



Minnesota Department of Health
Radioactive Materials Unit

Chapter 4731.8000-4731.8140
Compliance Checklist # 4



The new Minnesota rules for the enhanced physical security of radioactive materials became effective August 17, 2015 and take the place of the Increased Control orders previously issued by the Commissioner of Health and/or the NRC to certain Minnesota licensees. To assist licensees in complying with the changes, we will be providing checklists for you to use in implementing the requirements of Chapter 4731.8000-4731.8140.

4 – Training

- 1. Individuals who have been determined to be trustworthy and reliable must also complete the security training required ... before being allowed unescorted access to category one or category two quantities of radioactive material. 4731.8015 Subp 1B**
Training on the licensee's security plan must be completed **BEFORE** you grant unescorted access.
- 2. Each licensee must conduct training to ensure that those individuals implementing the security program possess and maintain the knowledge, skills, and abilities to carry out their assigned duties and responsibilities effectively. 4731.8055 Subp 3A**
If you have an employee who you are relying on to implement some aspect of your security plan you must conduct training for those employees on their responsibilities, to include:
 - The licensee's security program and procedures
 - The purposes and functions of the security measures employed;
 - The responsibility to report promptly to the licensee any condition that causes or may cause a violation of department requirements;
 - The responsibility of the licensee to report promptly to the local law enforcement agency (LLEA) any actual or attempted theft, sabotage, or diversion of material; and
 - The appropriate response to security alarms.
- 3. Refresher training must be provided at a frequency not to exceed twelve months and when significant changes have been made to the security program. 4731.8055 Subp 3C**
Just like the rule says, every 12 months or when significant changes are made to the program.
- 4. The licensee must maintain records of the initial and refresher training for three years from the date of the training. The trainings records must include dates of the training, topics covered, a list of licensee personnel in attendance, and relate information. 4731.8055 Subp 3D**
Like most other rules, all training records must be kept for three years.

If you have any questions about the new security rules, please contact the Radioactive Materials Unit at: health.ram@state.mn.us or 651-201-4400.