



UNION CARBIDE CHEMICALS AND PLASTICS COMPANY INC.  
P.O. Box 8361  
South Charleston, WV 25303

May 23, 1991

U.S. Nuclear Regulatory Commission  
Region III  
101 Marietta St., N.W.  
Atlanta, GA 30323

Dear Sirs:

In 10 CFR 19.11 (b) it states "If posting of a document specified in paragraph (a) (1), (2) or (3) of this section is not practicable, the licensee may post a notice which describes the document and states where it may be examined." In the past we have fulfilled this requirement with a separate 8.5" x 11" sized notice. This note some times gets separated from the NRC Form 3 notice or obscured in the host of state & federally required postings.

I have a solution to this problem which I hope is acceptable to the USNRC. I have had the appropriate information printed in a small square which fits into a blank space on NRC Form 3. This puts all of the pertinent information on one sheet and helps reduce the space requirements on our official bulletin boards.

To further reduce the space requirements, I have made a reduced copy of the form that fits on a sheet of standard 8.5" x 11" paper. Is that acceptable?

If you have any questions about this you may call me at (304) 747-5314.

Yours truly,

A handwritten signature in cursive script that reads "Michael L. Green".

Michael L. Green  
Rad. Safety Officer  
Lic.No. 47-00260-02



A-92



# NOTICE TO EMPLOYEES

STANDARDS FOR PROTECTION AGAINST RADIATION (PART 20); NOTICES, INSTRUCTIONS AND REPORTS TO WORKERS; INSPECTIONS (PART 19); EMPLOYEE PROTECTION

## WHAT IS THE NUCLEAR REGULATORY COMMISSION?

The Nuclear Regulatory Commission is an independent Federal regulatory agency responsible for licensing and inspecting nuclear power plants and other commercial uses of radioactive materials.

## WHAT DOES THE NRC DO?

The NRC's primary responsibility is to ensure that workers and the public are protected from unnecessary or excessive exposure to radiation and that nuclear facilities including power plants are constructed to high quality standards and operated in a safe manner. The NRC does this by establishing requirements in Title 10 of the Code of Federal Regulations (10 CFR) and in licenses issued to nuclear users.

## WHAT RESPONSIBILITY DOES MY EMPLOYER HAVE?

Any company that conducts activities licensed by the NRC must comply with the NRC's requirements. If a company violates NRC requirements, it can be fined or have its license modified, suspended or revoked.

Your employer must tell you which NRC radiation requirements apply to your work and must post NRC Notices of Violation involving radiological working conditions.

## WHAT IS MY RESPONSIBILITY?

For your own protection and the protection of your co-workers, you should know how NRC requirements relate to your work and should obey them. If you observe violations of the requirements, you should report them.

## HOW DO I REPORT VIOLATIONS?

If you believe that violations of NRC rules or of the terms of the license have occurred, you should report them immediately to your supervisor. If you believe that adequate corrective action is not being taken, you may report this to an NRC inspector or the nearest NRC Regional Office.

## WHAT IF I WORK IN A RADIATION AREA?

If you work with radioactive materials or in a radiation (controlled) area, the amount of radiation exposure that you may legally receive is limited by the NRC. The limits on your exposure are contained in sections 20.101, 20.103, and 20.104 of Title 10 of the Code of Federal Regulations (10 CFR 20). While those are the maximum allowable limits, your employer should also keep your radiation exposure as far below those limits as is "reasonably achievable."

## MAY I GET A RECORD OF MY RADIATION EXPOSURE?

Yes. Your employer is required to tell you, in writing, if you receive any radiation exposure above the limits set in the NRC regulations or your employer's license. In addition, if your job involves radiation, you may request from your employer a record of your annual radiation exposures and a written report of your total exposure when you leave your job.

## HOW ARE VIOLATIONS OF NRC REQUIREMENTS IDENTIFIED?

NRC conducts regular inspections at licensed facilities to assure compliance with NRC requirements. In addition, your employer and site contractors conduct their own inspections to assure compliance. All inspectors are protected by Federal law. Interference with them may result in criminal prosecution for a Federal offense.

## MAY I TALK WITH AN NRC INSPECTOR?

Yes. Your employer may not prevent you from talking with an NRC inspector and you may talk privately with an inspector and request that your identity remain confidential.

## MAY I REQUEST AN INSPECTION?

If you believe that your employer has not corrected violations involving radiological

working conditions, you may request an inspection. Your request should be addressed to the nearest NRC Regional Office and must describe the alleged violation in detail. It must be signed by you or your representative.

## HOW DO I CONTACT THE NRC?

Notify an NRC inspector on-site or call the nearest NRC Regional office collect. NRC inspectors want to talk to you if you are worried about radiation safety or other aspects of licensed activities, such as the quality of construction or operations at your plant.

## CAN I BE FIRED FOR TALKING TO THE NRC?

No. Federal law prohibits an employer from firing or otherwise discriminating against a worker for bringing safety concerns to the attention of the NRC. You may not be fired or discriminated against because you:

- ask the NRC to enforce its rules against your employer;
- testify in an NRC proceeding;
- provide information or are about to provide information to the NRC about violations of requirements;
- are about to ask for or testify, help, or take part in an NRC proceeding.

## WHAT FORMS OF DISCRIMINATION ARE PROHIBITED?

No employer may fire you or discriminate against you with respect to pay, benefits, or working conditions because you help the NRC.

## HOW AM I PROTECTED FROM DISCRIMINATION?

If you believe that you have been discriminated against for bringing safety concerns to the NRC, you may file a complaint with the U.S. Department of Labor. Your complaint must describe the firing or discrimination and must be filed within 30 days of the occurrence.

Send complaints to:

Office of the Administrator  
Wage and Hour Division  
Employment Standards Administration  
U.S. Department of Labor  
Room 53502  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

or any local office of the Department of Labor, Wage and Hour Division. Check your telephone directory under U.S. Government listings.

## WHAT CAN THE LABOR DEPARTMENT DO?

The Department of Labor will notify the employer that a complaint has been filed and will investigate the case.

If the Department of Labor finds that your employer has unlawfully discriminated against you, it may order you to be reinstated, receive back pay, or be compensated for any injury suffered as a result of the discrimination.

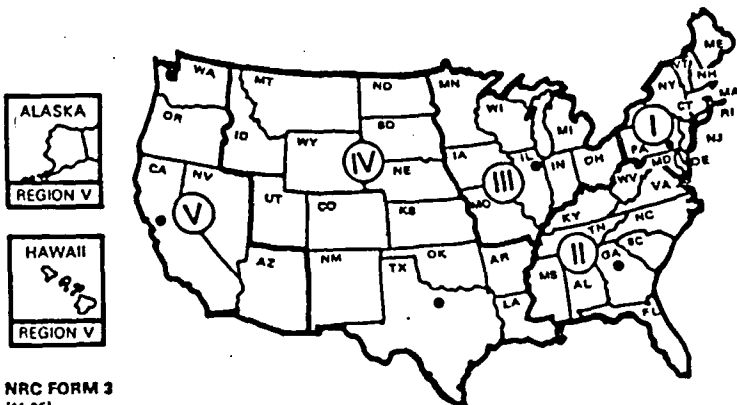
## WHAT WILL THE NRC DO?

The NRC may assist the Department of Labor in its investigation. NRC may conduct its own investigation where necessary to determine whether unlawful discrimination has prevented the free flow of information to the Commission. Also, if the NRC or Department of Labor finds that unlawful discrimination has occurred, the NRC may issue a Notice of Violation to your employer, impose a fine, or suspend, modify, or revoke your employer's NRC license.

## UNITED STATES NUCLEAR REGULATORY COMMISSION REGIONAL OFFICE LOCATIONS

A representative of the Nuclear Regulatory Commission can be contacted at the following addresses and telephone numbers. The Regional Office will accept collect telephone calls from employees who wish to register complaints or concerns about radiological working conditions or other matters regarding compliance with Commission rules and regulations.

### Regional Offices



### NOTICE

The U.S. Nuclear Regulatory Commission rules and regulations which regulate the use of radioactive material and copies of the Technical Center's radiological control manual and license to possess and use radioactive materials are available for inspection in building 747. Specific procedures for particular area are available through the area managers. For more information contact the Radiation Safety Officer at Ext. 5314. Posted in accordance with the requirements of 10 CFR 19.11

DO NOT REMOVE

REGION	ADDRESS	TELEPHONE
I	U.S. Nuclear Regulatory Commission Region I 631 Park Avenue King of Prussia, PA 19406	215 337-5000
II	U.S. Nuclear Regulatory Commission Region II 101 Mariette St., N.W. Atlanta, GA 30323	404 333-7373
III	U.S. Nuclear Regulatory Commission Region III 799 Roosevelt Road Glen Ellyn, IL 60137	312 790-5500
IV	U.S. Nuclear Regulatory Commission Region IV 611 Ryan Plaza Drive, Suite 1090 Arlington, TX 76011	817 860-8100
V	U.S. Nuclear Regulatory Commission Region V 1450 Maria Lane, Suite 210 Walnut Creek, CA 94596	415 943-3700