



Annual Compliance Services - Request for Quotation

My firm, _____ (COMPANY), is evaluating the benefits of contracting annual routine compliance services from Integrated Environmental Management, Inc. (**IEM**).¹ To that end, I am soliciting a firm, fixed quotation for the performance of only those services that are checked below over a term of one (1) full year:

- Schedule and deliver annual radiation safety and compliance training sessions and documentation for up to ____ Authorized Users, to include handouts, Performance Verification Sheets, and all necessary documentation for COMPANY's radiation protection records.
- Schedule and deliver annual radiation safety training sessions and documentation for up to ____ General Employees, to include handouts, exams, course certificates and all necessary documentation for COMPANY's radiation protection records.
- Schedule and deliver annual radiation safety training sessions and documentation for up to ____ Radiation Workers, to include handouts, exams, course certificates and all necessary documentation for COMPANY's radiation protection records.
- Schedule and deliver annual refresher training (16-hour lecture, practical experience and self-study course) for the Radiation Safety Officer and ____ additional radiation safety personnel, to include handouts, a comprehensive course manual, course certificates and all necessary documentation for COMPANY's radiation protection records.
- Provide ____ calibrated and maintained hand-held radiation survey instruments that are appropriate for use at COMPANY's facility. Each instrument shall include a replacement instrument during scheduled annual re-calibration, an instrument manual, and an exempt-quantity check source for the performance of daily instrument checks.
- Schedule and provide calibration services only for ____ instruments that are currently in COMPANY's inventory, to include a replacement instrument of equal capability during annual re-calibration.
- Provide external and passive dosimetry services for radiation workers, to include ____ whole body dosimeters, ____ extremity dosimeters, ____ area dosimeters, and ____ transit/control dosimeters on a monthly deployment frequency. Included as well is reviewing and incorporating personnel monitoring reports into a data base, preparing and distributing monthly tracking reports, and preparing annual dose reports for all monitored employees (typically available for distribution in February of each year).
- Provide review and tracking of personnel monitoring reports that COMPANY will collect from its own dosimeter provider and forward to **IEM**. Included as well is reviewing and incorporating personnel monitoring reports into a data base, preparing and distributing monthly tracking reports, and preparing annual dose reports for all monitored employees (typically available for distribution in February of each year).
- Schedule and perform leak testing of ____ sealed radiation sources/devices ____ (typically two) times per year, with Certificates of Leak Test provided for COMPANY's radiation protection records.
- Analyze only up to ____ leak test swabs/smears that have been collected by COMPANY and forwarded to **IEM**, with Certificates of Leak Test provided for COMPANY's radiation protection records.
- Schedule, perform and document a physical inventory of ____ sealed sources ____ (typically four) times per year, with documentation provided for COMPANY's radiation protection records.
- Schedule and perform the necessary tests and checks (i.e., linearity check, geometry check, accuracy determination, etc. as required by USNRC or Agreement State regulations) for ____ dose calibrators, with documentation provided for COMPANY's radiation protection records.

¹ **IEM** has been authorized to perform the work offered herein pursuant to MDE Radioactive Materials License No. MD-31-281-01, Maryland Department of the Environment Service Registration No. 358-000 and other State-issued permits and registrations.

- Schedule, perform and document routine surveillance activities ____ times per year, to include contamination surveys, ambient gamma surveys, posting checks, radioactive materials inventory accountability and reconciliation, records management, instrument tracking (calibration status), personnel/general public dose assessments, participation in a close-out meeting with the radiation safety officer, and the preparation of a comprehensive written report suitable for regulatory inspection to be included in COMPANY's radiation protection records.
- Schedule and perform an annual audit of COMPANY's radiation safety program pursuant to 10 CFR 20.1101(c) (or applicable Agreement State requirement), including the preparation of an audit checklist, an on-site assessment, a close-out session with the radiation safety officer, preparation of findings reports (as necessary), verification of closure for non-conforming items, and the preparation of an audit report for COMPANY's radiation protection records.
- Preparation of up to ____ (typically 20) radiation safety procedures to support applicable regulations and license requirements, including distribution of the master copy and ____ controlled copies of each procedure.
- Schedule and perform an annual review, update and distribution of COMPANY's ____ (typically as many as 20) existing radiation safety procedures, to include the master copy and ____ controlled copies of each procedure (to be provided by COMPANY).
- Provide a comprehensive report, suitable for regulatory review, of all services performed that includes an executive summary, a detailed description, and copies of all forms, records and data.
- Other (describe):
- Other (describe):
- Other (describe):

I understand that the purpose of this Request for Quotation is simply to secure a firm, fixed price for an annual compliance program that includes the items checked above. It in no way commits COMPANY to entering into a contract agreement with IEM, and there is no cost or obligation associated with the preparation and delivery of the quotation. Please send a written quotation for the aforementioned services to:

Name (Print): _____

Firm Name: _____

Firm Address: _____

City, State, Zip: _____

Phone Number (in case of questions): _____

Fax Number (if faxed quotation desired): _____

E-mail Address (if e-mailed quotation desired): _____

Return completed form by fax to (240) 631-8991 or by e-mail to CDBerger@iem-inc.com