the RPII houses a specialized collection of books, technical reports and journals. It is open to outside readers, by appointment, and provides a reference service to researchers, students and members of the public. It also services the needs of the staff of the RPII.

Records are held relating to:

- Requests for and provision of information
- Press cuttings
- Library stock
- RPII publications
- Inter-library loans
- International nuclear information system
- Nuclear law bulletin
- Publishing house services

7.6 Human Resources Section

The Human Resources Section is responsible for all aspects of human resource management in the RPII including the development, implementation and co-ordination of policies and procedures relating to employee relations, industrial relations, staff training and development, superannuation, staff welfare, personnel administration in accordance with RPII policy, procedures and also relevant employment legislation.

Records are held relating to:

- Personnel files
- Recruitment and promotion
- Pay and remuneration
- Performance management and development system
- Pensions
- Flexi-time
- Staff training and development
- Contracts and conditions of service
- Staff circulars and staff notices

7.7 Document Management Services

The Document Management Services section is primarily responsible for maintaining appropriate file management procedures and reporting mechanisms to facilitate the introduction and operation of the Freedom of Information Act. The Document Management Services also maintains the off-site storage facility.

Records are held relating to:

- Records management procedures and policy
- Off-site storage
- Consultancy

ADVISORY SERVICES DIVISION

7.8 Nuclear Safety Section

The Nuclear Safety Section encompasses Emergency Preparedness and Reactor Technology.

The RPII operates a national network of monitoring stations that constantly measure the level of radiation in the environment. In the event of an incident or accident at a nuclear facility abroad, the RPII would provide a technical assessment of the implications for Ireland as well as the countermeasures that need to be considered. As part of this work programme, staff maintain expertise in the behaviour of radioactivity in the environment.

The section is also responsible for providing advice to Government on nuclear fuel cycle activities abroad. This involves providing comment on consultation documents, monitoring the changing situation at Sellafield and other nuclear sites in the UK and elsewhere and providing technical support for Ireland's legal actions.

7.9 Emergency Preparedness Section

The National Emergency Plan for Nuclear Accidents (NEPNA) has been developed by Government to provide a rapid and organized response to nuclear accidents abroad, which have the potential to contaminate the Irish environment or to result in exposure to the Irish population. The RPII has been assigned a number of key roles under this plan, which includes activation of emergency arrangements in the event of an accident, monitoring the environment and the food chain, assessing the consequences of an accident and advising the Government of protective measures.

Records are held relating to:

- In-house committees
- National committees
- International committees
- Operational procedures
- Correspondence
- Sectional planning
- Sectional meetings
- Equipment maintenance
- Sectional administration
- Emergency contacts
- Emergency response p/plans
- Accident impact modeling
- Information on routine radioactive discharges
- Memoranda of understanding

7.10 Reactor Technology

This section has advisory mandate to key international organizations that develop standards and guidance on safety in the use of ionising radiation and nuclear power. These organizations include the European Union, the International Atomic Energy Agency (IAEA) and the Nuclear Energy Agency (NEA) of the Organisation for Economic Co-operation and Development (OECD,) as well as those associated with the International Convention and the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management.

Records are held relating to:

- Correspondence
- Records relating to legal issues
- International committees
- International contacts
- Advice to Government

7.11 Communications Section

The Communications Section co-ordinates all press releases and contacts with the media. The section manages all RPII publications and ensures that the RPII website is continually updated with new information. The section also co-ordinates representation on national and international committees by RPII scientific and technical staff.

Records are held relating to:

- Press releases
- Website development and maintenance
- Publications
- Public relations
- The provision of information to the public
- International committees

7.12 Natural Radioactivity Advice Section

The Natural Radioactivity Advice Section provides information and advice on exposure to sources of natural radiation in Ireland. These sources fall into three main areas radon, naturally occurring radioactive materials (NORM) and cosmic radiation.

Radon is the largest source of radiation to the public and most of the section's work concerns the provision of information and advice on exposure to radon in the home and in the workplace. To raise awareness, a number of radon "road shows" are organized around the country. Staff regularly make presentations on radon to representative groups and prepare texts for publication in popular and trade magazines. Several reports and information brochures have been prepared on radon and these are available on the RPII website. The Natural Radioactivity Advice Section does not have expertise on remedial options for radon affected buildings nor on

the radon prevention measures required in new buildings in High Radon Areas., This is a Building Regulations matter and is dealt with by the Building Standards Section of the Department of Environment, Heritage and Local Government.

Some industries work with materials not generally regarded as radioactive but which in certain circumstances could to give rise to radiation doses that may be of concern. The section assesses the use of such Naturally Occurring Radioactive Materials (NORM) in these industries to evaluate the need for the regulation of these industries.

The staff works closely with the Regulatory Services Division in the control of radon exposure in workplaces and in the control of aircrew to cosmic radiation. Staff also work closely with the Measurement Service on the assessment of radon concentrations nationally.

Records are held relating to:

- Correspondence with Department of Environment, Heritage and Local Government
- Prosecutions in relation to workplace radon exposure
- Road shows
- General correspondence
- Doses to the Irish public
- Naturally occurring radioactive material
- Research projects
- Advice
- National radon distribution
- Health effects of radon exposure

8. Section 16

Section 16 of the Freedom of Information Act 1997 requires that all public bodies publish

“The rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept by the body for the purposes of decision, determinations or recommendations under or for the purpose of any enactment of scheme administered by the body with respect to rights, privileges, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme and appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.”

This manual details the procedures, practices and guidelines under which the Radiological RPII of Ireland conducts its business on a relevant sectional level.

For each section the following is detailed:

- Any schemes operated by this Section of the RPII
- A list of the legislation under which the scheme is operated by the RPII
- A list of any rules, procedures, practices and guidelines relevant to each scheme

8.1 Regulatory Services Division

- The Regulatory Services Division implements the statutory requirements for the regulation of the use of ionising radiation through a programme of licensing, inspection, guidance and enforcement activities. (These activities will be referred to as the “Regulatory Scheme” for the purposes of this document.)
- The Regulatory Services Division establishes and maintains a register containing the names of persons approved by the RPII as persons who may be appointed to act as a Radiation Protection Advisor (RPA). The RPII will consider the competence of those wishing to be placed on the register and will record the names of successful applicants in the Register which will be maintained by the RPII.

Legislation:

The operation of these schemes are principally governed by the

- Radiological Protection Act 1991 under parts II 7 (1) (H,) 8 (J,) III 28,
- Radiological Protection (Amendment) Act, 2002, Number 3 of 2002,
- Ionising Radiation order SI 125 of 2000.

These statutory instruments provide the framework for the RPII's licensing system and detail the general radiation protection requirements for all users of ionising radiation.

Particular uses of ionising radiation which are covered by additional legislation include medical exposures and shipment of radioactive substances.

- European Communities (Supervision and Control of Certain Shipments of Radioactive Waste) Regulations, 1994 (S.I. No. 276 of 1994)

This statutory instrument gives effect to Council Directive 92/3/Euratom on the shipment of radioactive waste.

- Carriage of Dangerous Goods by Road Act, 1998 (Number 43 of 1998)

This Act enables effect to be given to the ADR agreement.

- Carriage of Dangerous Goods by Road Regulations, 2001 (S.I. No. 492 of 2001)

This statutory instrument gives effect to Council Directives 94/55/EC as amended by Directive 2000/61/EC and Directives 96/86/EC and Directive 1999/47/EC and Directive 95/50/EC as amended by Directive 2001/26/EC on the carriage of dangerous goods by road; including the loading and unloading of the dangerous goods in relation to their carriage.

- European Communities (Safety Advisors for the transport of Dangerous Goods by Road and Rail) Regulations, 2001. (S.I. No 6 of 2001)

This statutory instrument gives effect to Directive No. 96/35/EC and Directive 2001/18/EC.

- Council Regulation (Euratom) No 1493/93 on shipments of radioactive substances between Member States

This regulation sets out the procedure to be followed when shipping sealed sources to member states of the European Union.

- European Communities (Transport of Dangerous Goods by Rail) Regulations, 2001 (S.I. No. 500 of 2001)

This statutory instrument gives effect to Council Directive 96/49/EC.

- Energy (Miscellaneous Provisions) Act, 1995

This act among other things amended Section 7 of the Radiological Protection Act, 1991 with the substitution of a subsection dealing with the functions of the RPII in relation to the use of a radioactive substance etc as a diagnostic or therapeutic agent etc for the purposes of diagnosis etc.

- European Communities (Medical Ionising Radiation Protection) Regulations, 2002 (S.I. No. 478 of 2002)
This statutory instrument gives effect to Council Directive 97/43/ Euratom on the health protection of individuals against the dangers of ionising radiation in relation to medical exposures.

Regulatory Scheme

Licensing and Inspection

The Regulatory Services Division consists of two sections - the *Medical, Dental and Veterinary Section* and the *Industrial Section*. The Medical Dental and Veterinary Section regulates the use of ionising radiation by the medical, dental and veterinary professions. The Industrial Section regulates companies, and third level educational establishments that use X-ray systems or radioactive sources for quality control, production processes and research and development.

The function of the Division is to ensure compliance with statutory obligations and to promote the safe use of ionising radiation in the workplace by licensing, inspection guidance and enforcement as required. Licences are currently issued for periods of between one and four years and different categories of licence expire at different times. In any given year approximately 600 amendments are requested by licensees and authorised by the RPII. These principally include changes in inventory held, changes in personnel (Radiation Protection Officers, Industrial Radiographers etc), changes in location of use of licensed items and amendments to the scope of the licence to include or remove practices such as transport, disposal etc. While the conditions that attach to each licence may vary depending on the nature of the use of ionising radiation, a set of typical core conditions is provided by the Regulatory Services Division on request. The RPII currently has approximately 1500 registered licensees. Application forms for licences can be downloaded from the RPII's web site at www.rpii.ie or are available on request from the RPII.

Non licensing Regulation

The exposure of aircrew to cosmic radiation is subject to regulation under S.I. No 125 of 2000. The holder of an air operator's certificate from the Irish Aviation Authority is required to evaluate the doses received by aircrew to determine if measures to control exposure to cosmic radiation are warranted. The legislation applies to those air operators whose crew are potentially liable to receive an annual dose greater than 1 millisievert (mSv). This effectively applies only to those airlines flying above 8000 metres of which there are currently nine in operation in Ireland. Such an evaluation

must be submitted to the RPII within three months of the end of the calendar year. Doses can be estimated using software produced by the Civil Aeromedical RPII in the United States, known as CARI-6 or by using a European route dose calculation code EPCARD which is software produced by the National Research Centre for Environment and Health in Germany. This information is combined with details of an individual's flying hours in order to assess radiation doses.

Guidance

Guidance to licensees on various aspects of the regulation of sources of ionising radiation are provided by the RPII and these can be down loaded from the RPIIs website. These documents include:

- Guidance Notes for Protection of Air Crew from Cosmic Radiation (January 2001)
- Planning Radon Surveys in Workplaces. Guidance Notes (May 2004)
- Guidance Notes on Risk Assessment (October 2004)
- Guidance Notes on Intervention Planning and Emergency Preparedness for Radiological Accidents (June 2004)
- Guidelines for Reporting Incidents (January 2002)
- Guide for the Compilation of a Radiation Safety Manual
- Guidelines on the Implementation of Radiation Protection Measures during Diagnostic Medical Exposures of Female Patients of Reproductive Capacity (August 2000)
- Notes for Drivers and Others Involved in Road Transport of Radioactive Materials (March 2003)
- The Radiological Protection Officer (RPO) (February 2001)

Enforcement

Under the legislation, inspectors of the RPII have the right of entry to the premises of a licensee for the purposes of inspecting the licensed items. Following an inspection and depending on the gravity of the findings an inspector may make recommendations, issue directions, issue an enforcement notice or, following appropriate consultation, initiate legal proceedings. To date the RPII has successfully brought over thirty such prosecutions.

Radiological Protection Advisor (RPA) Scheme

It is a requirement of Article 19 of the Radiological Protection Act, 1991 (Ionising Radiation Order, 2000 (S.I. No. 125 of 2000) that all undertakings which are licensed by the RPII shall appoint a Radiation Protection Adviser (RPA) to advise and assist the licensee in meeting the requirements for complying with the Order. In addition the RPII has the statutory obligation to establish and maintain a register containing the names of persons approved by the RPII as persons who may be appointed to act as an RPA. The RPII will consider the competence of those wishing to be placed on the register and will record the names of successful applicants in the Register which will be maintained by the RPII.

Approval is recognition of core competence in radiation protection practice and will be awarded to persons having demonstrated that they hold the necessary qualifications, training and experience to ensure that arrangements are in place for the protection of persons from ionising radiation. Approval does not imply suitability to act as RPA for a particular licensee and it remains the responsibility of the licensee to ensure that a person appointed is suitable for the practice(s) in which the licensee is engaged.

Requirements for Approval

Any individuals, body corporate or unincorporated body of persons wishing to be approved by the RPII as persons or bodies who may be appointed to act as RPAs (*to an undertaking involved in the practice of **medicine, dentistry, chiropractic and veterinary medicine***) must be able to demonstrate to the RPII's satisfaction that they have:

- The training, knowledge and experience of radiation protection is based on the Basic Syllabus for the Qualified Expert as set out in paragraph 2 of Annex 1 of the Official Journal of the European Communities C133; 30.04.98.
- A degree or equivalent qualification in a physical science.
- The equivalent of seven years full time experience in a post directly concerned with radiation protection practice.
- The ability to advise the licensee on the implementation of relevant regulatory requirements and radiation protection practices for work involving potential for significant exposure to radiation.

Approval will normally remain valid for five years. Persons wishing to have their approval renewed will be required to demonstrate that they have maintained their knowledge and competence in radiation protection practice since the approval was first granted.

Assessment Procedure

All applicants are required to complete the application form which is designed to assist the applicant to provide the necessary information about their education, training and work experience. With reference to the '*requirements for approval*' the applicant must also supply additional documentation to support the application. This documentation must include:

- An outline of current employment including an organisational chart
- A resumé of Radiation Protection Experience

Applications for approval to act as an RPA will be assessed by an RPA Assessment Committee. The Assessment Committee will comprise of two independent assessors and staff of the RPII. The members of the Committee have been appointed by the Chief Executive of the RPII. The independent assessors have extensive experience in radiation protection. The RPA Assessment Committee may request further information from the applicant. The RPA Assessment Committee will make a recommendation to the Chief Executive as to whether or not the applicant should be approved to act as an RPA.

Granting of Approval

- The Chief Executive will determine whether or not approval should be granted taking account of the recommendation of the Assessment Committee.
- The Approval will be valid for five years, after which time it must be renewed if the RPA wishes to continue to provide RPA services to licensees.
- Any complaint against or information questioning the competence of, a person approved to act as an RPA will be investigated by the RPII. The RPII reserves the right to remove a person's name from the register of approved persons at any time.
- In the event that the Chief Executive decides that an application be rejected, or a person's name be removed from the register, the Chief Executive will invite that person to make a submission, within four weeks of the decision to reject his/her application or remove his/her name from the register, to appeal the decision. The submission will be taken into account by the Chief Executive in reviewing the decision.

Cost Implications

Current cost is €550 per application. This is not refundable regardless of the outcome of the application.

An application form together with guidance on its completion is available on the RPIIs website.

8.2 Radiation Monitoring and Measurement Services Division

8.2.1 Radiation Monitoring Section - Radioanalytical Laboratory

The Radioanalytical Laboratory does not operate any schemes as defined for the purposes of this manual.

The laboratory carries out extensive monitoring of radioactivity in the food chain and the environment in fulfilment of its statutory obligation to "monitor activity or ionising radiation levels in any thing in the State or in waters surrounding the State." Details of this and the other functions of the Section are available on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

Legislation:

The activities of this section are principally governed by the

- Radiological Protection Act 1991 under part II 7 (1) (a,) (g) and (j) and under the Ionising Radiation Order, 2000 and
- Radiological Protection Act 1991 (8) (i).

Customer data are protected by the Data Protection Act, 1988 and 2003.

8.2.2 Radon Measurement Section

The Radon Measurement Section does not operate any schemes as defined for the purposes of this reference manual.

The Radon Measurement Section provides a radon measurement service on a commercial basis. Details of this and the other functions of the Section are available on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

Legislation:

The activities of the RPII in relation to radon measurement and monitoring are principally governed by the Radiological Protection Act 1991 under part I, 7(1) (j).

Customer data are protected by the Data Protection Act, 1988 and 2003.

8.2.3 Product Certification

The Product Certification Service Section does not operate any schemes as defined for the purposes of this reference manual.

The Export Certification Section operates a service whereby exporters of foodstuffs and feedstuffs may have their products certified with respect to the levels of a range of radionuclides that may be present in the products. Details of the Service are set out on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

Legislation:

The Product Certification Service is operated in accordance with the Radiological Protection Act 1991 under Section 8(i).

Customer data are protected by the Data Protection Act, 1988 and 2003.

8.2.4 Dosimetry Service

The Dosimetry Service Section operates a scheme of mandatory reporting to the Regulatory Services Division of personal doses recorded in excess of a set "Reporting Level*".

The Dosimetry Service is a commercial service for the determination of radiation dose received by workers in the course of their work with ionising radiation. Doses detected by the Service at the Alerting Level** but below the Reporting Level will be dealt with exclusively by the Dosimetry Service. When doses above the Reporting Level are recorded, all subsequent investigations and administration will be the responsibility of the Regulatory Service. On completion of its investigation, the Regulatory Services Division will inform the Dosimetry Service on whether or not dose records should be amended. Details of the Service are set out on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

*(*Reporting Level – A penetrating dose of 2 mSv or greater or a superficial dose of 50 mSv or greater in any 16 week period.*

***Alerting Level – A penetrating dose in the range of 0.5 – 2.0 mSv or a superficial dose in the range 13 – 50 mSv in any 4-week period i.e. a dose in excess of one quarter of the Reporting Level).*

Legislation:

The work of this section is principally governed by Part II 7(1)(b) 7(2)(a) of the Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000, S.I. No 125 of 2000.

Customer data are protected by the Data Protection Act, 1988 and 2003.

8.2.5 Calibration Service

The Calibration Service Section does not operate any schemes as defined for the purposes of this reference manual.

The Calibration Service is a commercial service for the calibration of:

- ionising radiation dose rate meters used to measure radiation levels both from natural background and/or radioactive sources in a given environment.
- surface contamination monitors, typically used to detect radioactive spillage on work benches.
- personal monitors/alarms used to give a direct reading of radiation dose to an individual.

Full details on the service are given on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual

The work of this section is principally governed by Part II 7(1)(b,) 7(2)(a) of the Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000, S.I. No 125 of 2000.

Customer data are protected by the Data Protection Act, 1988 and 2003.

8.3 Corporate Services Division

8.3.1 Information Technology / Quality Customer Service Section

The Information Technology / Quality Customer Service Section does not operate any schemes as defined for the purposes of this reference manual.

The functions of the Information Technology / Quality Customer Service Section are set out in the first part of this document – the Section 15 Reference Manual.

The activities of this section are guided by legislation and Government guidelines on public procurement, internet security and data protection 1988 and 2003.

8.3.2 Finance / Administration / Governance

The Section operates Schemes for staff in relation to:
Refund of travel and Subsistence Expenses including Delegates Allowances
Direct payment for health insurance

Direct payment of public transport tickets

This Section is responsible for the management of payroll, accounts payable, banking, petty cash, staff travel and subsistence, central administration and corporate governance. Full details on the service are given in the first part of this document – the Section 15 Reference Manual

The work of the Section is governed in part by sections 16-17 of the Radiological Protection Act. The RPII accounting policies are guided by Government Public Procurement Regulations, EU Procurement Regulations, EU Regulations and Financial Procedures, instructions from the Revenue Commissioners concerning withholding tax and tax clearance certificates etc. Corporate Governance is conducted in line with the guidance for Board Members of State Bodies and Ethics in Public Office regulations.

Refund of Travel and Subsistence Expenses

Travel and Subsistence and Delegates allowances are refunded to staff in accordance with Dept of Finance Circulars, internal circular/staff notices numbers 36 and 47 and Travel Procedures dated 30th March 2006. Copies of these circulars and procedures are available from the RPIIs Finance Section.

Direct payment for health insurance

A direct payment facility is made available to staff for voluntary health schemes in accordance with Dept of Finance Circular Numbers 21/1957, 7/7/2005LP.

Direct payment of public transport tickets

A direct payment facility is made available to staff for purchase of public transport season tickets in accordance with Dept of Finance Circular Number 50/2001 and internal staff notice number 56.

8.3.3 Library

The library is open to outside readers by prior appointment and provides a reference service to researchers, students and members of the public.

The RPII provides a library service as a source of information on radiological protection and issues relevant to the RPIIs activities. Full details on the service are given in the first part of this document – the Section 15 Reference Manual.

Legislation:

The work of the library is governed by the Radiological Protection Act 1991 under section 7(1)(k) to provide information to the public on “any matters relating to radiological safety which the RPII deems fit.”

Members of the public may make an appointment to use the RPII's library by contacting the Librarian on 01-2697766.

8.3.4 Document Management

The Document Management Section does not operate any schemes as defined for the purposes of this reference manual.

The Document Management Section is responsible for the ongoing development of a comprehensive records management system for the RPII – dealing with electronic and paper records and off-site storage management. Full details on the service are given in the first part of this document – the Section 15 Reference Manual

8.3.5 Human Resources

The Section operates schemes relating to flexible working for staff in relation to flexitime, study leave, career breaks and work sharing.

Human Resources Section is responsible for all staffing matters including recruitment and promotion, terms and conditions of employment, administration of the performance management system, co-ordination of staff training and development, and health and safety. Full details on the service are given in the first part of this document – the Section 15 Reference Manual.

The appointment of staff to the RPII is governed by the Radiological Protection Act 1991 Part II sec. 12. The RPII's promotions policy is set out in internal policy dated 14/6/2004. The RPII supports work sharing arrangements as defined in Dept of Finance circular numbers 31/2001 and internal circular numbers 52 and 58. A Health and Safety Management System provides for the requirements of the Safety, Health and Welfare at Work Act 2005.

Flexi-time

All staff up to and including the grade of Assistant Principal and Senior Scientific Officer work in accordance with the RPII's flexi-time rules with flexible start, finish and lunch times. Flexitime rules are available from the Human Resources Section and also in internal circular numbers 9, 17, 49 and 51.

Study leave and career breaks

All staff can avail of study leave and career breaks in accordance with Dept of Finance circular numbers 38/1981, and 18/98 and internal circular numbers 46B and 53.

8.4 Advisory Services Division

8.4.1 Communications

The Communications Section does not operate any schemes as defined for the purposes of this reference manual.

The Communications Section is responsible for providing information and education to the public and media on issues relating to radiological protection.

Full details on the service are given in the first part of this document – the Section 15 Reference Manual.

The work of the Communications Section is governed by the Radiological Protection Act 1991 under section 7(1)(k) to provide information to the public on “any matters relating to radiological safety which the RPII deems fit.”

Provision of Information to the Public

Members of the public may seek information on radiological matters by contacting the Communications Section by post (RPII 3 Clonskeagh Square, Dublin 14), telephone 01-2697766 or email rpii@rpii.ie.

8.4.2 Natural Radioactivity Advice Section

The Natural Radioactivity Advice Section does not operate any schemes as defined for the purposes of this reference manual.

The Natural Radioactivity Advice Section is responsible for providing information and advice to government and the public on the levels and risks from natural radiation in Ireland. Radon is the largest radiation source to the public in Ireland and the section provides specific advice on radon in homes and workplaces. Full details on the service are given on the RPII’s website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

The work of the Natural Radioactivity Advice Section is governed by the Radiological Protection Act 1991 under section 7(1)(k) to provide information to the public on “any matters relating to radiological safety which the RPII deems fit.”

8.4.3 Nuclear Safety Section

Emergency Preparedness

The Emergency Preparedness Section does not operate any schemes as defined for the purposes of this reference manual.

This section deals with the RPII's role in the National Emergency Plan for Nuclear Accidents. The RPII provides technical support to the Plan and operates a 24 on-call duty officer system and a national network of radiation monitoring equipment. Full details on the work of the Section, including on-line radiation monitoring data, are given on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

Legislation:

The Emergency Preparedness Section is principally governed by Part II 7(1) (h,) (I,) 8 (a-h,) of the Radiological Protection Act 1991 and by the Ionising Radiation Order, 2000.

An Information Booklet describing the Emergency Plan for Nuclear Accidents is available free of charge from the Department of the Environment, Heritage and Local Government and the Radiological Protection RPII of Ireland. A copy of both the booklet and leaflet can be downloaded from the RPII website www.rpii.ie.

Reactor Technology

The Reactor Technology Section does not operate any schemes as defined for the purposes of this reference manual.

The Reactor Technology Section provides advice to Government on nuclear fuel cycle activities abroad.

Full details on the work of the Section are given on the RPII's website www.rpii.ie and in the first part of this document – the Section 15 Reference Manual.

9. Useful Links

- Radiological Protection RPII of Ireland - www.rpii.ie
- Department of Finance - www.finance.gov.ie
- Data Protection Commissioner Ireland - www.dataprotection.ie
- Annual Report of the Information Commissioner 2004 - <http://www.oic.gov.ie/en/Publications/AnnualReports/>

10. Main legislative instruments pertinent to the RPII

Full text of legislation is available from the Attorney General's site at www.irishstatutebook.ie.

Radiological Protection Act, 1991 (Number 9 of 1991)

This Act establishes the Radiological Protection RPII of Ireland and sets out the appointment and powers of inspectors (Articles 28 and 29) and the framework for the licensing system (Article 30).

Radiological Protection (Amendment) Act, 2002, Number 3 of 2002.

This Act provides for the making of grants out of funds provided by the Oireachtas for remediation works for houses having certain levels of radon gas and for the administration by the RPII of such grants and to provide for related matters. Breaches of licence conditions, licence fees are also addressed.

Radiological Protection Act, 1991 (Ionising Radiation) Order, 2000 (S.I. No. 125 of 2000)

This statutory instrument gives effect to Council Directive 96/29/Euratom (Basic Safety Standards Directive) and to Council Directive 90/641/Euratom (Outside Workers Directive).

All other legislation is listed under the Regulatory Services Division Section 8.1.

11. Sample Request Form



Radiological Protection Institute of Ireland

An Institiúid Éireannach um Chosaint Raideolaíoch

FREEDOM OF INFORMATION ACTS, 1997 AND 2003

REQUEST FOR ACCESS TO INFORMATION

1. DETAILS OF REQUESTER (PLEASE USE BLOCK LETTERS)

Surname: _____

First Name: _____

Postal Address: _____

Contact Details:

Home: _____ **Business:** _____

Mobile: _____ **Email Address:** _____

2. FORM OF ACCESS

My preferred form of access is: (please tick as appropriate)

To receive photocopies: To inspect the original record:

Other format (Please specify): _____

3. DETAILS OF REQUEST

In accordance with **Section 7** (access to records of the Freedom of Information Act 1997), I request access to records, which are:

Personal

Non Personal

Before you are given access to personal information relating to yourself you may be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.

Please note that requests for non-personal information must be accompanied by a €15 fee, €10 if you are a medical cardholder

NOTES FOR COMPLETING THIS SECTION OF THE FORM

a. If you require access to records (Section 7 Request):

In the space below, please **describe the records as fully as you can**, as this will assist the RPIIs FOI Officer in dealing with your application. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person.

OR

b. If you are requesting amendments to your personal records (Section 17 Request):

In the space below, please indicate which **information is incomplete, incorrect or misleading** and provide the correct version of same.

OR

c. If you are seeking a reason for decision (Section 18 Request):

In the space below, please describe as fully as you can the **decision or act** of the RPII which has affected you and about which you are making your request.

If you require more space to complete your request please attach a page.

PLEASE SIGN HERE: _____ **DATE:** _____

Please send your completed application with appropriate fee (if any) to:

**Freedom of Information Officer, Radiological Protection RPII of
Ireland, 3 Clonskeagh Square, Dublin 14**

Telephone: 01-2697766: Fax: 01-2697437 Email: rpii@rpii.ie

For Office Use Only

Date Received: _____

Form of Identity Produced:

Identity Verified

Birth Certificate

Passport

Consent Confirmed

Driving Licence

Other

