

REMS Data Submittal Notice

Please note: The REMS Reporting Guide, the EH-12 policy on reporting PII data, and the annual data submittal notification are also available at:

<https://www.energy.gov/ehss/occupational-radiation-exposure-reporting-guidance>.

1. Annual Monitoring Records

Monitoring records are required to be reported to the Department of Energy (DOE) Radiation Records Repository by **March 31** 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.

2. Submitting Your Records

Data submittal to REMS must comply with EH-12 policy for submitting PII data which is attached to this email.

Use REMSView Version 4.0 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 4.0 already downloaded on your desktop, feel free to download the zip file located:

<https://www.energy.gov/ehss/articles/remsview-validation-application-version-40>. It is also acceptable to continue to use REMSView Version 3.1 since the update does not include changes to the validations.

Please contact REMS Support by phone: 865.576.5092, or e-mail: 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 reported, 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. Schedule

Responses to the items listed above should be submitted with the annual monitoring records on or before March 31st.