3701:1-50-03 Communications and records.

(A) Except as otherwise specified, all communications required by this chapter shall be addressed to the bureau of environmental health and radiation protection at:

"Ohio Department of Health

246 North High Street

Bureau of Environmental Health and Radiation Protection

Columbus, Ohio 43215"

If communications are required to be submitted to the United States nuclear regulatory commission use the following address: the director, office of nuclear material safety and safeguards, United States nuclear regulatory commission, Washington, D.C. 20555-0001, or may be delivered in person, at the commission offices, at 11545 Rockville Pike, Rockville, Maryland.

(B) Each record required by this chapter must be legible throughout the retention period specified by each rule. 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 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, 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.

Effective: 02/18/2016

Five Year Review (FYR) Dates: 11/27/2015 and 11/15/2020

CERTIFIED ELECTRONICALLY

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Certification

02/08/2016

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Date

Promulgated Under: 119.03
Statutory Authority: 3748.04
Rule Amplifies: 3748.04
Prior Effective Dates: 10/19/2001, 10/22/06, 9/1/11, 2/18/16