

# MEMORANDUM



Date: 3/5/2017  
To: Metrology Institute  
From: Department of Energy/Office of Radiological Security (ORS)  
Subject: Memorandum of Meeting

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Metrology Institute and the Office of Radiological Security (ORS) have discussed the purpose of this site visit and understand the mission of the program. We have been provided recommendations about the design a security system to further enhance the protection of radiological materials located at the Metrology Institute. We understand that any security upgrades that will be designed to accommodate our site-specific conditions to maximize security and minimize impacts.

Metrology Institute, understands and plans to operate the ORS-funded security upgrades appropriately and incorporate operational procedures (e.g. two-person rule, key control, alarm adjudication, etc.) into our daily routine. In addition to incorporating operational procedures into our daily routine, we will provide new staff with training on how to operate and test the equipment. We also plan to work with our on-site and off-site responders to periodically exercise our alarm response capabilities.

Metrology Institute, recognizes that we are responsible for the security of the material at our site and that at the end of the ORS-funded three-year maintenance and warranty period we intend to assume full responsibility for the operation, testing, and maintenance of the security system. However, we recognize that ORS will be working with us during those three-years and beyond, if necessary, to help us with the transition and that if at any point in time Metrology Institute needs additional support, we will contact ORS immediately.

Metrology Institute

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