

Please note: The REMS Reporting Guide, the AU-23 policy on reporting PII data, and the annual data submittal notification are also available at: <http://energy.gov/ehss/policy-guidance-reports/databases/occupational-radiation-exposure>.

1. Annual Monitoring Records

Monitoring records are required to be reported to the Department of Energy (DOE) Radiation Records Repository by **March 31** under DOE Order 231.1B and in accordance with the online REMS Reporting Guide attached. These records form the basis for the analysis presented in the DOE Occupational Radiation Exposure annual report.

The REMS database serves as the repository for DOE occupational exposure as required by 10 CFR 835. The reporting requirements are located in the REMS Reporting Guide which is attached to the email requesting 2015 data.

2. Submitting Your Records

Data submittal to REMS must comply with AU-23 policy for submitting PII data which is attached to this email.

For 2015 data, use REMSView Version 3.1 to validate the reporting requirements based on the amendment to 10 CFR 835 so that you can correct any problems prior to submission to DOE. If you do not have a copy of REMSView Version 3.1 already downloaded on your desktop, feel free to download the zip file located: <http://energy.gov/ehss/downloads/remsview-validation-application-version-31>.

You may contact Mr. Hagemeyer by phone: 865/241-3615, or e-mail: derek.hagemeyer@orau.org for any questions concerning the annual submittal or REMSView validation process. Due to PII data, please **DO NOT** email a data submittal to the repository. Be sure to use the secure data file submittal web page at: <https://apps.orau.gov/CER/FileSubmission/Form>

Upon receipt of the records at the repository, a summary of the records will be generated and sent to the site contact for verification.

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 following template should be used as a guide in reporting the additional requested information for each reporting site or facility.

The collective TED for the monitoring year is [_____] person-rem. This represents a ____% [*increase/decrease*] from the value for the previous monitoring year.

The primary reason for this change was due to:

[Insert text describing the contributors to the changes in the collective TED. The text should focus on the primary reasons for the change in collective TED and order the changes from the highest impact to the lowest. Changes can involve a change in the facility operating status, an increase or decrease in work involving radiation exposure, or changes in processes or procedures in radiation monitoring in the workplace. The text should be limited to a paragraph and provide an overall summary rather than an exhaustive list of all operational changes. Sites are welcome to include any additional information that would help understand changes in collective TED. If a site is composed of more than one major facility, a description should be provided for each major facility.]

[If any specific dose parameter has changed significantly (e.g., more than 10 percent change from last year), such as the committed effective dose (CED), neutron, or extremity dose, please note the reason for the change.]

The number of individuals exceeding 2 rems TED for this monitoring year: [___]

[Provide a text description of each event including root cause or corrective action taken - or - the DOE Occurrence Report number for the event.]

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.

For your convenience an electronic form is available to submit your ALARA activity descriptions and is located: <http://energy.gov/ehss/downloads/line-alara-project-submittal-form-report-alara-project-descriptions-rem>

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 2015 report, please notify us by March 31, 2016. Complete ALARA project descriptions are due by April 30, 2016.