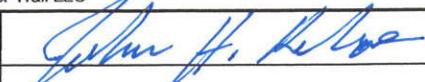
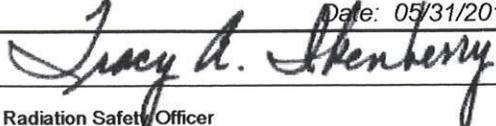


Approved by:		
	General Manager	Radiation Safety Officer

**STANDARD OPERATING PROCEDURE**

**15.RPP.10**

**DETERMINATION OF PRIOR OCCUPATIONAL DOSE**

**1.0 OBJECTIVE**

Collect prior occupational dose information which could be needed in the event of a planned special exposure, and to comply with Colorado Regulations. Details of Planned Special Exposures are to be found in SOP 15.RPP.08 Radiation Work Permits.

**2.0 SCOPE**

This standard operating procedure (SOP) governs the collection and maintenance of prior occupational dose information which is required by the Colorado Regulations. It governs how the information will be collected and how prior dose will be estimated in the event that more accurate information is available.

**3.0 POLICY**

The RSO will collect and maintain Prior Occupational Dose Information in compliance with Colorado Regulations. Prior Dose Information will be collected for all employees and temporary employees that may reasonable be expected to receive an occupational dose beyond that permitted to the general public.

**4.0 RESPONSIBILITIES**

Responsibilities of the CHDT RSO, CHDT management, and other Clean Harbors staff are defined in the Radiation Protection Plan (SOP 15.RPP.01). The CHDT RSO shall be responsible for collecting and maintaining prior occupational dose information.

**5.0 GENERAL PROCEDURE**

**5.1 Current and Prior Years**

For each individual who is likely to receive, in a year, an occupational dose requiring monitoring pursuant to 4.18, the licensee or registrant shall determine the occupational radiation dose received during the current year; and attempt to obtain the records of lifetime cumulative occupational radiation dose.

**5.2 Planned Special Exposures**

Prior to permitting an individual to participate in a planned special exposure, the licensee or registrant shall determine: the internal and external doses from all previous planned special exposures; and all doses in excess of the limits, including doses received during accidents and emergencies, received during the lifetime of the individual; and all lifetime cumulative occupational radiation dose.

**5.3 Written Statement**

The RSO may accept, as a record of the occupational dose that the individual received during the current year, a written signed statement from the individual, or from the individual's most recent employer for work involving radiation exposure, that discloses the nature and the amount of any occupational dose that the individual received during the current year.

#### **5.4 Documented Cumulative Exposure History**

The RSO may accept, as the record of lifetime cumulative radiation dose, an up-to-date Department Form R-16, Cumulative Occupational Exposure History, or equivalent, signed by the individual and countersigned by an appropriate official of the most recent employer for work involving radiation exposure, or the individual's current employer, if the individual is not employed by the licensee or registrant.

#### **5.5 Request Records From Employer**

The RSO may obtain reports of the individual's dose equivalent from the most recent employer for work involving radiation exposure, or the individual's current employer, if the individual is not employed by the licensee or registrant, by telephone, telegram, facsimile, or letter. The licensee or registrant shall request a written verification of the dose data if the authenticity of the transmitted report cannot be established.

#### **5.6 Department Form R-16**

The RSO shall record the exposure history, on Department Form R-16, or other clear and legible record, of all the information required on that form. The form or record shall show each period in which the individual received occupational exposure to radiation or radioactive material and shall be signed by the individual who received the exposure. For each period for which the licensee or registrant obtains reports, the licensee or registrant shall use the dose shown in the report in preparing Department Form R-16 or equivalent. For any period in which the licensee or registrant does not obtain a report, the licensee or registrant shall place a notation on Department Form R-16 or equivalent indicating the periods of time for which data are not available.

#### **5.7 Assumed Dose Limit**

If the RSO is unable to obtain a complete record of an individual's current and previously accumulated occupational dose, the licensee or registrant shall assume that for the current year, the allowable dose limit for the individual is reduced by 12.5 mSv (1.25 rem) for each quarter for which records were unavailable and the individual was engaged in activities that could have resulted in occupational radiation exposure. The individual will not be available for planned special exposures during the current year.

#### **5.8 Record Retention**

Records of Form R-16 or equivalent will be retained per SOP 15.RPP.03.

### **6.0 REFERENCES**

6 CCR 1007-1