

**ORIA NOTIFICATIONS FOR RADIOLOGICAL INCIDENTS**



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**ORIA Notifications for Radiological Incidents**

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**Review of this procedure will take place every two (2) years unless policy or operational changes require more frequent review.**

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**ORIA Notifications for Radiological Incidents**

**Revision History**

<b>Rev. No.</b>	<b>Rev. Date</b>	<b>Revision</b>	<b>Responsible Official/Author</b>
1		<p><b>Revision Issue</b> Revision of ORIA Notification for Radiological Emergencies (EPA-402R12003, Rev. 1, January 2012).</p> <p>Reformatted and rewritten to be consistent with QA/G-6 using Development, Review, and Approval of ORIA Radiological Emergency Response Team Standard Operating Procedures (EPA-402-R-06-010 rev 2.0, November 5, 2018, as a template.</p> <p>Ensured acronyms were consistent with 2020 ORIA organization.</p> <p>Renamed the RERT Commander as the RERT Notification Lead to more closely align the assigned duties for this SOP that have evolved since the previous version.</p> <p>Specified that the point-of-contact for RERT Notifications is the RERT Hotline with back-up by the RERT Notification Leads. Primarily expect notifications from the HQ EOC Watch Office.</p> <p>Added the RERT_ER_Notifications@epa.gov email distribution list to receive copies of all RERT notifications.</p> <p>Removed the RERT Hotline from the required National Response Center notification list.</p> <p>Formalized documentation requirements for notifications.</p>	H. Arrigoni, CREM



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## 1. Objective/Purpose

This Standard Operating Procedure (SOP) formally establishes the Office of Radiation and Indoor Air (ORIA) initial, primary, and secondary notification procedures for radiological incidents. This procedure is designed to ensure timely notification of organizations both internal and external to the U.S. Environmental Protection Agency (EPA). Notification is the initial official and formal communication of the occurrence of a radiological incident. Prompt and accurate information sharing is key to making timely and informed response decisions.

This procedure is consistent with the EPA Radiological Emergency Response Plan, which explains the EPA framework for radiological incident response, and with the ORIA Radiological Emergency Response Team (RERT) Concept of Operations Plan (ConOps), which describes EPA, ORIA, and RERT roles in responding to such incidents.

Use of the SOP provides the following benefits:

- Consistency in performance,
- Improved credibility and defensibility,
- Reduced errors and omissions, and
- Increased efficiency in performing tasks.

## 2. Applicability/Scope

ORIA management and members of the RERT are the primary users of this administrative SOP. This procedure applies to all ORIA personnel at EPA Headquarters (HQ) in Washington, DC, including the Radiation Protection Division (RPD), the National Analytical Radiation Environmental Laboratory (NAREL) in Montgomery, AL, and the National Center for Radiation Field Operations (NCRFO) in Las Vegas, NV. This procedure also applies to all regional personnel serving in RERT positions; however, this procedure does not supersede any existing regional procedures on the topic for those personnel.

This procedure does not apply to routine programmatic notifications within ORIA or staff notifications within the NCRFO, NAREL, and RPD.



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### 3. Summary of Procedures

**The point-of-contact for ORIA for all notifications of a radiological incident is the RERT Hotline at 702-528-1740**, which is answered by the RERT On-Call Duty Officer (RERT DO)<sup>1</sup> or one of the RERT Notification Leads.<sup>2</sup>

The initial notification to the RERT Hotline of most radiological incidents will normally be received from the EPA HQ Emergency Operations Center (HQ EOC) Watch Officer. **Following the initial call from the HQ EOC, a notification email that includes more information about the incident should be sent to RERT\_ER\_Notifications@epa.gov.** The email address will automatically distribute incident information to the appropriate RERT personnel.

In some cases, other EPA personnel (such as the Regional Radiation Program contact or the Regional On-Scene Coordinator (OSC)) may receive an initial notification of a radiological incident from another federal agency, a state/local/tribal/territorial government representative, or the public. If this occurs, the person receiving the notification should contact the RERT Hotline to ensure that the report is received and documented by the RERT.

Whenever the RERT DO receives notification of a radiological incident, the RERT DO will document the notification. Primary notifications will be made by the RERT DO, and an initial assessment as to whether further action may be necessary by the RERT will be performed. The initial assessment concerning the need for further RERT action is made by the RERT DO in coordination with the Regional Radiation Program contact, the Regional OSC, and the RERT Notification Lead, as necessary.

If further RERT actions are required, or if RERT assets are requested, the RERT Notification Lead will initiate secondary notifications to RERT Management.

### 4. Acronyms

- CEM                    Center for Environmental Monitoring – NAREL
- CERLS                Center for Environmental Radioanalytical Laboratory Science – NAREL

<sup>1</sup> The RERT On-Call Duty Officer position is staffed by personnel at NCRFO and at NAREL. The person on duty is rotated monthly.

<sup>2</sup> Unlike a 9-1-1 call center, the RERT Hotline may not be immediately answered outside of normal business hours. All callers to the RERT Hotline must leave a voice message if the Hotline is not answered and then proceed to call the on-duty RERT Notification Leads (again, leaving a voice message if the call is not immediately answered). The RERT DO or the RERT Notification Lead(s) will return the call as soon as possible.

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CPT	Center for Planning and Training – NCRFO
CREM	Center for Radiological Emergency Management – RPD
CRIO	Center for Radiation Information and Outreach – RPD
CRPR	Center for Radiation Preparedness and Response – NCRFO
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
HQ	Headquarters
IAEA	International Atomic Energy Agency
ICS	Incident Command System
NAREL	National Analytical Radiation Environmental Laboratory
NCRFO	National Center for Radiation Field Operations
NRF	National Response Framework
NRC	National Response Center
OAR	Office of Air and Radiation
OEM	Office of Emergency Management
ORIA	Office of Radiation and Indoor Air
OSC	Regional On-Scene Coordinator
PDO	Regional Phone Duty Officer
RERT	Radiological Emergency Response Team
RERT DO	RERT On-Call Duty Officer
RPD	Radiation Protection Division
SOP	Standard Operating Procedure

## 5. Personnel Responsibilities

### **RERT On-Call Duty Officer (RERT DO)**

Designated personnel from NCRFO and NAREL staff rotating in the RERT DO position.

For purposes of this SOP, duties include:

- Staffing the RERT Hotline which receives initial notification of radiological incidents,
- Providing primary notifications of radiological incidents to Regional Radiation Program contact(s) and RERT Notification Lead(s),



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- Determining the need for RERT actions based on incident information,
- Serving as a point of contact during subsequent notifications and requests for information and/or support, and
- Documenting incident notifications and initial actions taken

**RERT Coordination Team**

The **RERT Coordination Team** consists of six Center Directors having emergency response coordination duties:

- Center for Environmental Monitoring (CEM) Director
- Center for Environmental Radioanalytical Laboratory Science (CERLS) Director
- Center for Planning and Training (CPT) Director
- Center for Radiation Preparedness and Response (CRPR) Director
- Center for Radiological Emergency Management (CREM) Director
- Center for Radiation Information and Outreach (CRIO) Director

The **CREM Director** leads the RERT Coordination Team. For purposes of this SOP, RERT Coordination Team duties include:

- Preparing the activation and deployment recommendations for RERT senior management (ORIA, RPD, NCRFO, and NAREL Directors); and
- Initiating secondary notifications of RERT senior management, other EPA partners, and other federal agencies.

The **CREM Director** also maintains the **RERT\_ER\_Notifications@epa.gov** distribution list to include the RERT Coordination Team and other designated RERT personnel. The distribution list will be verified and updated annually, or more frequently, if required.

**RERT Notification Lead**

The following Center Directors serve as RERT Notification Leads:

- CEM Director
- CPT Director
- CRPR Director



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For purposes of this SOP, duties include:

- Participating as a backup RERT On-Call Duty Officer (all duties listed above apply); and
- Initiating secondary notifications of RERT Coordination Team.

**RERT Management**

The **RERT Management** consists of:

- CEM Director
- CERLS Director
- CPT Director
- CRPR Director
- CREM Director
- CRIO Director
- NAREL Director
- NCRFO Director
- RPD Director
- ORIA Director

The Directors of ORIA, RPD, NAREL, and NCRFO are considered RERT senior management.

**Notifications Protocol**

The **PRIMARY** method for all **notifications** in response to a radiological incident is **PERSON-TO-PERSON**. This includes face-to-face, telephone, video conferencing, etc. Person-to-person notification includes any direct communication between two or more parties.

Emailing, texting, or other indirect exchanges are supplementary notification methods and should be used only for documenting primary notifications or exchanging supporting information.



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## 6. Notification Procedures

### 6.1 Initial Notification of a Radiological Incident

The single point-of-contact for ORIA for the initial notification of a radiological incident is the **RERT Hotline at 702-528-1740**. **Following the notification call, an email that includes more information about the incident should be sent to RERT\_ER\_Notifications@epa.gov**. The email address will automatically distribute information to the appropriate RERT personnel.

The RERT Hotline is staffed by the RERT DO. Unlike a 9-1-1 call center, the RERT Hotline may not be immediately answered. If the Hotline is not answered, the caller should leave a voice message and then contact the backup on-duty Notification Lead (see Appendix C, Radiological Incident RERT Notification Procedure, RERT On-Call Duty Officer Staffing Schedule, and RERT ER Notifications Distribution List).

All RERT initial notifications are to go to the RERT Hotline and are independent of the type of incident (See Appendix A, Figure A.1, Initial Notification). Follow-up emails detailing the incident are to be sent to RERT\_ER\_Notifications@epa.gov.

- For most domestic, non-terrorist incidents, the HQ EOC Watch Officer will receive notification from the National Response Center (NRC)<sup>3</sup>. The NRC serves as an emergency call center that receives initial reports for pollution and railroad incidents and forwards that information to appropriate federal/state agencies for response. The NRC also contacts the Regional Phone Duty Officer (Regional PDO) and the Regional On-Duty OSC (OSC), as well as other relevant agencies and departments. The telephone call is followed by an email that includes more information about the incident and a unique identifier assigned by the NRC for the incident.

After notification from the NRC, the HQ EOC Watch Officer contacts the RERT Hotline and forwards the NRC incident email to the RERT ER Notifications distribution list, in accordance with Appendix C.

Most of the radiological incidents reported do not require additional RERT actions (see §6.2).

- Under some circumstances, another federal agency may notify the HQ EOC Watch Officer, or a state/local/tribal/territorial agency may notify the Regional OSC or Regional Radiation Program contact of a domestic, non-terrorist radiological

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<sup>3</sup> In the past, the NRC also directly contact the RERT Hotline. With this revision, the RERT Hotline is removed from the NRC direct notification list. The RERT Hotline will receive notification from the HQ EOC Watch Officer instead.



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incident. In these instances, the EPA person receiving the notification should contact the RERT Hotline (so that normal primary notifications may be performed and documented), following the procedure in Appendix C, and send a follow-up email that provides details of the incident and any actions taken or requested to RERT\_ER\_Notifications@epa.gov as detailed in Appendix C.

- In some cases, a domestic, non-terrorist radiological incident may not be reported to the HQ EOC. In other cases, an incident may not be initially considered an “emergency response” worthy incident; however, RERT support may be later identified as being needed to properly address the environmental impact of the incident. In either case, when any person in EPA is notified of an incident or if RERT assets are requested from either within or outside of EPA, the RERT Hotline should be notified so that normal primary notifications may be performed and documented. If RERT assets are requested, then the RERT Coordination Team will notify the HQ EOC Watch Officer.
- For a terrorist threat or actual event involving the use of nuclear weapons, improvised nuclear devices, radiation dispersion devices, or other radiological materials, the Department of Homeland Security (DHS) may contact EPA’s Office of Emergency Management (OEM). OEM will contact the HQ EOC who will then contact the RERT Hotline. OEM may also contact the ORIA Director.
- For significant foreign radiological emergencies, the International Atomic Energy Agency (IAEA) notifies the Department of State which then notifies the HQ EOC. The HQ EOC will contact the RERT Hotline.
- If any person in ORIA other than those listed above receives a notification regarding a radiological incident, that person should contact the RERT Hotline and provide the received information. The RERT DO will contact the relevant Regional PDO and the Regional Radiation Program Contact. The RERT DO may also contact the person who originally reported the incident to obtain more information to aid in determining the need for RERT support.

For all initial notifications, the RERT DO will document the notification and upload the information to ER Tracker on the RERT SharePoint site (see §10. Reference Section for link). The “RERT Duty Officer Notification Record” form (see Appendix B) is used to capture the required information so that it may be uploaded to ER Tracker. Only RERT DOs have access to the ER Tracker on the RERT SharePoint site. In the event non-DO personnel complete a DO Notification Record form, the completed form will be emailed to the CRPR Director for inclusion in ER Tracker.

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## 6.2 Primary notifications and initial RERT support assessment

**After receiving notification of a radiological incident, the RERT DO will make person-to-person primary notification to the Regional Radiation Program contact.** During non-business hours or if the Regional Radiation Program contact is unavailable, the RERT DO will contact the Regional EOC or a Regional OSC. See Appendix A, Figure A.2, Primary Notifications.

**The RERT DO, in consultation with the Regional Radiation Program contact and the Regional OSC, if needed, will perform an initial assessment of the need for RERT support (e.g., consultation, field support, or laboratory support).** The process of determining the need for RERT support may also involve consultation with the RERT Notification Lead(s) and/or other management officials.

**INITIAL ASSESSMENT: If any of the following criteria are met, the RERT DO will notify the on-duty RERT Notification Lead.**

- RERT consultation support is requested. This occurs when a region, state, local, tribal, or territorial official requests advice or consultation (such as field operations, laboratory, or protective action advice); however, it is not expected that the support will require significant financial outlays or increased workload for NCRFO, NAREL, or RPD.
- A region, state, local, tribal or territorial official requests activation of RERT assets for field deployment or other types of RERT response assistance (risk assessment, modeling, laboratory support service, etc.)
- EPA is the designated agency with Primary Authority for Federal Response for the emergency under the National Response Framework (NRF), and EPA response activity is expected to occur.
- Another agency is the designated agency with primary authority for the emergency and requests EPA response assistance.
- The emergency involves a nuclear/radiological terrorist threat or event. (U.S. Department of Homeland Security is the agency with primary federal authority. OLEM is the EPA Lead for these types of events.)
- The emergency is generating significant public, media, and/or political interest.
- Liaison with other federal agencies is necessary, particularly high-level coordination between HQ operations.

If none of the above initial assessment conditions are met, the RERT Coordination Team may be informed of the incident notification by email (using the RERT\_ER\_Notifications@epa.gov distribution list) and do not have to be called. No

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further notifications are necessary. All emails concerning a radiological incident will be sent to the entire RERT Coordination Team.

The RERT Notification Lead may communicate directly with the Regional Radiation Program contact and/or the Regional OSC to further discuss the support needed prior to initiating the secondary notifications (See §6.3). In addition, the RERT Notification Lead will discuss support needs with the RERT Coordination Team.

Whether RERT support is needed or not, the RERT DO will document all primary notifications and the result of the initial assessment of the need for RERT support. The RERT DO will record the information in ER Tracker on the RERT SharePoint site (see §10. Reference Section for link). The “RERT Duty Officer Notification Record” form (see Appendix B) is used to capture the required information so that it may be uploaded to ER Tracker. Only RERT DOs have access to the ER Tracker on the RERT SharePoint site. In the event non-DO personnel complete a DO Notification Record form, the completed form will be emailed to the CRPR Director for inclusion in ER Tracker and will be emailed to the RERT\_ER\_Notifications@epa.gov distribution list for their information.

### 6.3 Secondary notifications

**If it is determined that RERT support is needed, the on-duty RERT Notification Lead will notify the other members of the RERT Coordination Team of the radiological incident.** The RERT Coordination Team members will then notify their immediate supervisors (NCRFO, NAREL, and RPD Directors). See Appendix A, Figure A.3, Secondary Notifications.

**The ORIA Director will be notified by the CREM Director.** All further RERT support (activation, mobilization, and deployment of RERT assets) must be approved by the ORIA Director.

**The ORIA Director will notify the Office of Air and Radiation (OAR) and Office of Homeland Security (OHS) Assistant Administrators (AA). OAR and OHS AAs will notify the EPA Administrator’s Office of the radiological incident and the anticipated EPA response.** It is assumed that OAR, OHS, and the Administrator’s Office will have received other notifications through the HQ EOC prior to the ORIA Director’s notification; however, the ORIA Director will provide information concerning actions being taken by ORIA, including possible RERT activation and deployment.

**The RPD Director will notify the Office of Emergency Management (OEM). The CRIO Director will notify the Headquarters Media Relations office.** It is assumed that OEM and the Headquarters Media Relations office will have received other



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notifications prior to the RPD Director and CRIO Director's notification; however, information concerning actions begin taken by ORIA will be communicated at this time.

**The Regional Radiation Program contact will communicate with the Regional OSC and the state, local, tribal, and/or territorial authorities concerning the support being provided by the RERT.**

**NCRFO, NAREL, and RPD Directors will notify their staff**, as necessary, to provide RERT support that may be required. Staff notifications are not addressed in this SOP.

**The CREM Director or designee will ensure that other EPA Special Teams [the Environmental Response Team (ERT), the National Counterterrorism and Evidence Response Team (NCERT), and the CBRN Consequence Management Team] are aware of the radiological incident.** These organizations usually receive direct notification from the NRC or the Regional OSC; however, it is important that the teams be informed of expected RERT actions.

**If EPA is the designated Primary Authority for Federal Response under the NRF, the CREM Director, in concert with OEM, will ensure the appropriate federal agencies are notified.** Some of the possible agencies include, but are not limited to:

- Department of Defense,
- Department of Energy,
- Department of Health and Human Services,
- Department of Homeland Security,
- Federal Emergency Management Agency,
- National Aeronautics and Space Administration,
- Nuclear Regulatory Commission,
- U.S. Department of Agriculture, and
- U.S. Department of Commerce, National Oceanic and Atmospheric Administration

All ORIA personnel notified of the radiological incident will document their notifications and subsequent actions. ICS 214 – EPA Activity Log (see Appendix B) may be used to record incident notifications and actions. All documentation from the response (emails, phone logs, activity logs, etc.) will be retained for historical purposes. ORIA management will provide instructions on collecting the documentation during the response.

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## 7. Other Supporting Activities

### 7.1 Radiological Incident RERT Notification Procedure, RERT On-Call Duty Officer Staffing Schedule, and RERT\_ER\_Notifications@epa.gov Distribution List

On an annual basis (at the end of the calendar year) or more frequently, as needed, the CRPR and CEM Directors develop and submit the Radiological Incident RERT Notification Procedure to the HQ EOC. In addition, copies of the procedure are sent to all EPA Regional EOCs, all ORIA management, and regional radiation staff (i.e., Regional Radiation Program contacts).

The procedure includes the Hotline and Notification Lead schedule. In addition to the Radiological Incident RERT Notification Procedure, the CRPR Director, in coordination with the CEM Director, develops the RERT On-Call Duty Officer Staffing Schedule for staffing the RERT Hotline. This schedule is also updated at least annually at the end of the calendar year, or as needed, and is available on the RERT SharePoint site.

At the same time, the CREM Director will verify and update the distribution list for the follow-up emails to be sent to RERT\_ER\_Notifications@epa.gov. The distribution list will include the RERT Coordination Team and other selected RERT personnel.

See Appendix C for the procedure, schedules, and distribution list.

### 7.2 ORIA and Regional Radiation Program Contact Lists

On an annual basis or more frequently, as needed, the CREM Director will develop and distribute an ORIA Contact List of all ORIA Division and Center Directors, necessary EPA personnel contacts (as given in §6.3, Secondary Notifications), and other Federal Agency Contacts. On the same frequency, the RPD Regional Coordinator, working with the designated lead Regional Radiation Program Contact, will develop and distribute a list of all Regional Radiation Program contacts. Both lists will include contact information for normal work locations and remote work locations (e.g., home). These lists are distributed to all ORIA Division and Center Directors and will be available on the RERT SharePoint site.

## 8. Records Management

All official records must be kept according to Agency records schedules and in official record systems. Completed RERT Duty Officer Notification Records will be stored on the RERT SharePoint site in ER Tracker. All documentation from the response (emails,



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phone logs, activity logs, etc.) will be retained for historical purposes. ORIA management will provide instructions on collecting the documentation during the response. All response files will be retained indefinitely.

## 9. Quality Assurance/Quality Control

Consistent with the 2020 ORIA Quality Management Plan (EPA 402-X-20-001, Rev. 5), the CREM Director will ensure this SOP is reviewed every two years to ensure it remains consistent with any new EPA guidance and reflects actual RERT practices.

On an annual basis, or more frequently as needed, the Radiological Incident RERT Notification Procedure and On-Duty Officer Schedule and the Regional Radiation Program Contacts will be updated. The CREM Director will ensure this update is completed.

## 10. Reference Section

“EPA Guidance for Preparing Standard Operating Procedures (SOPs),” EPA QA/G-6, U.S. Environmental Protection Agency, Office of Environmental Information, EPA/600/B-07/001, April 2007.

“Development, Review, and Approval of ORIA Radiological Emergency Response Team Standard Operating Procedures,” U.S. Environmental Protection Agency, Office of Radiation and Indoor Air, EPA 402-R-06-010 Rev 2.0, November 5, 2018.

“ORIA Quality Management Plan 2020,” U.S. Environmental Protection Agency, Office of Radiation and Indoor Air, EPA 402-X-20-001 Rev 5.0, December 15, 2020.

ORIA Quality System SharePoint

<https://usepa.sharepoint.com/sites/oar/ORIA-IO/ORIA%20Quality%20System%20Wiki/Home.aspx>

ORIA SOP Updates SharePoint (*access controlled – contact CREM to request access*)

[https://usepa.sharepoint.com/sites/oar\\_Work/ORIA\\_SOP\\_Updates/SitePages/Home.aspx?e=1:bff41480692b41cda51e93a06a9e9223](https://usepa.sharepoint.com/sites/oar_Work/ORIA_SOP_Updates/SitePages/Home.aspx?e=1:bff41480692b41cda51e93a06a9e9223)

RERT SharePoint site (*access controlled – contact NCRFO to request access*)

[https://usepa.sharepoint.com/sites/OAR\\_NCRFO/Lists/ER%20Consultation%20Tracker/ER%20Consultation%20Records.aspx](https://usepa.sharepoint.com/sites/OAR_NCRFO/Lists/ER%20Consultation%20Tracker/ER%20Consultation%20Records.aspx)

## 11. Contact



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Any questions concerning this SOP may be directed to:

Holly Arrigoni (CREM – SOP author) at 202.564.4781 or [arrigoni.holly@epa.gov](mailto:arrigoni.holly@epa.gov)

Kathryn Snead (Acting CREM Director) at 202.343.9228 or [snead.kathryn@epa.gov](mailto:snead.kathryn@epa.gov)



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Appendix A, Notification Figures

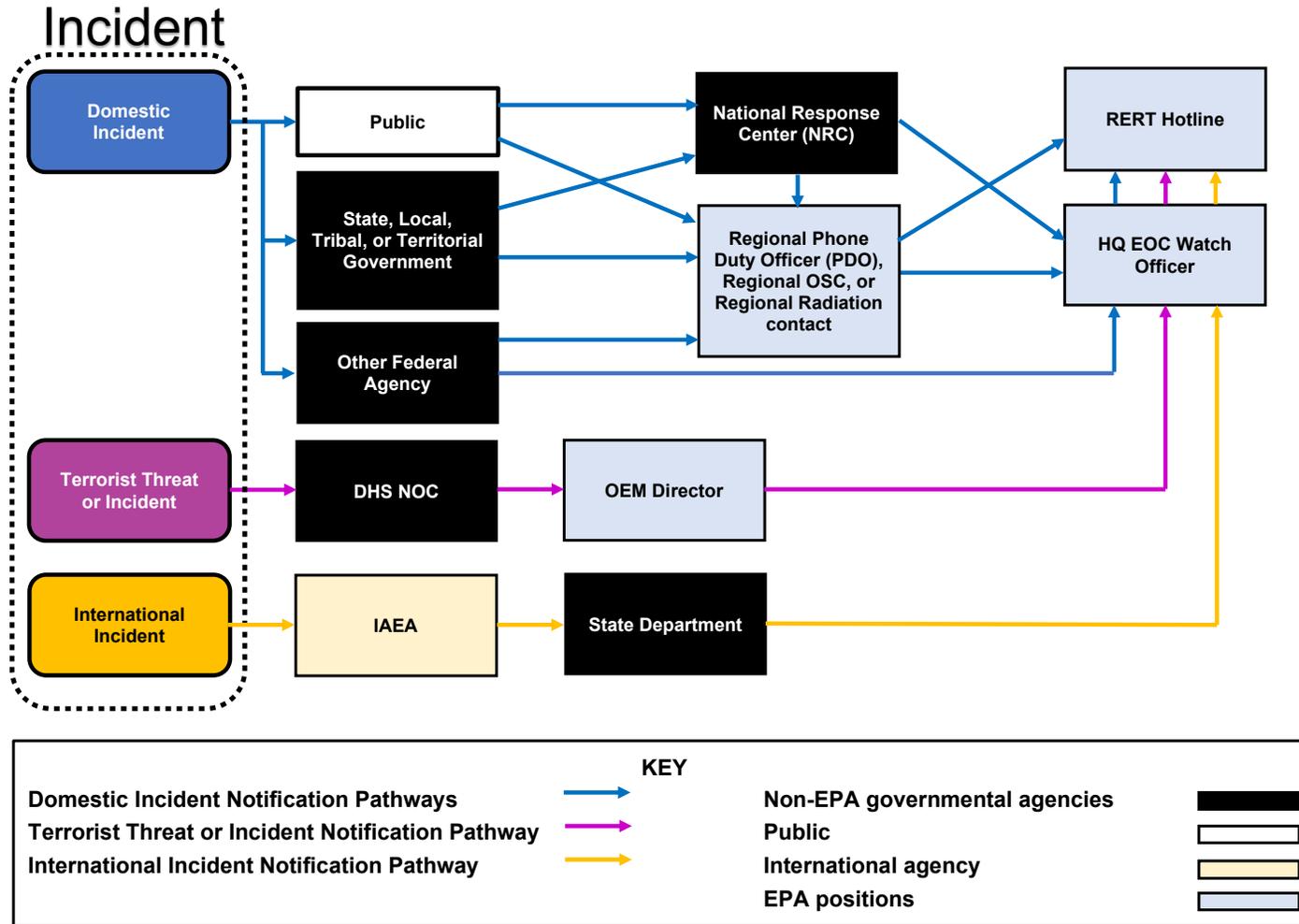
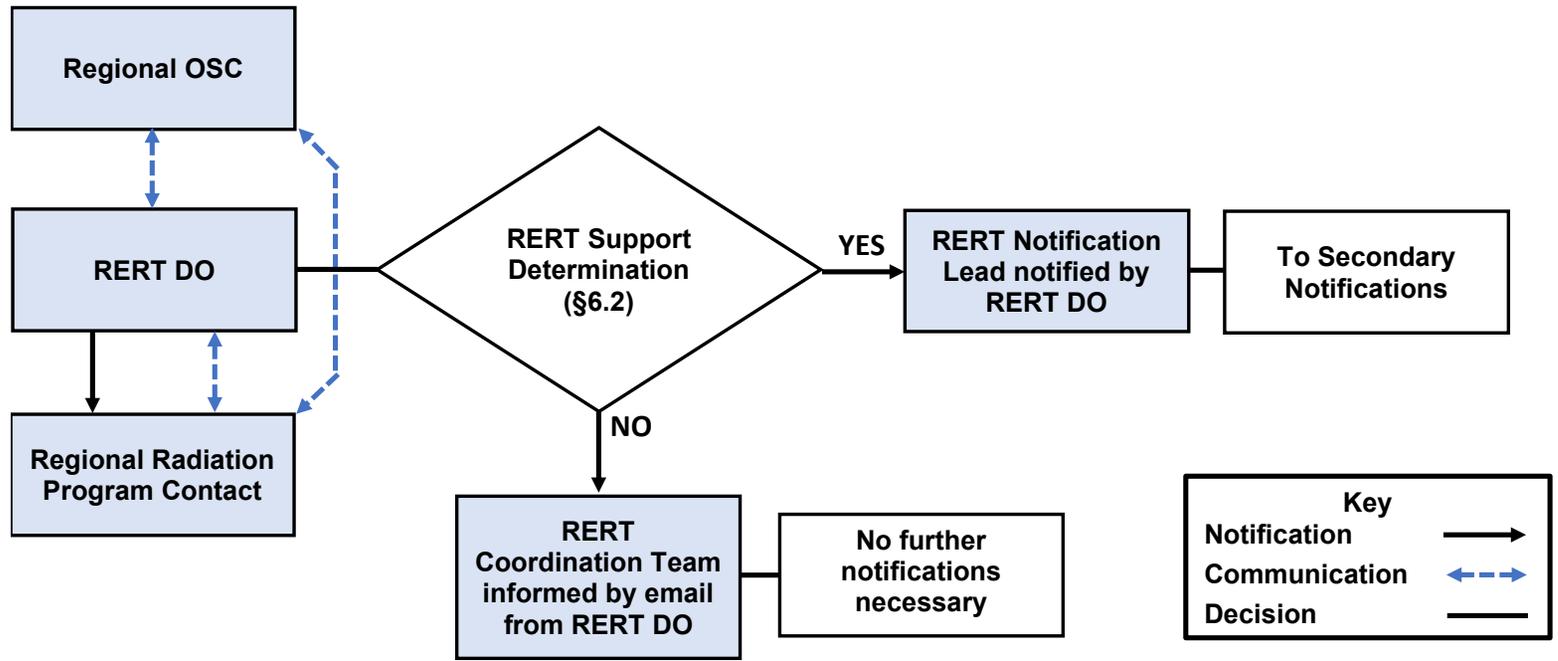


Figure A.1: Initial Notifications



- If it is unclear if the incident meets any of the criteria for RERT support from §6.2 (or the RERT Duty Officer Notification Record), the RERT Notification Lead will be notified by the RERT DO. The RERT Notification Lead may communicate directly with the Regional Radiation Program, Regional OSC, and ORIA management (as necessary) to determine the need for RERT support.
- If the incident is an international incident or terrorist threat or incident, then the RERT Notification Lead will be notified by the RERT DO. The RERT Notification Lead will initiate secondary internal notifications.

**Figure A.2: Primary Notifications**



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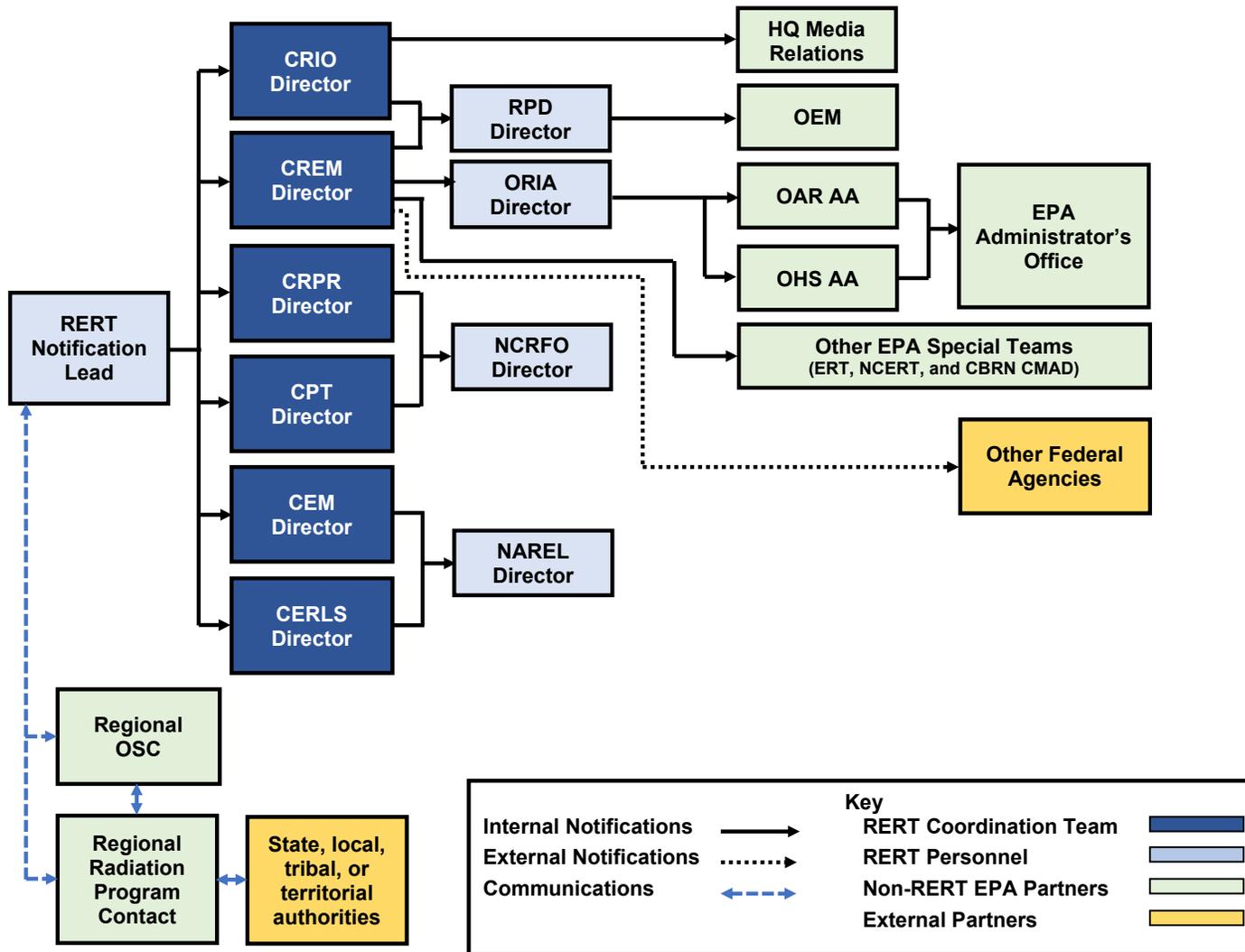


Figure A.3: Secondary Notifications



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Appendix B, Forms



RERT Duty Officer Notification Record

RERT Duty Officer: \_\_\_\_\_

- Emergency Response Notification Non-ER (e.g., consult, site-support)

Call Received from:

- HQ-EOC Watch Officer Other (specify): Name, Call-back number, Email, Incident Identifier

Date of Notification: Time of Notification:

Incident/Site Information

Type of Incident/Site: Incident Date: Time of Incident: Incident Location: EPA Region: Reporting Party: Suspected Responsible Party: Brief description of incident/site...

Release: YES NO UNKNOWN Released materials:

Affected Media: Air Ground/Surface Food Water Other:

Exposures/Environmental Impacts:

Follow-up Actions (if necessary)

Other contacted (e.g., state/local/tribal/territorial): Name, Phone, Email, Support requested, Explanation for request...

Primary Notifications

Regional Radiation Program contacted (or, if unavailable, Regional On-Scene Coordinator (OSC)) RERT Notification Lead contacted: Name, Phone, Email, Information discussed

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<b>RERT Duty Officer Notification Record</b>		
<b>Guidance for Support Requests</b>		
<p>If any of the following criteria are met, inform the RERT Notification Lead. If it is determined that RERT support is needed, the on-duty RERT Notification Lead will notify the other members of the RERT Coordination Team of the radiological incident. The RERT Coordination Team members will then notify their immediate supervisors (NCRFO, NAREL, and RPD Directors). Activation and deployment of RERT assets requires the approval of the ORIA Director.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A region, state, local, tribal, or territorial official requests advice or consultation (such as field operations, laboratory, or protective action advice); however, it is <b>not</b> expected that the support will require significant financial outlays or increased workload for NCRFO, NAREL, or RPD.</li> <li><input type="checkbox"/> A region, state, local, tribal, or territorial official requests activation of RERT assets for field deployment or other types of RERT response assistance (risk assessment, modeling, laboratory support services, etc.).</li> <li><input type="checkbox"/> EPA is the designated agency with Primary Authority for Federal Response for the emergency under the NRF, and EPA response activity is expected to occur.</li> <li><input type="checkbox"/> Another agency is the designated agency with primary authority for the emergency and requests EPA response assistance.</li> <li><input type="checkbox"/> The emergency involves a nuclear/radiological terrorist threat or event. (U.S. Department of Homeland Security is the agency with primary federal authority. EPA OLEM is the EPA Lead.)</li> <li><input type="checkbox"/> The emergency is generating significant media and/or political interest.</li> <li><input type="checkbox"/> Liaison with other federal agencies is necessary, particularly high-level coordination between Headquarters operations.</li> </ul> <p><b>NOTE:</b> Requests for RERT support may be received later than during the initial notification of an incident. This form is only intended to document those requests that are received either at the same time as the initial notification or after the discussions with the Region Radiation Program representative or the RERT Notification Lead.</p>		
<b>Directions for completing the RERT Duty Officer Notification Record</b>		
<ul style="list-style-type: none"> <li>• The RERT Duty Officer will complete the form to the extent practical. Some information may not be provided or available during the initial notification. Additional calls and emails to/from the reporting or affected parties may be necessary to complete the information.</li> <li>• Normally, the RERT Duty Officer will contact the Regional Radiation Program; however, if that representative cannot be contacted (either unavailable or during non-business hours), then the RERT Duty Officer will contact the Regional On-Call OSC via the Region's 24-hour Response Line. The OSC also receives direct notifications; therefore, the discussion with the OSC will be, primarily, concerning possible RERT support since it is the Regional OSC's responsibility to evaluate the nature and magnitude of an emergency under the provisions of the National Contingency Plan. The Regional OSC typically will consult with the Regional Radiation Program in making the decision about any EPA response assistance.</li> <li>• All text blocks will expand to fit the typed information. Additional rows may be inserted, as necessary (for example, if there are multiple other agencies or officials who are contacted for more information).</li> <li>• This form is to be used as a guide for completing the information needed in ER Tracker on the RERT Share Point site. Until RERT personnel outside of NCRFO are granted access to the RERT SharePoint site, completed RERT Duty Officer Notification Records will be emailed to the CRPR Director for their inclusion in ER Tracker and will be emailed to the RERT_ER_Notifications@epa.gov distribution list for their information.  <a href="https://usepa.sharepoint.com/sites/OAR_NCRFO/Lists/ER%20Consultation%20Tracker/ER%20Consultation%20Records.aspx">https://usepa.sharepoint.com/sites/OAR_NCRFO/Lists/ER%20Consultation%20Tracker/ER%20Consultation%20Records.aspx</a> </li> </ul>		



ORIA Notifications for Radiological Incidents

<b>1. Incident Name:</b>		<b>2. Operational Period (Date / Time)</b>		<b>ACTIVITY LOG ICS 214 – EPA</b>
		From: To:		
<b>4. Unit Name/Designators:</b>		<b>5. Unit Leader:</b>		
		Name/Position:		
<b>7. Personnel Roster Assigned:</b>				
<b>Name</b>		<b>ICS Position</b>		<b>Home Base</b>
<b>8. Activity Log:</b>				
<b>Time</b>	<b>Notable Activities</b>			
<b>Prepared by:</b>				<b>(Date / Time)</b>
Name/Position:			Signature:	
<b>ACTIVITY LOG</b>		Page __ of __		<b>ICS 214 – EPA (Rev 05/18)</b>



**ORIA Notifications for Radiological Incidents**

## **Appendix C, Radiological Incident RERT Notification Procedure, RERT On-Call Duty Officer Staffing Schedule, and RERT ER Notifications Distribution List**

On an annual basis (at the end of the calendar year) or more frequently, as needed, the Directors of the Center for Radiation Preparedness & Response (CRPR) and the Center for Environmental Monitoring (CEM) submit the Radiological Incident RERT Notification Procedure (§C.1) to the EPA HQ EOC, all ORIA managers, all Regional OSCs, and regional radiation staff (i.e., Regional Radiation Program Contacts).

In addition to the Radiological Incident RERT Notification Procedure, the CRPR Director, in coordination with the CEM Director, develops a RERT On-Call Duty Officer Staffing Schedule for staffing the RERT Hotline. This schedule is updated annually at the end of the calendar year and is available on the RERT SharePoint site. A sample of this schedule is in §C.2.

At the same time, the CREM Director verifies and updates the distribution list for the follow-up emails to be sent to **RERT\_ER\_Notifications@epa.gov**. The distribution list includes the RERT Coordination Team and other RERT personnel deemed appropriate by management. A sample of the distribution list is in §C.3.



**ORIA Notifications for Radiological Incidents**

**C.1. EPA RERT Notification Procedure**

**Radiological Incident RERT Notification Procedure  
Updated December xx, 20yy**

1. For all initial notifications of radiological incidents, call the RERT Hotline at **702-528-1740**. If voice mail initiates, leave a message.
2. If you left a message on the Hotline number, proceed to call the back-up numbers in the EPA RERT Notification Lead On-Call Schedule table below, starting with number “2” for that month. In sequential order, continue leaving voice mail messages on all unanswered numbers until you reach a person.
3. Once direct notification with a person has been made or voice mail messages have been left at all numbers, email the “Incident Report” and/or other incident information to **RERT\_ER\_Notifications@epa.gov**.

**EPA RERT Notification Lead On-Call Schedule**

Month	RERT Hotline 702.528.1740		RERT Notification Leads		
			Name, CRPR Director	Name, CEM Director	Name, CPT Director
			Work		
			Home		
January	1		2	3	4
February	1		4	2	3
March	1		3	4	2
April	1		2	3	4
May	1		4	2	3
June	1		3	4	2
July	1		2	3	4
August	1		4	2	3
September	1		3	4	2
October	1		2	3	4
November	1		4	2	3
December	1		3	4	2

Prepared by the Directors of CRPR and CEM  
US EPA RERT Lead Representatives  
Updated: December xx, 20yy



**ORIA Notifications for Radiological Incidents**

**C.2. RERT On-Call Duty Officer Staffing Schedule**

The CRPR Director, in coordination with the CEM Director, develops an RERT On-Call Duty Officer Staffing schedule in December of each year for staffing the RERT Hotline.

**CY20yy RERT On-Call Duty Officer and  
NCRFO Operational Readiness Officer Schedule and Contact List  
Version 0 (12/xx/yy)**

Month	RERT On-Call Duty Officer	NCRFO Operational Readiness Officer
January	NCRFO staff	NCRFO staff
February	NAREL staff	NCRFO staff
March	NCRFO staff	NCRFO staff
April	NCRFO staff	NCRFO staff
May	NCRFO staff	NCRFO staff
June	NAREL staff	NCRFO staff
July	NCRFO staff	NCRFO staff
August	NCRFO staff	NCRFO staff
September	NCRFO staff	NCRFO staff
October	NAREL Staff	NCRFO staff
November	NCRFO staff	NCRFO staff
December	NCRFO staff	NCRFO staff

NAREL Staff

On-Call Duty Officer	Email Address	Work Phone	Cell Phone
NCRFO staff			
NCRFO staff			
* NAREL staff			
* NAREL staff			

\* Unless otherwise requested, the RERT Hotline Cell Phone shall be forwarded to the NAREL staffs' cell phones. As a reminder, Press \*72 and phone number to activate call forwarding, and \*73 to deactivate call forwarding on the RERT Hotline.



**ORIA Notifications for Radiological Incidents**

**C.3. RERT ER Notifications Distribution List**

The CREM Director verifies and updates the distribution list for the follow-up emails to be sent to **RERT\_ER\_Notifications@epa.gov** on an annual basis, or more frequently, if needed. Particular attention is given to any staffing changes. The distribution list includes the RERT Coordination Team and other RERT personnel deemed appropriate by management.

**RERT ER Notifications Distribution List**

Name	E-mail Address
Name, CRPR Director	
Name, CEM Director	
Name, CPT Director	
Name, CREM Director	
Name, CERLS Director	
Name, CRIO Director	
Name, other selected RERT personnel	
Name, other selected RERT personnel	