

System Name:

Radiation Safety Records (Polar Regions).

System Location(s):

Office of Polar Programs, National Science Foundation, 4201 Wilson Boulevard, Room 755-S, Arlington, VA 22230

Antarctic Support Associates, 61 Inverness Drive East, Suite 300, Englewood, CO 80112

Categories of Individuals Covered by the System:

Individuals who have requested to use radioisotopes in the conduct of scientific research or support activities in the polar regions, when support is provided by the Office of Polar Programs.

Categories of Records in the System:

Records include all documents and correspondence related to the individual's request to use radioisotopes in the polar region, including the individual's name, title, organizational affiliation, work address, E-mail address, name of supervisor, and other necessary work information; certification of radiation safety training; radioisotope use protocol, types of radionuclides to be used, proposal number, event number, social security number, license and license number and related documents.

Authority for Maintenance of the System:

16 U.S.C. 2401, et seq., 42 U.S.C. 1870, 44 U.S.C. 3101

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from this system may be disclosed to:

- (1) The Radiation Safety Officer (RSO) of the institution where the researcher originated;
- (2) Federal agencies involved in enforcing or implementing Office of Polar Programs (OPP) and United States policies on use of radioisotopes;
- (3) Academic institutions or other organizations involved in compliance with OPP and United States policies on use of radioisotopes;

- (4) Other Federal agencies when the records are relevant to an agency decision with regard to disciplinary or other administrative action concerning their employee(s);
- (5) Academic or other organizations when the records are relevant to an organizational decision with regard to disciplinary or other administrative action concerning their employee(s)
- (6) OPP's civilian support contractors and their subcontractors when they are responsible for the safe transport, storage, handling, distribution, tracking, retrieval, reporting and disposal of radioactive materials and resultant hazardous waste;
- (7) The institution where the researcher originated in the event violations involving the mishandling or misuse of radioactive materials or any resultant hazardous waste are alleged against the institution or researcher;
- (8) The Department of Justice or the Office of Management and Budget for consultation in processing Freedom of Information or Privacy Act requests;

Retrievability:

The records are retrieved by the last name of the individual or by a unique control number assigned to each investigator's scientific project.

Safeguards:

The records are available only to those persons whose official duties require such access. Records are kept in locked buildings, with security card access.

Retention and Disposal:

The records are kept indefinitely, pending adoption of a record retention schedule.

System Manager(s) and Address(es):

Section Head, Polar Research Support Section, Office of Polar Programs, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230. Point of contact: Safety and Health Officer, Office of Polar Programs.

Notification Procedure:

To determine whether this system of records contains records pertaining to the requesting individual, contact the NSF Privacy Act Officer in accordance with procedures found at 45 CFR part 613.

Record Access Procedures:

See "Notification procedure" above.

Contesting Record Procedures:

See "Notification procedure" above.

Record Source Categories:

Information in these records is obtained from applicants for radioisotope usage, NSF staff and NSF records, and from contractors performing duties for NSF; from other federal agencies; and from institution radiation safety officers.

Systems Exempted from Certain Provisions of the Act:

None.