**Section 341.40 Records**

a) Each licensee shall maintain, for radioactive waste, a record of each shipment of radioactive material not exempt pursuant to USDOT regulations, such as the shipping paper copy, for three years after the material is accepted by the initial carrier. For all other radioactive materials not exempt pursuant to USDOT regulations, each licensee shall maintain a record of each shipment of radioactive material, such as the shipping paper copy, for 375 days after the material is accepted by the initial carrier. The record of each shipment shall show, where applicable:

1) Identification of the packaging by model and serial number;

2) Verification that there are no significant defects in the packaging as shipped;

3) Volume and identification of coolant;

4) Type and quantity of licensed material in each package and the total quantity of each shipment;

5) Date of the shipment;

6) Name and address of the transferee;

7) Address to which the shipment was made;

8) Results of the determinations required by Section 341.10(b)(19) of this Part and by the conditions of the package approval; and

9) In addition, for each item of irradiated fissile material:

A) Identification by model and serial number;

B) Irradiation and decay history to the extent appropriate to demonstrate that its nuclear and thermal characteristics comply with license conditions; and

C) Any abnormal or unusual condition relevant to radiation safety.

b) The licensee shall make available to the Agency for inspection, at any time during shipment or upon 3 days notice after shipment, all records required by this Part. Records are only valid if stamped, initialed or signed and dated by authorized personnel or otherwise authenticated.

c) The licensee shall maintain sufficient written records to furnish evidence of the quality of packaging. The records to be maintained include results of the determinations required by Section 341.10(b)(19) of this Part; design, fabrication and assembly records; results of reviews, inspections, tests and audits; results of monitoring work performance and materials analyses; and results of maintenance, modification and repair activities. Inspection, test and audit records must identify the inspector or data recorder, the type of observation, the results, the acceptability and the action taken in connection with any deficiencies noted. The records must be retained for 3 years after the life of the packaging to which they apply.

(Source: Amended at 30 Ill. Reg. 9160, effective April 28, 2006)