

## **Summary of IEMA Requirements for General Licensees that Possess Certain Measuring, Gauging or Controlling Devices**

Register radioactive devices with the Illinois Emergency Management Agency (IEMA) no later than 30 days after receipt and respond within 30 days of receipt of IEMA's annual self-inspection survey.

Maintain control over radioactive material. Losing a radioactive device may cause IEMA to take escalated enforcement action, including monetary civil penalties. In addition, IEMA may assess all or a portion of the costs incurred to abate violations to responsible operators of radiation installations or other responsible persons.

Ensure that installation, removal, and servicing involving radioactive material, its shielding or safety-related systems are performed by persons specifically licensed or otherwise authorized to do so.

Maintain records of receipt, transfer, use, storage and disposal of radioactive sources until otherwise notified by IEMA. Operate devices in accordance with the manufacturer's instructions and the environmental limitations of the device. Maintain required safety labels in good condition. If a device fails to pass required tests or exhibits failure or damage to its radioactive source shielding, restrict access to the device, prevent unnecessary maintenance activities in the area, employ 'lock-out/tag-out' procedures, provide additional notification to personnel and supervisors, coordinate prompt repairs by licensed/authorized manufacturer or service vendor and notify IEMA as noted below.

Ensure that tests for proper operation of on-off mechanisms and indicators are performed in accordance with the manufacturer's instruction manual. Maintain records of tests performed.

Ensure that tests for contamination or leakage of radioactive material are performed at intervals specified on device labels and in accordance with the leak test kit instructions. Analysis of leak tests must be performed only by authorized entities.

Ensure that radioactive material is not abandoned and that an unwanted device is returned to the manufacturer, properly disposed of by a licensed waste disposal vendor or transferred to a person with a specific license to possess it (unless provided otherwise by the regulations).

Ensure that storage of a device is limited to the two year maximum (exempt if "in standby for future use" with record of quarterly physical inventory).

Update IEMA when the company name or the individuals authorized to speak and act on behalf of your organization change. Notification about any bankruptcy proceedings must also be provided.

Submit payment for fees. Fees for registered devices are billed annually, and payment is due within 60 days after the date of the billing.

Report as follows to IEMA:

- Immediately if a device is lost or stolen.
- Immediately if you notice unusual activities or individuals at or near your facility, if an individual is asking unusual questions about the radioactive devices at your facility or if unknown service vendor wants access to your devices.
- Within 24 hours for an event in which equipment is disabled or fails to function as designed.
- Within 24 hours for an unplanned fire or explosion damaging any device.
- Within 5 days if a device is found to be contaminated by radioactive material or is leaking.
- Within 30 days if an on-off mechanism or indicator fails or there is an occurrence or indication of failure or damage to radioactive material or its containment or shielding.
- Within 30 days after a device is transferred. (No report of a trade-in for replacement.)
- Within 30 days after changing a mailing address or location of use or storage.

Refer to <http://www.illinois.gov/iema/laws/Pages/regs-title32.aspx> for a complete text of the applicable regulations. IEMA's 24-hour emergency number is (800)782-7860. Call Registration and Certification at 217-785-9894 for further information about general licenses, or find excerpts at <http://www.illinois.gov/iema/NRS/RadSafety/Pages/Licensees.aspx> .

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