



## INSTRUCTIONS FOR COMPLETING DOE F 5484.8

### Termination Occupational Exposure Report

#### 1. GENERAL INSTRUCTIONS

- a. Pursuant to DOE 5484.1, a Termination Exposure Report summarizing whole body exposures recorded during the period of employment by DOE and DOE contractor shall be prepared upon termination.
- b. Please print all information. The letter 'O' should be printed 'Ø' to differentiate it from the number zero. Similarly, the letter 'Z' should be printed 'Z̄' to differentiate it from the number '2'. Several of the data items require data to be right justified (R.J.), written from the right hand side of the field, while others require data to be left justified (L.J.), written from the left hand side of the field. All months and days should be represented by two-digit numbers (e.g., September 3, 1941, should be written, 09-03-41).
- c. Only one character per indicated space is allowed. Do not use more than the allotted spaces on the form.
- d. PREPARED BY, DATE, ORGANIZATION, AND ADDRESS—This information is for reference, should future verification be required from the individual who originally encoded the summary information. If cards or tapes are submitted, this portion of DOE F 5484.8 should be completed and submitted with them.
- e. For each individual reported, there must be identification data ('1' in the column 80) and either external exposure data ('2' in column 80) or internal exposure data ('3' in column 80). The '2' or '3' cards, as many as necessary, should be grouped and follow the '1' card when transmitted to assure that all exposure data for an individual is reported.

#### 2. SPECIFIC INSTRUCTIONS

- a. **SOCIAL SECURITY NUMBER:** Enter social security number of individual being reported. Use the word "none" for individuals without a social security number and "unknown" for those who refuse to reveal it. In either case, the entry should be left justified.
- b. **HIRE:** Enter date the individual was hired. For visitors, hire dates are not required.
- c. **NAME:** Enter the first name of the individual starting in column 22, the middle initial in column 37, and the last name starting in column 38. If there is no middle initial, leave that box blank.
- d. **BIRTH:** Enter birthdate of individual.
- e. **TERMINATION:** Enter the date the individual was terminated. For visitors, the end exposure date will be the same as the termination date.
- f. **CONTRACT CODE:** A unique identifier assigned to each contractor and DOE office reporting to the Radiation Exposure System. The code should be left justified in the field with hyphens included and spaces trailing. This section and item 7, Type, must always be completed and consistent for all cards (1 through 3).
- g. **TYPE:** Enter alphabetic character to indicate type of organization:
  - (1) 'C' = DOE Contractor
  - (2) 'G' = DOE Office
- h. **BEGIN:** Enter beginning monitoring date of exposure for external exposure reports.

- i. **END:** Enter ending monitoring date of exposure for external exposure reports.
- j. **AREA EXP:** Enter 2-character code to indicate the area of exposure:

(1) 'WB' = Whole Body	(5) 'EX' = Exterimity
(2) 'SK' = Skin	(6) 'EY' = Eye
(3) 'HN' = Hands	(7) 'HD' = Head
(4) 'FA' = Forearms	(8) 'GN' = Gonads
- k. **EXTERNAL EXPOSURE:** Indicate the total dose in REMS that was recorded for the specified part of body during the indicated period of exposure; use seven digits, three decimal positions. If the total dose was recorded as being minimal (i.e., Less than measurable by the monitoring system employed), place an 'M.' Right justify data and omit the decimal point, e.g., Code 1.252 as 1252.
- l. **TYPREC:** Always equal 'T' for terminated employees. Always equal 'V' for report of visitor exposure.
- m. **TYPEXP:** Always equal 'E' for external.
- n. **BEGIN:** Enter beginning date of exposure for internal exposure reports.
- o. **END:** Enter ending date of exposure for internal exposure reports.
- p. **ORGAN CODE:** Enter 2-digit code to indicate organ affected:

(1) Lung	28	(8) Liver	56
(2) Bone	11	(9) Testes	78
(3) Digestive System	50	(10) Prostate	77
(4) Whole Body	00	(11) Thyroid	96
(5) Kidney	71	(12) Ovary	87
(6) Spleen	07	(13) Muscle	13
(7) Pancreas	59	(14) Adrenal Gland	93
- q. **INTERNAL EXPOSURE:** Enter estimate of internal desposition; seven digits, three decimal positions (right justify numbers omit the decimal point, e.g., code 45.252 as 45252). If the total dose was recorded as being minimal (i.e., less than measurable by the monitoring system employed), place an 'M.'
- r. **METH. DOSE:** Method of determining dose:

(1) B	– Bioassay
(2) IV	– In-vivo count
- s. **ORGAN CODE:** Second organ code (see number 16, if required).
- t. **UNITS:** Unit of measure codes:

(1) Microcuries	'C'	(4) % of Lung Burden	'G'
(2) Micrograms	'D'	(5) % of Thyroid Burden	'H'
(3) % of Body Burden	'E'	(6) % of Kidney Burden	'L'
- u. **NUCLIDE:** Enter the deposited nuclide(S), left justified. Use the proper Isotope notation as listed in the Table, order DOE 5480.1 Chapter XI, omitting hyphens and spacing. If the dose resulted from a mixture of nuclides, list the major contributors consecutively (i.e., Cesium 137 and Cobalt 60 would be code CS137CØ60).
- v. **TYPREC:** Always equal 'T' terminated employees. Always equal 'V' for report to visitor exposure.
- w. **TYPEXP:** Always equal 'I' for external.