

Energy Employee Occupational Illness Compensation Program (EEOICPA)

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The Energy Employees Occupational Illness Compensation Act (EEOICPA) was enacted to ensure fairness and equity for the civilian men and women who, during the past 50 years, have performed duties uniquely related to the nuclear weapons production and testing programs of the Department of Energy (DOE) and its predecessor agencies by establishing a program to provide efficient, uniform, and adequate compensation for beryllium-related health conditions; and heavy metal-, toxic chemical-, and radiation-related health conditions.

The Office of Former Worker Screening Program (FWP) has developed a list of records that are essential for DOE to fulfill its role under EEOICPA and FWP.

Records for Subtitle B and Subtitle E Claims

Employment Records

- ◆ Employment Personnel Files
- ◆ Personnel Action Forms
- ◆ Employee / Job Position Descriptions
- ◆ Job Assignment Outlines
- ◆ Performance Appraisals / Annual Reviews
- ◆ Job Acceptance Notices
- ◆ Termination Notices
- ◆ Human Resources Personnel Databases
- ◆ Personnel Security Badges
- ◆ Personnel Security Badging Databases
- ◆ Training Records / Training Records Database (rare use...if nothing else available)

Toxic Exposure Records

- ◆ Industrial Hygiene Sampling Data
- ◆ Industrial Hygiene Hazard Assessments
- ◆ Industrial Hygiene Databases
- ◆ Safety Reports
- ◆ Site-Developed Area Descriptions and Associated Hazards
- ◆ Site-Developed Job Descriptions and Associated Hazards

Medical Records

- ◆ Occupational Medical Files
- ◆ Incident / Accident Reports
- ◆ X-Ray Reports
- ◆ General Physicals
- ◆ Various Lab Work Results
- ◆ Notice of Injuries
- ◆ Notice of Return to Work
- ◆ Letters to/from Physicians
- ◆ Occupational Medical Databases
- ◆ Worker's Comp Files / Database

*This list is not all inclusive but should provide enough information to show the types of records, including those under the Privacy Act systems of records quarried for EEOICPA requests by the Government.

Dose Exposure Records

- ◆ Annual Summary Dose Reports
- ◆ Locator Cards (indicating dates, location and contractor/subcontractor of dosimeter assigned)
- ◆ Daily Area Exposure Reports
- ◆ Quarterly Area Exposure Reports
- ◆ Whole Body Reports
- ◆ Urinalysis Reports
- ◆ Bioassay Results
- ◆ Radiological & Environmental Sciences Lab Reports (by month)
- ◆ Visitor Dosimetry Badging Reports
- ◆ Incident / Accident Reports
- ◆ Various Radiological Control Databases
- ◆ Various Indexed Details Databases

Facility Records

- ◆ Facility Maps, Building Maps/Floor Plans/drawings
- ◆ Facility Descriptions
- ◆ Facility Based Hazard Assessment/Inventory Records/Databases
- ◆ Facility Monitoring Records/Databases
- ◆ Facility Safety Analysis Reports
- ◆ Facility/Building Close Out Records

Project Records (For Projects involving Radiation/Hazardous Materials)

- ◆ Contracts
- ◆ Project Reports
- ◆ Hazard Assessments
- ◆ Monitoring Data
- ◆ Project Close Out Records

Environmental Records

- ◆ Site ASER/Annual Environmental Reports
- ◆ Environmental Monitoring Databases

Contractor Close-out Records

- ◆ Due Diligence Reports/Records

Records must be generated, safeguarded, maintained and dispositioned in accordance with DOE and other applicable Federal requirements included or referenced in the contract. In particular, in accordance with **36 CFR, Subchapter B, "Records Management"**:

- ◆ Because of their intrinsic value, best practices to preserve information and records shall be used when records are transferred from one organization or contractor to another.
- ◆ Comprehensive inventories, indexes, finding aids, databases, and other related information are to be transferred to the new custodian of the records.
- ◆ As directed by the government, all federal records in the possession of the contractor shall be transferred to an approved storage facility or as directed by the Government. This facility may be a NARA records storage facility, a DOE records storage facility or site, or a commercial records storage facility.
- ◆ The original records or best available copies are to be provided. If copies rather than original documents are transferred, the contractor shall provide documents that are legible and reproducible.