

Subject: ALARA* Review Committee Charter	Effective Date: August 14, 2015	Initiated by: Chairperson, ES&H Executive Board
	Supersedes: Revision 5, dated 12/8/06	Approved: Director

Management System (Primary): 09.00 ESH and Integrated Safety Management (ESH)
Management System Owner: Head, ES&H
Management Process: 09.08 ES&H - Radiation Safety / Protection / Nuclear Safety
Process Owner: Head, ES&H
Sub-Process: 09.08.04 ALARA
Sub-Process Owner: Head, Safety; Manager, Health Physics
Subject Matter Experts (SMEs): ALARA Chairperson; Head, ES&H; Manager, Health Physics

Introduction

Title 10 Code of Federal Regulations Part 835 (10CFR835) places heavy emphasis on the requirement to maintain radiological exposures that result from DOE sponsored activities as low as reasonably achievable (ALARA). Implementation guidance related to 10 CFR 835 directs that each DOE activity that handles sources of radiation establish an ALARA committee to ensure that this purpose is accomplished.

The ALARA Review Committee (ALARARC) is a Resource Subcommittee which supports the ES&H Executive Board. The ALARARC is made up of ten Laboratory employees.

- Steve Langish (Chairperson)
- George Ascione (ALARA Coordinator)
- Patricia Bruno (Health Physics)
- Andrew Carpe (Engineering)
- Ray Camp (Engineering)
- Charles Gentile (Tritium)
- Catherine Saville (Dosimetry)
- Dan Stevens (Engineering)
- James Dunnigan (Site Protection)
- Timothy Stevenson (NSTX-U)

Members will serve for two years, at which time they may be reappointed. Five voting members must be present to meet the quorum requirements for a meeting. ALARARC meetings will be held, as needed. The ALARARC can request the services of specific Laboratory employees to serve as resource members.

Responsibilities

The ALARARC makes recommendations to the ES&H Executive Board to improve progress toward minimizing radiation exposure and radiological releases. It evaluates activities such as construction and design of facilities and systems, planned major modifications or work activities, as well as experimental test plans for radiological exposure, waste and release minimization. The committee receives the results of all radiological control reviews and audits, both internal and external, and reviews the overall conduct of the PPPL Radiological Control Program.

The ALARARC is responsible for:

* ALARA - As Low As Reasonably Achievable

Reviewing, for approval, plans for PPPL operations that may involve exposure to individuals of effective dose equivalents of one or more person rem.

Reviewing radiation work permits for activities for which independent ALARA review is required as detailed in the PPPL ALARA Plan.

Reviewing radiological control incidents and accidents that result in the initiation of Occurrence Reporting and recommending corrective measures to the ES&H Executive Board when requested.

Periodically reviewing the overall Radiological Control Program to determine its effectiveness and recommending, as necessary, changes in the resources programmed by management towards the accomplishment of radiological control goals.

Recommending to management, via the ES&H Executive Board, realistic administrative radiological control levels and goals so that planned work can be accomplished both efficiently and with a minimum of exposure to workers and the public.

Documenting minutes of meetings, including approvals of supporting documentation and providing these to the Head of ES&H for recordkeeping.

Reviewing data for trends and reporting trends to the ES&H Executive Board.

Reference Document

- 10 CFR 835 Occupational Radiation Protection
- O-021 ES&H Executive Board Charter
- PPPL Radiological ALARA Plan

Training

- Head, Best Practices 1. Distributes this charter to supervisors via email upon revision or change.

Records Requirements Specific To This Charter

Records Custodians assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
ALARA Committee Minutes, reports, and supporting documentation	Head, ES&H	ES&H Department files	Reference PPPL records schedule 348 and DOE schedule A1--(21.3.b.1). Permanent record: Cut off the file at the close of FY. Transfer to NARA in 5 yr blocks, 25 yrs after cutoff. NARA