DOSIMETRY BADGE INSTRUCTIONS

Personnel will be assessed as to whether a dosimetry badge is required. Further evaluations, and re-evaluations, will be made through radiation employees’ registration updates, application reviews, personnel monitoring reports, ALARA investigations, surveys, and individual interviews by responsible Radiation Safety staff members. To receive a radiation badge, the following procedures must be followed:

1. The radiation worker must complete a dosimetry badge application. For each individual who may work with radiation sources. During Radiation Safety Training Orientation, personnel will be assessed as to whether a dosimetry badge is required.
2. The application is to be completed and turned into the Radiation Safety Office.
3. Upon receiving the application, the Radiation Safety Office will order the badge.
4. When the badge is received, a list of instructions and the badge will be sent to the badge coordinator of the department.
5. Badges are exchanged on a monthly or quarterly basis. Badges must be returned to the Radiation Safety Office by the 10th of the month (or start of the new quarter) so that they may be properly processed.

PERSONNEL MONITORING PROTOCOL

- The Radiation Safety office will request prior dose histories from all past employers.
- The Radiation Safety Office will maintain all personnel occupational dose records.
- It will be the responsibility of each individual badge recipient to wear and use the badge(s) properly.
- Authorized users are responsible for assuring their radiation workers are wearing badges appropriately and that badges are returned on time for processing.
- Authorized Users/Radiation workers may be penalized for late or lost badges.
- The Radiation Safety Office will monitor proper use of the badges during their periodic inspections.
- The Radiation Safety Office will contact personnel when they receive an exposure reading on their badge that warrants an investigation.
- The Radiation Safety Office has records of all personnel past dosimetry.
- Each department receives a report of the readings of the badges after they are received.

USE OF PERSONNEL MONITORING DEVICES

- The whole body badge (or other device) is to be worn on the body where it will most likely approximate the radiation exposure to the head and torso of the wearer.
- A badge assigned for whole body monitoring is not to be used to monitor the extremities (hands, forearms, feet, ankles). Separate badges must be assigned for extremity monitoring.
- Badges shall be worn only by the person they are assigned to and only at the facility they work in.
- Whole body badges are to be worn between the waist and neck.
- When a lead apron is worn the badge will be worn outside the apron at the collar level.
- The Radiation Safety Officer should be consulted for guidance in these circumstances.
- Ring badges are to be worn whenever working with applicable sources. They come in large or small sizes, and should be worn with the monitoring element (label area) turned toward the palm. Gloves should be worn over the ring badge when contamination is possible.

*KAR 100:105, 2(g) prohibits exposure to a monitoring device deceptively to indicate a dose delivered to an individual that is not true.*