



**Department of Energy**

Office of Science  
Fermi Site Office  
Post Office Box 2000  
Batavia, Illinois 60510

March 24, 2022

Ms. Martha Michels  
Chief Operating Officer  
Fermilab  
P.O. Box 500  
Batavia, IL 60510

SUBJECT: DEPARTMENT OF ENERGY ASSESSMENT OF FERMILAB'S  
RADIATION PROTECTION PROGRAM AND ENVIRONMENTAL  
RADIATION PROTECTION PROGRAM

Dear Ms. Michels:

This purpose of this letter is to notify Fermilab Research Alliance (FRA) that the Department of Energy (DOE), in conjunction with the Fermi Site Office (FSO), will conduct an assessment of Fermilab's Radiation Protection Program (RPP) and Environmental Radiation Protection Program (ERPP). The review will commence Monday, May 2, 2022, with an entrance conference being planned for 9:00 AM CST. An invite will be sent out shortly. Our current plan is to conduct a closeout meeting at 2:30 PM CST on Friday, May 6, 2022.

The scope and schedule for various planned activities are enclosed. Please provide a Laboratory point of contact to assist the review team in coordinating logistics and retrieving necessary information. Please distribute this information further, as needed.

As always, we will appreciate your cooperation affording DOE access to the appropriate documents, individuals, and field activities needed to complete this review.

If you have any questions, please contact Rachel Madiar, of my staff, at extension x2449.

Sincerely,

Roger E. Snyder  
Acting Site Office Manager

cc:

J. Serra, SC-4  
D. Favret, SC-4

W. Begner, SC-FSO  
J. Scott, SC-FSO  
R. Madiar, SC-FSO  
A. Kenney, FRA  
M. Quinn, FRA  
M. Schoell, FRA

Enclosure:

As Stated

### Fermilab Radiation Protection Program and Environmental Radiation Protection Program Review

Scope: An independent review of Fermilab's RPP and ERPP will be conducted by DOE on May 2 – May 6, 2022. This review will be conducted in accordance with the FSO procedures for assessments. The review will consist of interviews and discussions with the appropriate Fermilab personnel, review of previous assessments, observations and field visits. Multiple document requests are anticipated; however, the Assessment Team will attempt to batch all document requests to prevent burdening Fermilab personnel with excessive administrative tasks. By mutual consent between Fermilab and the Assessment Team Leader, documents may be emailed to the team or placed on a Fermilab file sharing platform such as Box or SharePoint. Fermilab is requested to provide the Assessment Team with requested documents as soon as practical, but no later than April 15, 2022.

Daily briefings between the Assessment Team, the Fermi Site Office and Fermilab may be held to discuss developing issues and unmet needs. A daily briefing may be canceled by mutual consent.

The schedule of activities and interviews with Fermilab personnel will be determined prior to the start of review with consideration given to all personnel work schedules and Matthew Quinn, Senior Radiation Safety Officer of Fermilab, will be the principal point of contact for this review.

Agenda:

The assessment will examine the implementation of portions of Fermilab's RPP and ERPP and the effectiveness of the programs in protecting the workers, the public, and the environment. Elements of the programs to be assessed will be determined based on consultations between the Assessment Team and Fermi Site Office personnel. Specifically, the assessment will address:

- Fermilab's RPP as required by 10 CFR 835, *Occupational Radiation Protection*,
- Fermilab's ERPP as required by DOE O 458.1, *Radiation Protection of the Public and the Environment*, and
- Fermi Site Office oversight of Fermilab as required by DOE O 226.1B, Implementation of Department of Energy Oversight Policy.

Tentative Schedule:

The assessment will be conducted in accordance with the following schedule (subject to change):

First document request to Fermilab:	(March 24 – April 15)
Document review:	(March 24 – May 1)
Assessment in-brief:	May 2, 2022
Field work (Virtual if necessary):	May 2 – 5, 2022
Out-brief:	May 6, 2022

- 5/2 – 8:00-9:00, Executive Session
- 5/2 - 9:00-10:00, Kick-off Meeting
- 5/2 – 10:00-12:00, Meeting with ES&H Section
- 5/2 - 1:00-4:30, Interviews & Observations
- 5/3 – 8:00-9:00, Executive Session
- 5/3 - 9:00-12:00, 1:00-3:30, Interviews & Observations
- 5/3 – 3:30-4:30, Daily de-brief
- 5/4 – 8:00-9:00, Executive Session
- 5/4 - 9:00-12:00, 1:00-3:30, Interviews & Observations
- 5/4 – 3:30-4:30, Daily de-brief
- 5/5 - 9:00-3:30, Executive Session and TBD
- 5/5 – 3:30-4:30, Daily de-brief
- 5/6 - 9:00-11:00, Interviews & Observations,
- 5/6 – 12:00-2:30, Executive Session
- 5/6 – 2:30-3:30, Closeout Meeting