



National Institute for Occupational Safety and Health
Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, OH 45226-1998
Phone: 513-533-XXXX
Fax: 513-533-XXXX

NIOSH Claim Tracking ID: XXXXX
Energy Employee Name: Jane Doe

February 22, 2007

Dear Ms. Jane Doe:

My name is John Hancock and I am a Public Health Advisor with the National Institute for Occupational Safety and Health (NIOSH). NIOSH's Office of Compensation Analysis and Support has received the claim you filed with the Department of Labor (DOL) under Part B of the Energy Employees Occupational Illness Compensation Program Act (the Act). Your claim has been assigned the NIOSH Tracking Number of XXXXX. Please keep this number handy because it will allow us to access your claim quickly when speaking with you.

While your claim is with us at NIOSH, I will be one of the Public Health Advisors responsible for managing your file. If you have any questions about your claim after reading the information in this packet, please contact our office and we will be happy to assist you. Our contact information is provided at the end of this letter.

Claims Process

Below is a brief overview of the dose reconstruction process. For a more detailed description, please read through the insert titled, "DOL to NIOSH and back to DOL: Detailed Steps in the Dose Reconstruction Process under the Act" which is included in this packet of materials. In addition, NIOSH has developed a brief introductory video that explains the dose reconstruction program and answers some common questions about dose reconstruction. Please contact our office if you would like a free copy of the Dose Reconstruction Program video.

The Department of Labor has reviewed the claim you filed under Part B of the Act and determined that you were possibly exposed to radiation while working at a covered facility for the Department of Energy or an Atomic Weapons Employer. In addition, medical records show that you have been diagnosed with cancer. After reviewing your employment and medical history, the Department of Labor forwarded your claim to us for dose reconstruction. Once we complete the dose reconstruction for your claim, the Department of Labor will use the dose reconstruction results to assist in determining whether your claim qualifies for compensation.

Dose reconstruction is an accepted scientific method used to determine how much radiation exposure someone likely received in the workplace. Under Part B of the Act, NIOSH is responsible for conducting dose reconstructions for energy workers who were possibly exposed to radiation while conducting nuclear weapons production activities and have been diagnosed with cancer.

Before we can begin a dose reconstruction for your claim, we must gather the available and necessary records. These records may include your personal film badge readings, medical x-rays, urine sample data, and any exposure data from your worksite(s). You will also have an opportunity to provide additional information about your claim during a voluntary telephone

interview. We will contact you in the near future to schedule this interview. It may take awhile to gather all the necessary records; however, we will make every attempt to see that you receive a completed dose reconstruction in a timely manner.

Packet of Materials

We have developed this packet of materials to provide you with information about the dose reconstruction program and to assist in answering questions that you may have about the program. We hope that the information in this packet will help you better understand dose reconstruction and explain in more detail the process your claim will go through while at NIOSH. Please take a moment to read through the following materials included in this packet:

- **Employment and Cancer Information as Reported by the Department of Labor**—this insert lists your employment and cancer information that NIOSH received from the Department of Labor for dose reconstruction.
- **Glossary of Terms**—a booklet that lists and defines terms commonly used in this program.
- **Frequently Asked Questions: Dose Reconstruction**—a brochure that includes eight common questions about dose reconstruction.
- **DOL to NIOSH and back to DOL: Detailed Steps in the Dose Reconstruction Process under the Act**—a brochure that explains in detail the various steps a claim goes through once it is filed with the Department of Labor.
- **Overview of the Dose Reconstruction Process under the Act**—a small square insert that provides a basic summary of the steps that a claim goes through once it is filed with the Department of Labor.
- **Magnet with NIOSH contact information and place for your Tracking Number**—write your NIOSH tracking number on this magnet and put it somewhere easy to find (e.g., refrigerator door) so you can contact us easily at any time.

Thank you for taking the time to read through the information in this packet. We hope that you find it beneficial. If you have questions about your claim, the dose reconstruction program, or any other questions, please contact me toll-free at (800) 356-4674; directly at (513) 533-XXXX; or by email at ocas@cdc.gov.

Sincerely,

John Hancock
Public Health Advisor
National Institute for Occupational Safety and Health (NIOSH)
Office of Compensation Analysis and Support (OCAS)

Enclosures (6)
Cc: