

9.0 Documents and Records

Documentation related to the services and activities of the IDP is of two general types: program and technical assessment. These types of documentation, as well as the documentation of changes, are briefly described in this chapter. [A detailed listing of program documents can be found in the program's Records Inventory and Disposition Schedule \(RIDS\) maintained by the Program Manager.](#)

9.1 Program Documentation

Program documentation includes a variety of reports and manuals that provide information related to the design and operation of the IDP. Program documentation is provided primarily by the following three documents:

- The Methods and Models of the Hanford Internal Dosimetry Program, PNL-MA-860, which includes technical methods, supporting evidence, and reference information used to provide the technical foundation for the IDP. PNL-MA-860 supercedes the *Technical Basis for Internal Dosimetry at Hanford*, PNL-6866 (Sula, Carbaugh, and Bihl 1991).
- The *Hanford Internal Dosimetry Program Manual*, PNL-MA-552 (i.e., this manual), which describes the services and capabilities provided by the IDP, including policies, recommendations for good practice, general guidance to contractor dosimetry organizations, and statements of bioassay capabilities.
- The *Hanford Internal Dosimetry Procedures Manual*, PNL-MA-565, which includes procedures for the day-to-day operations of the IDP, including records management, communications, data review, and exposure evaluation documentation.

These documents help to ensure the long-term consistency, continuity, and quality of the IDP. In addition to these documents, a number of ancillary reports and documents describe specific aspects of IDP operation. These documents include program plans, the QA plan ([LSC-026](#)), computer codes, Analytical Services Laboratory activities, measurement laboratory statements of work, and QA activities. A summary list of program documentation is provided in Table 9.1. The process for changing program documents is described in the QA Plan.

9.2 Technical Assessment Documentation

Technical assessment documentation includes reports and records that provide information related to the technical products of the IDP, that is, bioassay measurements and internal dose assessments. These assessments may be documented in formally issued topical reports, in letter reports, or as database entries. A summary of the types of IDP technical assessment documentation and their disposition is provided in Table 9.2.

Table 9.1. Summary of Program Documentation for the Hanford Internal Dosimetry Program

Title or Subject	Content	Form^(a)	Custodian	Storage	Disposition
<i>Methods & Models of the Hanford Internal Dosimetry Program</i> (PNL-MA-860)	Technical support for program	1, 3	IDP ^(b)	PNNL ^(c) -controlled	Permanent
<i>Technical Basis for Internal Dosimetry at Hanford</i> (PNL-6866; Sula, Carbaugh, and Bihl 1991) OBSOLETE	Technical support for program	1, 3	IDP	PNNL-controlled	Permanent
<i>Hanford Internal Dosimetry Program Manual</i> (PNL-MA-552)	Policies, services, capabilities, and recommendations	1, 3	IDP	PNNL-controlled	Permanent
<i>Hanford Internal Dosimetry Procedures Manual</i> (PNL-MA-565)	Daily operating procedures	1	IDP	PNNL-controlled	Permanent
<i>In-Vivo Monitoring Program Manual</i> (PNL-MA-574)	Technical support for the IVMP including policies, services, and capabilities	1	IVMP ^(d)	PNNL-controlled	Permanent
<i>In-Vivo Monitoring Program Procedure Manual</i> (PNL-MA-554)	Daily operating procedures	1	IVMP	PNNL-controlled	Permanent
Quality Assurance Plan (LSC-026)	QA requirements for program operations	1	IDP	PNNL-controlled	Permanent
Records Inventory and Disposition Schedule/File Index	Reference of program responsibilities	1	IDP	PNNL-controlled	Permanent
Vendor Procedures Manual	Excreta analysis and other procedures	2	HRRPL ^(e)	Historical Files ^(f)	Permanent
Vendor contract - statement of work	Requirements for services as provided by the Analytical Services Laboratory	1	PNNL	PNNL Subcontracts	Permanent
Hanford Personnel Dosimetry Advisory Committee	Committee minutes	1, 2	HRRPL	Historical Files	Permanent
Interim Change Notice	Program change documentation and support	1, 2	HRRPL	Historical Files	Permanent
Vendor Quality Assurance Manual	Vendor's quality assurance program	1, 2	HRRPL	Historical Files	Permanent
Program computer codes	Design guide and user's guide to software implemented by the IDP. Also validation and verification results.	1, 2	HRRPL	Historical Files	Permanent
Quality assurance audits	Audit of Internal Dosimetry Program	1, 2	HRRPL	Historical Files	Permanent
(a) 1 = hardcopy report. 2 = microfilm or optical disk. 3 = web page (b) IDP = Internal Dosimetry Program. (c) PNNL = Pacific Northwest National Laboratory. (d) IVMP = In -Vivo Monitoring Program. (e) HRRPL = Hanford Radiation Records Program Library. (f) Historical Files = Hanford Radiation Protection Historical Files.					

Table 9.2. Summary of Technical Assessment Documents for the Hanford Internal Dosimetry Program

Title or Subject	Content	Form ^(a)	Custodian	Storage	Disposition
Internal dose assessments	Documentation of worker dose assessment	2	HRRPL ^(b)	Worker radiation exposure files	75 years
Bioassay data	Excreta and in vivo measurement results	3	HRRPL	REX personnel file	75 years
Bioassay capabilities and recommendations	Description or discussion of specific bioassay or dosimetry applications, supplemental to Technical Basics and Program Manuals	1, 2	HRRPL	Historical Files ^(d)	Permanent
Excreta laboratory(s) annual quality control for FY 1984 - 200X ^(c)	Annual letter report of excreta laboratory internal quality control samples	1	HRRPL	Historical Files	Permanent
Results of the PNNL QC oversight program for FY 1984 - 200X	Annual letter report of summary of IDP quality control audit sample program	1, 2	HRRPL	Historical Files	Permanent
Vendor laboratory records	Records and documents supporting excreta sample analyses	1	Vendor, DOE	Temporary storage by vendor; permanent storage as raw records by DOE	75 years
In-Vivo Monitoring Program records	Records and documents supporting in vivo measurements	1, 2, 3	IVMP, ^(e) HRRPL	Temporary storage by IVMP; permanent storage by DRL as Historical Files	75 years

- (a) 1 = hardcopy report.
2 = microfilm and/or optical disk storage media.
3 = magnetic storage media.
- (b) HRRPL = Hanford Radiation Records Program Library.
- (c) Not applicable June 1990 through November 1991. Seven laboratories were used during this period. Their QA sample results were summarized in the letter reports for the PNNL audit program.
- (d) Historical Files = Hanford Radiation Protection Historical Files.
- (e) IVMP = In Vivo Monitoring Program.

Modifications to technical assessments are documented as follows:

Dose Assessment - A revised Evaluation Report is prepared with a summary to the worker and the contractor dosimetry representative. The entire report is placed in the worker's radiation exposure file. The revised evaluation is identified using the Evaluation Number sequence described in Section 3.2.2.

In Vivo Measurement - A notice of correction to an in vivo record is issued by the IVMP staff in the form of a letter to HRRP. The correction letter describes the reason for the change and the new result. The original correction letter is filed in the worker's radiation exposure file.

Excreta Measurement - A notice of correction to an excreta REX record is issued by the generating laboratory to Internal Dosimetry. The correction is reported verbally and in writing. Internal Dosimetry submits the correction to Dosimetry Records data processing personnel, and the original notice is filed in the worker's radiation exposure file

9.3 References

Pacific Northwest National Laboratory (PNNL). *Hanford Internal Dosimetry Program Manual*, PNL-MA-552. Richland, Washington. (Internal manual.) Available at URL <http://www.pnl.gov/eshs/pub/pnnl552.html>.

Pacific Northwest National Laboratory (PNNL). *Hanford Internal Dosimetry Procedures Manual*, PNL-MA-565. Richland, Washington. (Internal manual.).

Pacific Northwest National Laboratory (PNNL). *Methods and Models of the Hanford Internal Dosimetry Program*, PNNL-MA-860. Richland, Washington. (Internal manual.) Available at URL <http://www.pnl.gov/eshs/pub/pnnl860.html>.

Pacific Northwest National Laboratory (PNNL). "Quality Assurance Plan for the Operation of the Hanford Internal Dosimetry Program," QA Plan No. LSC-026. Richland, Washington. (Internal document.)

Sula, M. J., E. H. Carbaugh, and D. E. Bihl. 1991. *Technical Basis for Internal Dosimetry at Hanford*. PNL-6866, Rev. 1, Pacific Northwest Laboratory, Richland, Washington.