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ATOMIC ENERGY COMMISSION

INSTRUCTION
OR-

HEALTH AND SAFETY

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Monthly Reports from Health Physics Departments

FOR: Directors of Health Physics and Radiation Survey Departments.
(Through: Atomic Energy Commission Contracting Officers, O.R.D.O.)

1. All directors of health physics departments will submit regular routine monthly reports of the activities of their departments to the Medical Advisor's Office of the Oak Ridge Directed Operations on the 15th of each month.

2. These reports will contain pertinent information on the following general subjects:

   a. Report of routine radiation surveys conducted during that month. These will include the following:

      (1) Building surveys.

      (2) Laboratory surveys.

      (3) Mud, water and air surveys.

      (4) Special equipment surveys.

   b. Report of personnel monitoring activities, to include:

      (1) Total number of film badges, ring meters, neutron films and pocket meters processed.

      (2) Number of overexposures of each occurring in b.(1) above.

      (3) Action taken, if any.

      (4) All above tolerance readings on hand, shoe and glove counts.

   c. Any unusual radiation exposures, laboratory accidents or radiation problems.

   d. Information on research and development concerning radiation monitoring instruments and other protective devices which will materially aid the function of the health physics department.

   e. Information on current or anticipated programs for the training of health physicists and other medical and biological research personnel.

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f. Personnel classification and allocation of time during the month, to include number of personnel employed, professional status, respective duties and a time allocation sheet covering all functions of the health physics department.

R. V. Cook
Deputy Manager, Field Operations

	Division	Initials	Date approved
Initiated by	: Med. Advisor's Off.		
Approved by	: Executive		

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