

## DOSIMETRY - ADMINISTRATIVE MAINTENANCE

pub# RSU1

### **Q. How do I get a ring or badge for my lab personnel?**

- A. If your lab personnel have existing dosimeters, indicate your request for additional dosimetry on the back of your packing list. If your lab personnel do not have existing dosimeters from UCSF, fill out a Dosimetry Request Card before you take the safety exam at the Office of Environmental Health and Safety (EH&S).

### **Q. How do I delete a lab person from our dosimeter list?**

- A. On the front of your packing list, write "D" in the delete column.

### **Q. A person just transferred to or from another lab. What should I do?**

- A. You need to indicate the series codes of the new lab that the person is transferring to or from on your packing list. If you are unsure about the series code call 476-5505.

### **Q. When do I change dosimeters?**

- A. Film badges and ring dosimeters are issued on a monthly basis. You will receive your badges by the end of the month. Exchange the badges by the first of the month.

### **Q. What should I do when someone goes on vacation and I cannot find their dosimeters?**

- A. Fill out a "LOST BADGE REPORT." This report will be discarded when you return the dosimeters to EH&S.

### **Q. Why does it take so long to add new personnel to the dosimetry list?**

- A. All dosimetry requests are processed on the 11th of each month, for the following month. Otherwise, changes are reflected two months later.



**Q. What should I do when previous employees request an exposure history?**

- A. A signed, written request from previous employees is required by law to release their exposure history. Send request to Box 0942.

**Q. What do I do with old dosimeters?**

- A. Hold them for pick up on your scheduled day.

**Q. Why is it important to return dosimeters?**

- A. Regulations require that all dosimeters be returned for processing. If a dosimeter is not returned within 30 days, then a dose must be assigned to the person.

**Q. How is the dose assigned?**

- A. The person whose badge is not returned must complete a "Lost Badge Report". Based on the report EH&S will assign the appropriate dose. If a report is not filed, then the "Maximum Permissible Exposure" will be assigned.

**Q. How do I know what my exposure was?**

- A. Each month EH&S mails a copy of your exposure results to the "Dosimetry Contact Person". You may review your results by asking him/her.

**Q. What if a person does not return badges regularly?**

- A. The regulations require that the person be issued a written notice. If no action is taken, the "Maximum Permissible Exposure" will be assigned, and the individual will be restricted from working with radiation, and radioactive materials, for the rest of the calendar year.

**Q. What do I do if I think I was exposed to a high dose of radiation?**

- A. Immediately contact your supervisor, and have your dosimeter returned for emergency processing. EH&S will review the results and conduct an investigation, if necessary, to determine the dose.

**Q. What do I do if I work with radiation, and I think I may be pregnant?**

- A. Contact your supervisor, and ask for a second badge to be issued to you. You should wear this badge at the abdominal level, and return it for processing with your regular badge. You will also be provided with additional information.