

## 1. Annual Monitoring Records

**DOE Manual 231.1-1A (approved 3/19/04) is in effect for the 2009 data submittals.**

Monitoring records are required to be reported to the Department of Energy (DOE) Radiation Records Repository by March 31 under DOE Order 231.1A and in accordance with the instructions for reporting in DOE Manual 231.1-1A. These records form the basis for the analysis presented in the DOE Occupational Radiation Exposure annual report.

In July of 2007, DOE amended 10 CFR 835. The amendment affects dosimetric terms, organ doses, radiation weighting factors, and tissue weighting factors. The REMS database serves as the repository for DOE occupational exposure and therefore will be modified to meet the changes in Part 835. DOE Manual 231.1-1A, Appendix G, specifies the format and content of the data submitted to the REMS database and will also be modified in accordance with the amendment.

Full compliance is not required until July of 2010, but DOE sites are allowed to implement the changes early and need to have the ability to report under the amendment. During this interim period of implementation, the REMS repository will allow for reporting under the existing Manual 231.1-1A format *and* the revised format that meets the reporting requirements of the amendment. The revised format is optional for the 2008 and 2009 monitoring data and therefore is referred to as the “optional” format for these years.

HS-30 has posted the optional file structure as an update to Appendix G of DOE Manual 231.1-1A to the REMS web site as of December, 2008. In July of 2010, this optional file format will become the required format with the formal change to the Manual. REMS will accept submittals in both formats for the monitoring years 2009 and 2010.

## 2. Submitting Your Records

One of the following addresses should be used to submit the annual monitoring records to the Repository:

For all Packages and Fedex, UPS, Airborne deliveries:

Derek Hagemeyer  
CER/MS 45  
ORAU/ORISE  
1299 Bethel Valley Road  
SC - 200  
Oak Ridge, TN 37830

For regular Mail:

Derek Hagemeyer  
CER/MS 45  
ORAU/ORISE  
PO Box 117  
Oak Ridge, TN 37831-0117

In preparation for sending the records to the repository, please ensure that the proper organization code is used to identify the exposure records. The organization codes and contact information can be accessed on the DOE radiation exposure web site at <http://www.hss.energy.gov/csa/csp/rems/CONTACTS.HTM>. Upon receipt of the records at the repository, a summary of the records will be generated and sent to the site contact for verification. Data submittal to REMS has to comply with HS-30 policy for submitting PII data. The policy is available on the REMS web site.

The REMSView data validation software version (v 2.0) is available at <http://www.hss.energy.gov/csa/csp/rems/reportin.htm> for download. Use REMSView to validate your annual exposure data file against the format and content specified in **DOE M 231.1-1A (approved 3/19/04)** so that you can correct any problems prior to submission to DOE. If you are unfamiliar with REMSView, please read the associate Help file. It is a Java application, so you will need to run it on a machine that has the necessary Java runtime software. This software is quick and easy to download and is available at no cost as described in the help file. You may contact Mr. Hagemeyer at phone: 865-241-3615, e-mail: derek.hagemeyer@orise.orau.gov for any questions concerning the submittal process or REMSView.

**For 2009 data, the REMSView software has been updated to Version 3.0** to validate the optional reporting requirements based on the amendment to 10 CFR 835. The software is now available on the REMS web site. Version 3.0 will validate the data file against the “optional” format in accordance with the amendment to 10 CFR 835.

### **3. Description of Activities or Events Involving Radiation Exposure**

In addition to the exposure records required, DOE has determined that further information is needed to adequately analyze and present the exposure information in the annual report. The requested information is specified in DOE M 231.1-1A, Appendix G, item 1.

Provide text that briefly summarizes activities at your site pertaining to radiation exposure during the monitoring year. The summary should identify any special projects that were conducted during the year that significantly contributed to the exposure received by workers. The summary should be limited to one paragraph and only needs to address major projects and issues. Feel free to include any additional information you feel is useful in providing a better understanding of exposures at your site.

Provide a brief explanation of the change (up or down) in collective dose from the previous monitoring year. If any specific dose parameter has changed significantly (e.g., more than 10 percent change from last year), such as the total effective dose equivalent (TEDE), committed effective dose equivalent, neutron, or extremity dose, please note the reason for the change.

For any individuals who exceeded 2 rems TEDE, or any DOE occupational dose limit, please provide a brief description of the events resulting in the exposure, including the root cause and corrective action taken. If the exposure is summarized in an occurrence report, you only need to provide the occurrence report number.

#### **4. As Low As Reasonably Achievable (ALARA) Project Descriptions**

The on-line version of the “DOE Occupational Radiation Exposure” annual report includes a section on “ALARA Activities at DOE.” This section is intended to share successful and/or unique ALARA projects and techniques at DOE sites. In addition to providing a forum for the sharing of ALARA techniques, this section provides an opportunity for sites to present information on special projects that reflect positively on sites' radiation protection programs.

The submittal should describe the activities in sufficient detail to provide a basic understanding of the project, the radiological concerns, and the activities initiated to reduce dose. Projects need not have occurred during reported monitoring year but should be recent, preferably within the past 2 years if they have not already been submitted.

The submittal should address the following:

- Mission statement;
- Project description;
- Radiological concerns;
- Information on how the process implemented ALARA techniques in an innovative or unique manner;
- Estimated dose avoided;
- Project staff involved;
- Approximate cost of the ALARA effort;
- Impact on work processes, in person-hours, if possible (may be negative or positive);
- Point-of-contact for follow-up by interested professionals.

Color photographs and graphic images are encouraged, and selected images will be included in the report. Please provide high-resolution (large) printed photos or high-resolution digital photographs, preferably in jpg format.

Please note for your convenience that an electronic form is now available to submit your ALARA activity descriptions on-line. This submittal form will help to standardize the reported information. To fill out the form on-line, go to:

<http://www.hss.energy.gov/CSA/analysis/rems/rems/ALARA.cfm>

#### **5. Schedule**

Responses to items 1-3 above should be submitted with the annual monitoring records on or before March 31.

Item 4 is optional. If you wish to submit an ALARA project description for the 2009 report, please notify us by March 31, 2010. Complete ALARA project descriptions are due by April 30, 2010.