**Section 346.810 Records and Retention Periods**

The licensee shall maintain the following records at the irradiator for the periods specified.

a) A copy of the license, license conditions, documents incorporated into a license by reference and amendments to these materials, until superseded by new documents or until the Agency terminates the license for documents not superseded.

b) Records of each individual's training, tests and safety reviews provided to meet the requirements of Section 346.510(a), (b), (c), (d), (f), and (g), until 5 years after the individual terminates work.

c) Records of the annual evaluations of the safety performance of irradiator operators required by Section 346.510(e), for 5 years after the evaluation.

d) A copy of the current operating and emergency procedures required by Section 346.530, until superseded or the Agency terminates the license.

e) Evaluations of personnel dosimeters required by Section 346.550, until the Agency terminates the license.

f) Records of radiation surveys required by Section 346.570, for 5 years from the date of the survey.

g) Records of radiation survey meter calibrations required by Section 346.570 and pool water conductivity meter calibrations required by Section 346.630(b), until 5 years from the date of each test.

h) Records of the results of leak tests required by Section 346.590(a) and the results of contamination checks required by Section 346.590(b), for 5 years from the date of each test.

i) Records of inspection and maintenance checks required by Section 346.610, for 5 years.

j) Records of major malfunctions, significant defects, operating difficulties or irregularities and major operating problems that involve required radiation safety equipment, for 5 years after repairs are completed.

k) Records of the receipt, transfer and disposal of all licensed sealed sources as required by 32 Ill. Adm. Code 310.40. The licensee shall retain each record of receipt of byproduct material as long as the material is possessed and for 5 years following transfer or disposal of the material. The licensee who disposed of the material shall retain each record of disposal of byproduct material until the Agency terminates each license that authorizes disposal of the material.

l) Records on the design checks required by Section 346.390 and the construction control checks as required by Section 346.410, until the license is terminated. The records shall be signed and dated. The title or qualifications of the personnel signing the record shall be included.

m) Records related to decommissioning of the irradiator as required by 32 Ill. Adm. Code 330.310 and 330.320.

(Source: Amended at 47 Ill. Reg. 9201, effective June 22, 2023)