

- (A) Each licensee or registrant shall use the SI units becquerel, gray, sievert and coulomb per kilogram, or the special units curie, rad, rem and roentgen, including multiples and subdivisions, and shall clearly indicate the units of all quantities on records required by this chapter. The licensee or registrant shall make a clear distinction among the quantities entered on the records such as, total effective dose equivalent, total organ dose equivalent, shallow dose equivalent, lens dose equivalent, deep dose equivalent, or committed effective dose equivalent.
- (B) Each licensee or registrant shall maintain records of the radiation protection program, including the provisions of the program and audits and other reviews of program content and implementation. The licensee or registrant shall retain the records of the provisions of the program until the department terminates each license or registration pertinent to the record. The licensee or registrant shall retain all the other records required by this paragraph for three years after the record is made.
- (C) Records of surveys showing the results of surveys and calibrations required by paragraph (A) of rule 3701:1-38-14 and paragraph (F) of rule 3701:1-38-18 of the Administrative Code shall be maintained and retained by the licensee or registrant for three years after the record is made.
- (D) The licensee or registrant shall retain each of the following records until the department terminates each license or registration pertinent to the record:
  - (1) Records of the results of surveys to determine the dose from external sources of radiation used, in the absence of or in combination with individual monitoring data, in the assessment of individual dose equivalents;
  - (2) Records of the results of measurements and calculations used to determine individual intakes of radioactive material and used in the assessment of internal dose;
  - (3) Records showing the results of air sampling, surveys, and bioassays required pursuant to paragraphs (C)(2)(a) and (C)(2)(b) of rule 3701:1-38-16 of the Administrative Code; and
  - (4) Records of the results of measurements and calculations used to evaluate the release of radioactive effluents to the environment.
- (E) Records of tests for leakage or contamination of sealed sources shall be kept in units of becquerel or microcurie, or multiples thereof, and maintained for inspection by the department for at least three years after the records are made.
- (F) Records of prior occupational dose and exposure history as required in paragraph (E) of rule 3701:1-38-12 of the Administrative Code shall be recorded by the licensee or registrant on a form provided by the department entitled "lifetime occupational exposure history" in accordance with the instructions for completing this form, or in clear and legible records containing all the information required by the same form. The licensee or registrant shall maintain these records until

the department terminates each license or registration pertinent to this record. The licensee or registrant shall retain records used in preparing the form for three years after the record is made.

(G) Records of planned special exposures as required in paragraph (F) of rule 3701:1-38-12 of the Administrative Code shall be maintained by the licensee:

(1) The licensee shall maintain records that describe the following:

- (a) The exceptional circumstances requiring the use of a planned special exposure;
- (b) The name of the management official who authorized the planned special exposure and a copy of the signed authorization;
- (c) What actions were necessary;
- (d) Why the actions were necessary;
- (e) What precautions were taken to assure that doses were maintained ALARA;
- (f) What individual and collective doses were expected to result; and
- (g) The doses actually received in the planned special exposure.

(2) The licensee shall retain the records until the department terminates each license pertinent to these records.

(H) Records of individual dose monitoring results shall be maintained by each licensee or registrant for each individual for whom monitoring is required pursuant to paragraph (B) of rule 3701:1-38-14 of the Administrative Code, and records of doses received during planned special exposures, accidents, and emergency conditions. Assessments of dose equivalent and records made using units in effect before the effective date of these rules need not be changed.

(1) These records shall include, when applicable:

- (a) The deep dose equivalent to the whole body, lens dose equivalent, shallow dose equivalent to the skin, and shallow dose equivalent to the extremities;
- (b) The estimated intake or radionuclides as provided in paragraph (B) of rule 3701:1-38-12 of the Administrative Code;
- (c) The committed effective dose equivalent assigned to the intake of radionuclides; and
- (d) The specific information used to calculate the committed effective dose equivalent pursuant to paragraph (D)(8) of rule 3701:1-38-12 of the Administrative Code; and

- (e) The total effective dose equivalent when required by paragraph (B) of rule 3701:1-38-12 of the Administrative Code; and
  - (f) The total of the deep dose equivalent and the committed dose to the organ receiving the highest total dose.
- (2) The licensee or registrant shall make entries of the records specified in paragraph (H) of this rule at least annually.
- (I) Each licensee or registrant shall maintain the records specified in paragraph (H) of this rule on department form entitled "occupational exposure record for a monitoring period" in accordance with the instructions for completing this form, or in clear and legible records containing all the information required by the same form. The licensee or registrant shall maintain the records of dose to an embryo or fetus with the records of dose to the declared pregnant woman. The declaration of pregnancy shall also be kept on file, but may be maintained separately from the dose records. The licensee or registrant shall retain each required form or record until the department terminates each license or registration pertinent to the record.
  - (J) Each licensee or registrant shall maintain records sufficient to demonstrate compliance with the dose limits for individual members of the public specified in paragraph (A) of rule 3701:1-38-13 of the Administrative Code. Each licensee or registrant shall retain the records required by paragraph (H) of this rule until the department terminates each license or registration pertinent to the record.
  - (K) Records of the disposal of licensed material shall be maintained by each licensee in accordance with paragraphs (C), (D), (F), and (G) of rule 3701:1-38-19, and Chapter 3701:1-54 of the Administrative Code. The licensee shall retain the records required by this paragraph until the department terminates each pertinent license that requires the record.
  - (L) Records of tests performed on entry control devices located in a very high radiation area shall be maintained by each licensee in accordance with Chapter 3701:1-52 of the Administrative Code or registrant in accordance with Chapters 3701:1-66 and 3701:1-67 of the Administrative Code. These records must include the date, time, and results of each such test of function. The licensee or registrant shall retain the records required by this paragraph for at least three years after the record is made.
  - (M) Each record required by this chapter shall be legible throughout the specified retention period. The record shall 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 producing 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, shall include all pertinent information, such as stamps, initials, and signatures. The licensee or registrant shall maintain adequate safeguards against tampering with and loss of records.

Five Year Review (FYR) Dates: 07/01/2015 and 07/01/2020

CERTIFIED ELECTRONICALLY

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Certification

07/01/2015

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Date

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