

# REIRS File Submission Form Help

**Note:** All fields are required. *If requesting for an individual, enter NA for fields that do not apply.*

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### **Submitter Name**

Enter the full name of the person submitting the data file. For organization or company submittals, this should be the person responsible for submitting reports to the NRC.

### **Submitter Title**

Enter the title of the person submitting. This should be the official title or role assigned by the reporting organization. *If requesting individual records, just enter NA.*

### **Organization/Company**

Enter the name of the organization or company submitting the data file. Please enter the official licensee name recognized by the NRC so that we may ensure proper tracking of the receipt of the data file. If the reporting organization is a nuclear power plant, simply include the names of the reactors included. (e.g. Oconee 1,2,3)

*If requesting individual records, please enter NA.*

### **License Number(s)**

Enter the license number or numbers that are included in the data file. List the numbers separated by a comma if multiple license numbers are included. (e.g. DPR-999, SNM-1234, 12-34567-89A1). Only those license numbers that are included in the data file should be entered.

*If requesting individual records, please enter NA.*

### **Phone Number**

Phone number of the person submitting. You may wish to enter the phone number of a designee, if that designee has more first-hand, technical knowledge of the data file.

### **Email Address**

A valid email address is required. Please be careful when entering your email address to be sure the syntax is correct. Email communication is preferred and therefore a valid address is crucial.

### **File to Submit**

Enter the name of the file to be submitted. The "Browse..." button will open a dialog window to allow you to point and click on the file from your own directory. This will automatically enter the name of the file into this field and ensure that the name is entered correctly. The file to be submitted must be accessible from your PC either on your local machine, or on a LAN server accessible from your PC.

## Type of Data

Please select the type of data that is being submitted:

**Annual [NRC, DOE or Agreement States]:** Individual monitoring records reported under 10 CFR 20.2206 or 10 CFR 835, *including* corrected reports for prior years.

**Special Individuals [DOE only]:** Monitoring records for Special Individuals as defined in DOE O 231.1B, Attachment 4,2(a)

**Test Data or Other:** Records or data files requiring further examination or analysis from the Project Manager. Contact the PM in advance.

**Dose History Request Documentation:** Release forms and/or supporting documentation for dose history requests