



# U.S. Department of Energy

Oak Ridge Operations

ORO O 440 Chapter VI Change 1
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**DATE:** 03-31-98

## **SUBJECT: RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES**

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1. PURPOSE. This Chapter correlates to DOE N 441.1, RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES, dated September 30, 1995, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces:
  - a. ORIG 5480.11C, RADIATION PROTECTION FOR OCCUPATIONAL WORKERS, dated November 12, 1993.
  - b. ORIG N 5480.15C, DEPARTMENT OF ENERGY LABORATORY ACCREDITATION PROGRAM FOR PERSONNEL DOSIMETRY, dated March 30, 1995.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, management and operating contractors, and other contractors as determined by the cognizant contracting officer.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) sets that may not include requirements referenced or included in DOE N 441.1 or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
  - a. Assistant Manager for Environment, Safety, and Quality (AMESQ).
    - (1) Provides radiological control program support to line management, working with the Radiological Control Program Advisors of the affected DOE program offices.
    - (2) Maintains DOE employee records.
    - (3) Maintains records of radiological surveys conducted in buildings and vehicles used and controlled by ORO.
    - (4) Provides DOE employees with an annual report of their dose or upon their request.
    - (5) Provides terminating DOE employees within 90 days of the last day of employment a report that summarizes their radiation dose for the total period of employment at ORO.

- (6) Ensures that personnel dosimetry programs under their jurisdiction are initially accredited and reaccredited every two years.
- (7) Ensures that personnel dosimetry programs under their jurisdiction select proper DOE Laboratory Accreditation Program irradiation categories.

- (8) Ensures implementation of proposed plans to effect necessary changes in equipment, procedures, and/or personnel.
  - (9) Reviews applications for accreditation for dosimetry programs and, after concurring, transmits to the cognizant Secretarial Officer (CSO) for review and forwarding to the Administrator for the Laboratory Performance Evaluation Program for appropriate action.
  - (10) Reports to the Manager on status and operations of the radiological control programs in ORO.
  - (11) Using DOE health physicists, provides radiological control program support.
  - (12) Provides for routine communications with the radiological control program advisers of the affected DOE program offices and counterparts at other sites.
- b. Contracting Officers/Contracting Officers' Representatives.
    - (1) Implement the provisions of this Chapter for activities for which they have direct or custodial responsibility.
    - (2) Provide information concerning accreditation received from the Administrator for the Laboratory Performance Evaluation Program to contractors, as applicable.
  - c. Principal Staff ensure that employees receive appropriate radiological training and that they have the necessary radiological personnel monitoring (dosimeters/bioassay).
  - d. Employees report special (nonoccupational) radiological exposures, such as medical diagnostics/therapeutic exposures, in writing to AMESQ.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES.
- a. Title 10 CFR Part 835, Occupational Radiation Protection.
  - b. DOE N 441.2, EXTENSION OF DOE N 441.1, RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES, dated September 19, 1996.
7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
9. ATTACHMENTS.  
Attachment 1 - Contractor Requirements Document.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

1. Complete and submit an initial application for a DOE Laboratory Accreditation Program performance evaluation through the Assistant Manager for Environment, Safety, and Quality (AMESQ) who must concur on the application.
2. Submit dosimeters for testing upon request of the Performance Evaluation Program Administrator. Each test requires three separate submissions of dosimeters at intervals of approximately one month.
3. Evaluate irradiated dosimeters in terms of the unit specified in DOE/EH-0027 and report the values to the Performance Evaluation Program Administrator.
4. Allow site assessors to examine all aspects of the program, including facilities, equipment, dosimeters, procedures, notebooks, records, reports, position descriptions, personnel qualifications, and training documentation.
5. Respond in writing within 45 days of receipt of the site assessment report to any recommendation. Responses should be sent to the Performance Evaluation Program Administrator with the concurrence of the AMESQ. The response shall include corrective action, as appropriate, and completion dates.
6. Within 60 days, identify and implement plans to make appropriate changes in equipment, procedures, and/or personnel to achieve a program capable of receiving accreditation in the event that accreditation is denied. Plans shall have the concurrence of the AMESQ.
7. Apply and complete testing procedures and onsite assessment for reaccreditation before each 2-year anniversary of the initial accreditation.