

U.S. Department of Energy

Oak Ridge Office

ORO O 440
Chapter VI
Change 6

DATE: 04/24/2008

SUBJECT: RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES

1. PURPOSE. This Chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to Oak Ridge Office (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 440, Chapter VI, Change 5, RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES, dated May 22, 2006.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, management and operating contractors to the extent set forth in their contract, 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 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, Health (AMESH).
 - (1) Provides radiological control program support to line management, working with the Radiological Control Program Advisors of the affected DOE program offices.
 - (2) Maintains ORO employee dosimetry records.
 - (3) Provides DOE employees with an annual report of their dose or upon their request, in accordance with requirements set forth in 10 Code of Federal Regulations (CFR) 835.801(a).
 - (4) Upon request, provides terminating DOE employees, within 90 calendar days of the last day of employment, a report that summarizes their radiation dose for the total period of employment at ORO, based on available records.
 - (5) Reviews applications for accreditation for dosimetry programs and, after concurring, transmits to the cognizant Secretarial Officer for review and forwarding to the DOE Laboratory Accreditation Program (DOELAP) Performance Evaluation Program Administration for appropriate action.

- (6) Reports to the Manager, ORO, on status and operations of the radiological control programs in ORO.
 - (7) Using DOE health physicists, provides radiological control program support.
 - (8) 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 Officer's 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 ensures that employees receive appropriate radiological training and that they have the necessary radiological personnel monitoring (dosimeters/bioassay).
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES.
- Title 10 CFR Part 835.801(a), OCCUPATIONAL RADIATION PROTECTION.
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 identified in Paragraph 3 of this Chapter will accomplish the following, to the extent set forth in their contract and/or as determined by the cognizant Contracting Officer:

1. Complete and submit an application for a Department of Energy Laboratory Accreditation Program (DOELAP) performance evaluation through the Line Assistant Manager who must concur on the application.
2. 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.
3. Respond in writing within 45 calendar days of receipt of the site assessment report to any recommendation. Responses should be sent to the DOELAP Performance Evaluation Program Administrator with the concurrence of the Line Assistant Manager. The response will include corrective action, as appropriate, and completion dates.
4. Within 60 calendar 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 will have the concurrence of the Line Assistant Manager.
5. Apply and complete testing procedures and onsite assessment for reaccreditation before each 2-year anniversary of the initial accreditation.