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3701:1-48-23 Record keeping requirements.

- (A) Each licensee shall maintain a copy of its license, license conditions, documents incorporated by reference, and amendments to each of these items until superseded by new documents approved by the director, or until the director terminates the license.
- (B) Each licensee shall maintain records showing the receipts and transfers of all sealed sources and all devices using depleted uranium for shielding and retain each record for three years after it is made. These records must include the date, the name of the individual making the record, radionuclide, number of becquerels (curies) or mass (for depleted uranium), and manufacturer, model, and serial number of each sealed source and/or device, as appropriate.
- (C) Each licensee shall maintain records of the calibrations of its radiation survey instruments that are required under rule 3701:1-48-08 of the Administrative Code and retain each record for three years after it is made.
- (D) Each licensee shall maintain records of leak test results for sealed sources and also for devices containing depleted uranium. The results must be stated in units of becquerels (microcuries). The licensee shall retain each record for three years after it is made or until the source in storage is removed from storage.
- (E) Each licensee shall maintain records of the quarterly inventory of sealed sources and of devices containing depleted uranium as required by rule 3701:1-48-10 of the Administrative Code and retain each record for three years after it is made. The record must include the date of the inventory, name of the individual conducting the inventory, radionuclide, number of becquerels (curies) or mass (for depleted uranium) in each device, location of sealed source and/or devices, and manufacturer, model, and serial number of each sealed source and/or device, as appropriate.
- (F)
 - (1) Each licensee shall maintain utilization logs showing for each sealed source the following information:
 - (a) A description, including the make, model, and serial number of the radiographic exposure device or transport or storage container in which the sealed source is located;
 - (b) The identity and signature of the radiographer to whom assigned; and
 - (c) The plant or site where used and dates of use, including the dates removed and returned to storage.
 - (2) The licensee shall retain the logs required by paragraph (F)(1) of this rule for three years after the log is made.
- (G) Each licensee shall maintain records specified in rule 3701:1-48-11 of the Administrative Code of equipment problems found in daily checks and quarterly inspections of radiographic exposure devices, transport and storage containers, associated equipment, source changers, and survey instruments; and retain each record for three years after it is made. The record must include the date of check or inspection, name of inspector, equipment involved, any problems found, and what repair and/or maintenance, if any, was done.
- (H) Each licensee shall maintain records of alarm system and entrance control device tests required under rule 3701:1-48-12 of the Administrative Code and retain each record for three years after it is made.
- (I) Each licensee shall maintain the following records of training and certification for three years after the record is made:

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- (1) Records of training of each radiographer and each radiographer's assistant. The record must include radiographer certification documents and verification of certification status, copies of written tests, dates of oral and practical examinations, and names of individuals conducting and receiving the oral and practical examinations; and
 - (2) Records of annual refresher safety training and semi-annual inspections of job performance for each radiographer and each radiographer's assistant. The records must list the topics discussed during the refresher safety training, the dates the annual refresher safety training was conducted, and names of the instructors and attendees. For inspections of job performance, the records must also include a list showing the items checked and any items of noncompliance observed by the radiation safety officer for industrial radiography.
- (J) Each licensee shall maintain a copy of current operating and emergency procedures until the director terminates the license. Superseded material must be retained for three years after the change is made.
- (K) Each licensee shall maintain the following exposure records specified in rule 3701:1-48-19 of the Administrative Code:
- (1) Direct reading dosimeter readings and yearly operability checks required by paragraphs (B) and (C) of rule 3701:1-48-19 of the Administrative Code for three years after the record is made.
 - (2) Records of alarm rate meter calibrations for three years after the record is made.
 - (3) Personnel dosimeter results ~~received from an accredited national voluntary laboratory accreditation program (NVLAP) processor~~ until the director terminates the license.
 - (4) Records of estimates of exposures as a result of off-scale personal direct reading dosimeters, or lost, or damaged personnel dosimeters until the director terminates the license.
- (L) Each licensee shall maintain a record of each exposure device survey conducted before the device is placed in storage as specified in paragraph (C) of rule 3701:1-48-20 of the Administrative Code, if that survey is the last one performed in the workday. Each record must be maintained for three years after it is made.
- (M) Each record required by this part must be legible throughout the specified retention period. The record may be the original or a reproduced copy or a microform provided that the copy or microform is authenticated by authorized personnel and that the microform is capable of reproducing a clear copy throughout the required retention period. The record may also be stored in electronic media with the capability for producing legible, accurate, and complete records during the required retention period. Records, such as letters, drawings, and specifications, must include all pertinent information, such as stamps, initials, and signatures. The licensee shall maintain adequate safeguards against tampering with and loss of records.
- (N)
- (1) Each licensee shall maintain copies of records required by this and other chapters at the location specified in paragraph (K) of rule 3701:1-48-04 of the Administrative Code.
 - (2) Each licensee shall also maintain copies of the following documents and records sufficient to demonstrate compliance at each applicable field station and each temporary job site:
 - (a) The license authorizing the use of licensed material;

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- (b) A copy of Chapters 3701:1-38 and 3701:1-48 of the Administrative Code;
- (c) Utilization records for each radiographic exposure device dispatched from that location as required by paragraph (F) of this rule;
- (d) Records of equipment problems identified in daily checks of equipment as required by paragraph (G) of this rule;
- (e) Records of alarm system and entrance control checks required by paragraph (H) of this rule, if applicable;
- (f) Records of direct reading dosimeters such as pocket dosimeter and/or electronic personal dosimeters readings as required by paragraph (K) of this rule;
- (g) Operating and emergency procedures required by paragraph (J) of this rule;
- (h) Evidence of the latest calibration of the radiation survey instruments in use at the site, as required by paragraph (C) of this rule;
- (i) Evidence of the latest calibrations of alarm rate meters and operability checks of pocket dosimeters and/or electronic personal dosimeters as required by paragraph (K) of this rule;
- (j) Latest survey records required by paragraph (L) of this rule;
- (k) The shipping papers for the transportation of radioactive materials required by rule 3701:1-50-05 of the Administrative Code; and
- (l) When operating under reciprocity, a copy of the agreement state or United States nuclear regulatory commission license authorizing the use of licensed materials.