Notice of Decision under The Freedom of Information Act 1982 (the FOI Act)

Applicant:	Jake Gerlach (foi+request-10325-67173802@righttoknow.org.au)
Decision Maker:	Laura Funke
Date of Decision:	17 August 2023
Organisation:	Australian Nuclear Science and Technology Organisation

1. This is my decision and the reasons for my decision in relation to the request made by the Applicant to the Australian Nuclear Science and Technology Organisation (**ANSTO**) on 23 July 2023 seeking access to the following documents under the FOI Act:

'For the period from 1 January 2008 to 31 December 2012, any Controlled Business Management System documents regarding the importance of calibrating pH meters in the nuclear science division. Excluding correspondence such as emails, letters, file notes and experiment specific records relating to the calibration of pH meters.'

2. I note that your previous FOI request dated 18 May 2023 and the practical refusal process. I confirm your agreement to treat your 23 July 2023 FOI request as a new request. Accordingly, I have treated your 18 May 2023 request as withdrawn.

3. I am authorised under section 23 of the FOI Act to make a decision.

DECISION

4. I have identified the following 2 documents relevant to the Applicant's request:

   (i) ANSTO Life Science Equipment Calibration I-3153 effective from 2010
   (ii) Environmental Monitoring Lab Equipment Calibration Schedule S-EM-G-004 effective approved on 15 January 2007

5. I have decided to fully release 2 documents.

6. In making my decision, I had regard to the following:

   (a) The terms of the Applicant's request dated 23 July 2023;

   (b) The content of the identified documents in issue;

   (c) Advice from ANSTO officers with responsibility for matters relating to the documents to which the Applicant sought access;

(d) The relevant provisions of the FOI Act; and

(e) The FOI Guidelines produced by the Office of the Australian Information Commissioner.

Locating and identifying relevant documents

7. Potentially relevant documents were identified by ANSTO's Business Systems Manager using a keyword search in the text of the documents for both "pH meter" and "Calibration".

8. The documents identified in the key word search were then sorted by date and the documents in place during the relevant date range of 1 July 2008 to 31 December 2012 were reviewed to identify any documents relating to the importance of calibrating PH meters in the nuclear science division.

9. I note these documents are historical in nature and do not reflect the current documents in ANSTO controlled document database.

10. Attachment A sets out your review rights.

Laura Funke

Projects and Privacy Officer
Freedom of Information Delegate

Attachment A

Internal review

If you are dissatisfied with this decision, you have certain rights of review available to you. Firstly, under section 54 of the Act, you may apply for an internal review of the decision. It is not necessary to go through ANSTO's internal review process and you may apply for a review by the Information Commissioner (see below). However, the Information Commissioner is of the view that is it usually better to seek an internal review first.

Your application for an internal review must be made within 30 days, or such further period as ANSTO allows, of you receiving this notice.

No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned.

An application for a review of the decision should be addressed to the FOI Coordinator

Email: foi@ansto.gov.au or

Post: Locked Bag 2001 Kirrawee DC NSW 2232

Information Commissioner

You may also apply to the Information Commissioner for a review of the decision, or the subsequent internal review decision made by ANSTO. Your application must be made within 60 days, or such further period as the Information Commissioner allows, of you receiving the notice of an initial decision or a decision made on internal review.

No particular form is required to apply for review although it must give details on how notices may be sent to you (e.g. postal or email address) and include a copy of the notice of the decision given by ANSTO. The application should also contain particulars of the basis on which you dispute the decision.

You can lodge your application with the Office of the Australian Information Commissioner in a number of ways:

Preferred method is online:	www.oaic.gov.au online portal
Post:	GPO Box 5288 Sydney NSW 2001
Fax:	+61 2 6123 5145
Email:	enquiries@oaic.gov.au

Administrative Appeals Tribunal

You may subsequently apply to the Administrative Appeals Tribunal (AAT) for review of a decision made by the Information Commissioner with which you are dissatisfied. An application to the AAT

must be made within 28 days after the day on which you receive the Information Commissioner's decision.

The AAT is a completely independent review body with the power to make a fresh decision. Your application to the AAT should be accompanied by an application fee, which may be refunded in some instances. The fee may be waived by the AAT where financial hardship is shown.

The AAT has a help desk to advise on its procedures. More information is available on the AAT's website www.aat.gov.au.

The AAT preferred method of lodgement is via its online services portal.

The contact details of the AAT are:

Phone: 1800 228 833

Email: generalreviews@aat.gov.au

Locations: https://www.aat.gov.au/contact-us/our-locations

Commonwealth Ombudsman

You may also complain to the Ombudsman concerning action taken by an agency in the exercise of powers or the performance of functions under the FOI Act. There is no fee for making a complaint. The Ombudsman will make a completely independent investigation of your complaint.

The Commonwealth Ombudsman generally will not investigate your complaint unless you have raised it with the agency directly. This gives the agency an opportunity to resolve the complaint first.

Complaints can be made in writing:

Post: GPO Box 442, Canberra ACT 2601

Phone: 1300 362 072

In person: see https://www.ombudsman.gov.au/contact

Online: see https://www.ombudsman.gov.au/what-we-do/Can-we-help-you

Australian Government

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ANSTO Life Science Equipment Calibration
I-3153

Contents

1. Purpose

1.1 The purpose of this document is to provide an overall description of the Equipment maintenance and calibration operation within the ANSTO Life Sciences group.

2. Scope

2.1 This instruction is applicable to relevant equipment within the ANSTO Life Science group. The key equipment to be maintained and calibrated are:

1. Waters HPLC Instruments – Pumps, Autosampler, UV detectors
2. Balances for weighting samples
3. pH meters
4. Finnpipettes
5. Vacuum Pumps
6. Radiation Detectors
7. Capintec.

3. Definitions

3.1 The following definitions have been used in this doc ment:

3.1.1 **HPLC**: High Performance Liquid Chromatography.

3.1.2 **CO_2**: Carbon Dioxide

4. Responsibilities

4.1 It is the responsibility of ANSTO Life Science Technical staff to perform routine checks of HPLC equipment and maintain the Calibration schedule register *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment)* and Logs *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment\Logs and calibrations\Logs\B76 HPLC logs).*

4.2 It is the responsibility of ANSTO Life Science Technical staff to arrange for External calibration, repairs and maintenance.

4.3 External Calibration shall be carried out by Precision Calibration Service for pH Meters and Balances

4.4 External Maintenance shall be carried out by AVT Services for Vacuum pumps.

4.5 Waters HPLC Instrument's Major repairs/Preventative Maintenance shall be carried out:

4.5.1 Instruments under Warranty - Engineers from Waters Australia.

4.5.2 Instruments not under Warranty - Engineers from VK Scientific

5. Prerequisites

5.1 All responsible staff should be trained before carry out relevant Maintenance, calibration and checks of equipments.

5.2 Relevant work instructions are available for reference.

6. Precautions

6.1 There are no precautions associated with this instruction.

7. Method

7.1 HPLC INSTRUMENTS

For further information consult I-3379 HPLC instrument checks and maintenance procedure and/or I-3380 HPLC column regeneration and performance

7.1.1 HPLC pumps:

Pumps flow rate accuracy is checked by using a stop watch and 25ml volumetric flask, and HPLC grade methanol results are recorded in HPLC pumps maintenance logs at *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment\Logs and calibrations\Logs\B76 HPLC logs\B76 pump log).*

7.1.2 HPLC UV detector:

HPLC UV wavelength accuracy test is performed by injecting an Uracil standard into the UV detector and measure, record its maximum absorbance over a range of wavelengths, results are recorded in HPLC UV detector maintenance logs at *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment\Logs and calibrations\Logs\B76 HPLC logs\B76 UV detector log).*

7.1.3 HPLC Autosampler

HPLC Autosampler Injection volume is checked by performing repeated water injections, an average of the results are recorded in HPLC Autosampler maintenance check logs at *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment\Logs and calibrations\Logs\B76 HPLC logs\B76 Autosampler log).*

7.2 BALANCES

7.2.1 Balances are calibrated externally by Precision Calibration annually and test certificates are issued as hard copies and are kept in calibration folders in each lab. Each balance is issued with a sticker showing when the next calibration is due. A record of this is kept in the technical officers office.

7.3 PH METERS

7.3.1 pH meters are calibrated externally by Precision Calibration annually, test certificates are issued as hard copies and are kept in calibration folders in each lab or in the offices of custodian.

7.4 PIPETTES

7.4.1 Pipettes are either calibrated externally by Precision Calibration annually (where test certificates are issued as hard copies and are kept in calibration folders in each lab) or by ANSTO Life Science technical officers by following Pathtech calibration methods - *(T:\R&D\RRI Weekly Meetings/Planning/FinnPipette workshop).* Results are updated in Equipment register and recorded in Calibration and Maintenance data file – *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment\Logs and calibrations\Calibration Maintenance data\Pipette Cal).*

7.5 VACUUM PUMPS

7.5.1 Vacuum pump oil is changed six monthly (depend on pump usage) by AVT Services Pty Ltd or as required by ANSTO Life Science Technical officers. Service logs can be found at *(T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment\Logs and calibrations\Logs\B76 Vacuum Pump oil change logs).*

7.6 RADIATION DETECTORS

7.6.1 Radiation detectors are calibrated annually by ANSTO Radiation services located at Building 4.

7.6.2 Radiation detectors shall be cleared by Health physics before being taken to Building 4 for recalibration by Technical Officers.

7.6.3 Calibration details are updated in Equipment register (*T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment*) by Technical Officers.

7.7 CAPINTEC

7.7.1 Capintec is checked and calibrated by performing Precision and Constancy Test, Linearity Test by using Caesium-137 standard and 99mTC Sodium pertechnetate solution as required.

7.7.2 Calibration results are recorded in Daily Calibration Precision Check Sheet and Linearity Check Calibration Sheet

7.8 FUMEHOOD

7.8.1 The maintenance service for fumehoods are organised by Campus Service every 6 months

7.9 CO_2 CABINET

7.9.1 The maintenance service is performed annually by external company upon request of the instruments' custodian.

7.10 AUTOCLAVE

7.10.1 Autoclaves are serviced annually by external company upon request by Campus Services.

7.11 GAMMA AND BETA COUNTER

7.11.1 The counters are serviced every 6 months by external company (New Scientific) and upon request by ANSTO LifeScience personnel.

7.12 MICRO PET/CT

7.12.1 Periodic maintenance on the Inveon PET/CT is performed 6 monthly by external company (Siemens).

7.12.2 Calibrations are performed by ANSTO personnel.

7.13 MICRO SPECT/CT

7.13.1 Periodic maintenance on the Flex SPECT/CT is performed 6 monthly by external company (GE).

7.13.2 Calibrations are performed by ANSTO personnel.

7.14 FLOWCYTOMETER

7.14.1 Weekly maintenance (which includes turning the machine on and checking the condition of the machine before turning it off) is performed by ANSTO LifeSciences personnel.

7.15 MICROSCOPE

7.15.1 Microscopes are serviced annually by external company (Olympus) as organised by the instruments' custodian.

7.16 CRYOSTAT MICROTOME

7.16.1 Maintenance service is performed annually by external company (Leica) as organised by the instruments' custodian

7.17 EQUIPMENT/CALIBRATION FAILURE

7.17.1 When an equipment or instrument performs outside the acceptable level (fail during calibration, or during equipment failure), the equipment/instrument custodian are to inform the users of the findings and resolved the issue following discussion with the users. The failed equipment/instruments can then be repaired or disposed of.

8. Records

The records information applicable to this instruction is identified in the following table:

Records	Type	Responsibility	Storage Location	Retention	Disposition
Calibration register	Soft	Technical Officers	*T:\R&D\ISO\@Life Sciences Business Management System\ALS7 Administration\Equipment…..*	Indefinite	N/A
External Calibration documents	Hard	Technical Officers	Folders in Laboratories of ANSTO Life	Indefinite	N/A

Records	Type	Responsibility	Storage Location	Retention	Disposition
			Sciences		

9. Appendices

9.1 There are no appendices associated with this instruction

10. References

10.1 There are no references associated with this instruction.

END OF INSTRUCTION

EQUIPMENT	WHAT to Calibrate	WHEN to Calibrate	HOW to Calibrate	Responsibility	Records
pH meter (1) *Radiometer PHM201*	pH 4 and 7	Check before use, re-calibrate if pH varies by more than ± 0.2	Using purchased buffer solutions and follow manufacturer's instructions.	Operator	Calibration folder
Electronic Balances	Mass measurement	Weekly	Using standard calibration masses.	EM staff - Bld 34	Instrument log
Electronic Balances	Check against operating specifications.	Once per year	N/A	External contractor. Organised by Division.	Calibration status indicated via dated sticker. Records kept at Divisional level
Yeo-Kal water quality meter	pH, temperature, turbidity, ORP, EC (2)	Prior to a sampling campaign	According to relevant guide/instruction.	Operator	Instrument log
2 Dose-rate meters: - *Eberline PRM7* - *Contamination monitor*	Dose-rate	Once per year	Deliver to the instrument calibration facility in Bld 4.	EM staff - Bld 34	Records kept by facility. Calibration status indicated by barcoded sticker

Notes:
1. The main use of the pH meter is to adjust the pH of solutions to be set with agar - this is not a critical process.
2. ORP = oxidation/reduction potential; EC = electrical conductivity.