**Section 351.630 Operating and Emergency Procedures**

Each licensee or registrant shall develop and follow written operating and emergency procedures that cover at least the following:

a) Handling and use of licensed material, including the use of sealed sources in wells without a surface casing for protecting fresh water aquifers, if appropriate;

b) The use of remote handling tools for handling sealed sources and radioactive tracer material except for low-activity calibration sources;

c) Methods and occasions for conducting radiation surveys, including surveys for detecting contamination as required by Sections 351.670(c) through (e);

d) Minimizing personnel exposure, including exposures from inhalation and ingestion of licensed tracer materials;

e) Methods and occasions for locking and securing stored licensed material;

f) Personnel monitoring and the use of personnel monitoring equipment;

g) Transportation of licensed materials to field stations or temporary jobsites, packaging of licensed materials for transport in vehicles, placarding of vehicles when needed, and physically securing licensed materials in transport vehicles during transportation to prevent accidental loss, tampering, or unauthorized removal;

h) Picking up, receiving, and opening packages containing licensed material, in accordance with 32 Ill. Adm. Code 340.960;

i) For the use of tracers, decontamination of the environment, equipment, and personnel;

j) Maintenance of records generated by logging personnel at temporary jobsites;

k) Inspection and maintenance of sealed sources, source holders, logging tools, injection tools, source handling tools, storage containers, transport containers, and uranium sinker bars as required by Section 351.430;

l) Identifying and reporting to the Agency defects and noncompliance as required by 32 Ill. Adm. Code 340;

m) Actions to be taken if a sealed source is lodged in a well;

n) Procedure for notifying proper personnel in the event of an accident; and

o) Actions to be taken if a sealed source is ruptured, including actions to prevent the spread of contamination, minimize the inhalation and ingestion of licensed material, and obtain suitable radiation survey instruments as required by Section 351.330(b).