

Non-DOE Assignment Notification Form

Product ID: [685](#) | Revision ID: 2634 | Date Published: 15 August 2023 | Date Effective: 15 August 2023

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/radFormNonDOEAssignment.pdf>

To ensure accurate and complete dose reporting, SLAC employees and *special individuals*, as defined in Department of Energy Order 231.1B, Change 1, "Environment, Safety, and Health Reporting" ([DOE O 231.1B, Chg 1 \[Admin Chg\]](#)), acting in an official capacity at a non-DOE facility and monitored for occupational radiation exposure must provide the monitoring results to SLAC within 30 days of receipt. To facilitate tracking, the employee or special individual must submit this form and obtain concurrence from the Radiation Protection (RP) Department before going on assignment. Completed forms and resulting reports will be maintained by RP. (See [Radiological Safety: Personnel Dosimeter Requirements](#) [SLAC-I-760-0A07S-001].)

Worker's name (<i>print</i>)		
SLAC ID number	Date of birth	Department
Assignment location/facility/organization		
Assignment address		
Assignment duration (expected)		
Occupational exposure range on assignment (expected, mrem/yr) <input type="checkbox"/> 0–100 <input type="checkbox"/> 100–350 <input type="checkbox"/> 350–500* <input type="checkbox"/> >500**		
*Occupational exposures greater than 360 mrem/yr total effective dose must be approved by the SLAC ALARA Committee		
Worker's signature (<i>sign</i>)	Date	
Supervisor's name (<i>print</i>)		
Supervisor's signature (<i>sign</i>)	Date	

*Occupational exposures greater than 360 mrem/year total effective dose must be approved by the Radiation Protection Department head, associate laboratory director, and radiological control manager (see [Radiological Control Manual](#) [SLAC-I-720-0A05Z-001], Section 212.2).

**No person shall be allowed to go above the administrative control level of 500 mrem TED per year without the prior approval of the SLAC laboratory director or designee.