

**4731.0620 REPORTING REQUIREMENTS.**

Subpart 1. **Immediate notification required.** A licensee must notify the commissioner as soon as possible but not later than four hours after the discovery of an event that prevents immediate protective actions necessary to avoid exposures to radiation and radioactive materials that could exceed regulatory limits or releases of licensed material that could exceed regulatory limits. Reportable events under this subpart include fires, explosions, toxic gas release, or similar hazards.

Subp. 2. **24-hour notification required.** A licensee must notify the commissioner within 24 hours after discovery of any of the following events involving licensed material:

A. an unplanned contamination event that:

(1) requires access to the contaminated area, by workers or the public, to be restricted for more than 24 hours by imposing additional radiological controls or by prohibiting entry into the areas;

(2) involves a quantity of material greater than five times the lowest annual limit on intake specified in part 4731.2750 for the material; and

(3) restricts access to the area for a reason other than to allow isotopes with a half-life of less than 24 hours to decay prior to decontamination;

B. an event in which equipment is disabled or fails to function as designed when:

(1) the equipment is required by rule or license condition to prevent releases exceeding regulatory limits, to prevent exposure to radiation and radioactive materials exceeding regulatory limits, or to mitigate the consequences of an accident;

(2) the equipment is required to be available and operable when it is disabled or fails to function; and

(3) no redundant equipment is available and operable to perform the required safety function;

C. an event that requires unplanned medical treatment at a medical facility of an individual with spreadable radioactive contamination on the individual's clothing or body; or

D. an unplanned fire or explosion that damages any licensed material or any device, container, or equipment containing licensed materials when:

(1) the quantity of material involved is greater than five times the lowest annual limit on intake under part 4731.2750 for the material; and

(2) the damage affects the integrity of the licensed material or its container.

Subp. 3. **Preparation and submission of reports.**

A. A licensee must make reports required under subparts 1 and 2 by telephone to the commissioner according to part 4731.0200, subpart 5. To the extent that the information is available at the time of notification, the information provided in the report must include:

- (1) the caller's name, position, title, and call-back telephone number;
- (2) the date, time, and exact location of the event;
- (3) a description of the event, including:
  - (a) the radiological or chemical hazards involved, including isotopes, quantities, and chemical and physical form of any material released;
  - (b) the actual or potential health and safety consequences to the workers, the public, and the environment, including relevant chemical and radiation data for actual personnel exposures to radiation or radioactive materials or hazardous chemicals produced from licensed materials, for example, level of radiation exposure, concentration of chemicals, and duration of exposure;
  - (c) the sequence of occurrences leading to the event, including degradation or failure of structures, systems, equipment, components, and activities of personnel relied on to prevent potential accidents or mitigate their consequences; and
  - (d) whether the remaining structures, systems, equipment, components, and activities of personnel relied on to prevent potential accidents or mitigate their consequences are available and reliable to perform their function;
- (4) any external conditions affecting the event;
- (5) any additional actions taken by the licensee in response to the event;
- (6) the status of the event, for example, whether the event is ongoing or was terminated;
- (7) the current and planned site status, including any declared emergency class;
- (8) any notifications related to the event that were made or are planned to be made to the commissioner or any local, state, or federal agencies; and
- (9) the status of any press releases related to the event that were made or are planned.

B. A licensee that makes a report required under subpart 1 or 2 must submit a written follow-up report within 30 days of the initial notification. Written reports prepared as required by other rules may be submitted to fulfill this requirement if the reports contain all of the necessary information. The written reports must be sent to the commissioner. The reports must include:

- (1) the probable cause of the event, including all factors that contributed to the event, and the manufacturer and model number, if applicable, of any equipment that failed or malfunctioned;
- (2) the exact location of the event;
- (3) the isotopes, quantities, and chemical and physical form of the licensed involved;
- (4) the date and time of the event;
- (5) corrective actions taken or planned to prevent the occurrence of similar or identical events in the future and the results of any evaluations or assessments; and

(6) the extent of exposure of individuals to radiation or to radioactive materials, without identification of the individuals by name.

**Statutory Authority:** *MS s 144.1202; 144.1203*

**History:** *29 SR 755; 44 SR 239*

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