

**Please note:** The REMS Reporting Guide, the AU-23 policy on reporting PII data, and the annual data submittal notification are also available at: <https://www.energy.gov/ehss/downloads/radiation-exposure-monitoring-systems-data-reporting-guide>.

## 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 2020 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 2020 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:

<https://www.energy.gov/ehss/downloads/remsview-validation-application-version-31>.

Please contact REMS Support by phone: 865.576.5092, or e-mail: [REMS\\_support@orau.org](mailto:REMS_support@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://oriseapps.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.

### *Activities Involving Radiation Exposure*

- Add bulleted list to give brief description of the activities involving radiation exposure

### *Changes in Dose*

- Add bulleted list to give brief description of the reasons for increase/decrease in dose

## 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.

## 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 2020 report, please notify us by March 31, 2021. Complete ALARA project descriptions are due by April 30, 2021.