



# Technical Safety



## RADIATION PROCEDURES MANUAL

### Procedure Cover Sheet

Procedure Title: Dosimetry

Procedure Number: TSO-08-02-REV 2

Effective Date: September 1, 2009

Approved By:  Date: 1 September, 2009  
Technical Safety Office Director



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## A. INTRODUCTION

According to 10 CFR Part 20.1502 and IDAPA 16.02.27, ISU is required to monitor the occupational external exposure of the following individuals, as appropriate:

- (a) Adults likely to receive greater than 10% of the annual allowable limits specified in 10 CFR 20.1201(a) and/or they are likely to receive a quarterly dose greater than 25% of the values specified in IDAPA 16.02.27 (110.01.a).
- (b) Minors who might receive a deep dose equivalent greater than 0.1 rem, a lens dose equivalent greater than 0.15 rem or a shallow dose equivalent greater than 0.5 rem. For Idaho, a minor who is likely to receive a quarterly dose in excess of 5% of the specified values in IDAPA 16.02.27 (110.01.a) must be monitored for external exposure.
- (c) Declared pregnant women likely to receive a deep dose equivalent in excess of 0.1 rem during the entire pregnancy.
- (d) Individuals entering high or very high radiation areas.

All radiation users who are subject to general whole-body exposures are issued "whole body dosimeters" and are classified as badged personnel by the Technical Safety Office.

Extremity dosimeters (finger or ring badges) are required when significant quantities of radioactive materials that emit radiation must be directly handled routinely, or when the hands or fingers could be accidentally exposed to a high intensity source such as an x-ray diffraction unit, and are employed at the discretion of the RSO. Typically, extremity dosimeters will be employed when the anticipated extremity dose is two times greater than the anticipated whole body dose or when there is a potential for an abnormally large extremity dose.

## **B. PURPOSE**

The purpose of these procedures is to describe the steps involved in the various tasks pertaining to the issuance and maintenance of radiation worker dosimetry and dosimetry records.

## **C. REQUIRED MATERIAL(S)**

Various

## **D. PROCEDURE**

The procedures related to dosimetry are presented in the following 8 sections:

1. Athena
  - a. Important Folders
2. Radiation Safety Training
  - a. Initial Radiation Safety Training
  - b. Refresher Radiation Safety Training
3. Personal Dosimetry
4. Dosimeters
  - a. Issuing Radiation Dosimeters
  - b. Landauer Web Site
  - c. Dosimeter Shipments
5. Dose Reports
  - a. Submitting Dose Reports
  - b. RSC Meeting Quarterly Dose Reports
6. Dose History
  - a. Dose History Requests
  - b. Dose History Reports
7. Filing
  - a. Computer Based Filing
  - b. Dose Reports Filing
  - c. Archiving Radiation Worker Files
8. Declaration of Pregnancy

Each of these procedures is explained in detail below.

### **1. Athena**

The Athena Server is located by clicking the “My Network Places” icon. Documents pertaining to Dosimetry are located within the “tsoshare on ISU Physics Department Server (athena)” icon. A shortcut directly to “tsoshare,” may also appear as a desktop icon on some Technical Safety Office computers.

a. *Important Folders*

In the folder labeled, “Dosimetry,” there is access to all necessary documents pertaining to these procedures.

*Note: Path: \\athena\tsoshare\Dosimetry*

The “Annual Reports” folder contains reports pertaining to employees who have exceeded their dose limit for the year.

The “Dose History” folder contains cover letters for requesting and sending dose history reports, and NRC Form 5 comment options.

The “Procedures” folder contains a copy of these procedures.

The “Contact Information” folder contains ways in which to contact Landauer, Inc.

The “Dosimeters” folder contains documents pertaining to dosimeter assignment, current and old employee lists, dosimeter change out lists, locations of area and environmental dosimeters, unreturned dosimeters, and deactivation reminders.

The “Stickers and Labels” folder contains formatted documents for address, shipping, personnel folder, and general folder labels and stickers.

In the folder labeled, “Exposure Reports,” there is access to quarterly exposure reports for the Radiation Safety Committee.

*Note: Path: \\athena\tsoshare\Exposure Reports*

## **2. Radiation Safety Training**

All students and employees who might receive doses greater than 10% of the occupational dose limits are required to complete ISU’s online Radiation Safety Training course. The online training course is available at:

*[http://www.physics.isu.edu/health-physics/tso/rad\\_training/intro.html](http://www.physics.isu.edu/health-physics/tso/rad_training/intro.html)*

Radiation workers are required to get more specific training from their Responsible User regarding the particular experiments, materials, and equipment they will be working with in their research.

a. *Initial Radiation Safety Training*

This training must be completed before any student or employee receives a dosimeter. As per instructions at the end of training, the participant is required to print the “Congratulations” page and/or send the e-mail that confirms completion of the training.

b. *Refresher Radiation Safety Training*

A year after receiving the “Initial Radiation Safety Training,” each radiation worker will be notified by e-mail to take the annual on-line refresher training. The refresher training URL is (this URL needs to be provided in the submitted e-mail):

*[http://www.physics.isu.edu/health-physics/tso/rad\\_training/radintro.html](http://www.physics.isu.edu/health-physics/tso/rad_training/radintro.html)*

The on-line training can also be found on the main web page of the TSO (<http://www.physics.isu.edu/health-physics/tso/rad.html>).

The list of the radiation workers, who are due to receive refresher training are located in the EH&S database. To find the list, follow these steps:

1. Run the EhsSql.exe
2. Enter user ID and password
3. Click on “Health Physics,” then on “Compliance”
4. Choose “Training”
5. Click on “Training Reports”
6. Training Delinquency options can be selected by course, by P.I., etc. It is best to select the training delinquency by Departments.
7. Pick your own stop dates (usually the first date of next month) in the second part at the right hand side of the window.
8. Click on “OK”
9. Print the list that shows up on the screen

The results of the refresher training will be submitted automatically to the EH&S mailbox, which can be found on the desktop of the dosimetry computer. This result should be printed and filed in each employee’s personal file. The EH&S database training dates must also be subsequently updated.

### 3. Personal Dosimetry

A folder must be prepared for each new radiation worker that includes the following items:

1. Radiation Introduction Training results
2. Personal information (Form RPR 1A)
3. Dose history (Form RPR 1B). For persons previously monitored in other facilities, this must be requested from the previous employer
4. Annual dose reports at ISU (these should be added to each personal file at the end of every calendar year)
5. Other relevant documents

The folder must be labeled with the individual's name. To print out a label for the new personal file, type the employee's name into the "Stickers" folder available in *tsoshare*. Use Arial font 20 pt. with the format, "*Family Name, First Name.*" Print the label out on a Laser Label (clear labels are preferred).

*Note: The completed "Dosimetry Assignment Check Sheet" should be filed in the visitor's folder which is placed close to personal dose reports.*

### 4. Dosimeters

#### *a. Issuing Radiation Dosimeters*

Prior to issuing any dosimeter, all the required documents including the result of the Radiation Introduction Training, completed "Dosimeter Assignment Check Sheet" and RPR 1 forms (available in *tsoshare* and also online) need to be submitted to the TSO. Once the paperwork is completed, a dosimeter can be assigned to the individual who is required to be monitored at ISU. Please refer to the instructions for "Issuing Badges for Radiation Workers" in Section b.

All required personal and dosimetry information should be entered in the 3 computer databases mentioned in Section 7.

#### *b. Landauer Web Site*

##### ***Changing the Username, Password, Units or Other Information***

In order to change any information such as first name, last name, units of doses, username, password, etc., the following steps should be followed:

1. Log into the system using current username and password
2. Hold the cursor over the options at the top of the screen
3. Once it has changed to show the different options, choose the “Login Maintenance” option
4. Follow the instructions on changing the e-mail address and the name associated with the account.

**Creating New Series of Dosimeters**

To create a new series (badge group/location), contact Landauer Customer Service (1-800-628-1514). A three letter name for the new series and the type of badge(s) that will be used in the series should be given to the Customer Service Representative (this is very important because they tend to give P type badge controls automatically).

The new series will be set-up by Landauer and one will be able to add/move people to it on the next business day.

*Current Landauer Series of Dosimeters at ISU*

The dosimeters at ISU are under the series that are illustrated in the following table:

Location	Series
General Physics	GPH
EML employees	EML
IAC workers	IAC
Beam Lab (Phys. Sci. Bldg)	BLB
Airport workers	AIR
Merrill Clifton	CEN
Biology Dept.	BIO
Engineering	ENG
Geology Dept.	GEO
Pharmacy Dept.	PHA
ENVIRONMENTAL Monitors	EMN
Radiological Sci.	RSC
Student Health Center	SHC
TSO employees	TSO
TEMPORARY	TMP
AREA Monitors	AMN
ISIS workers	ISI
Forest Lusk (badges in truck)	TRK

## Issuing Dosimeters for Radiation Workers

Once all the paperwork is completed, a temporary (SPARE) dosimeter can be issued to be used until the end of that wear period. The person's name should be written on the badge with a permanent marker. The Landauer online account is at:

*<https://esolutions.landauerinc.com/lisn>*

It should be updated as follows (one may go to landauerinc.com, LDR solutions and then LISN):

1. Login and click ADD NEW.
2. Enter the person's name, DOB, gender, and identification number (SSN without dashes). Choose Identification Number Type SSN in the drop-down menu. Leave the employment begin date blank.
3. DO NOT enter a Participant Number (this will be generated automatically).
4. Click on CONTINUE.
5. In the Dosimeter Information section, click on ADD NEW DOSIMETER and enter the type of dosimeter you want to be issued (see DOSIMETER INFORMATION for details on what to issue). To add multiple dosimeters, you must SAVE and click on ADD NEW DOSIMETER again. Check to make sure that the 1<sup>st</sup> Wear Date to Ship Date is the beginning of the next wear period (this should be automatic).
6. After saving changes, the dose that gets recorded on the temporary dosimeter issued to the person's permanent file must be transferred. To do this:
  - a. Highlight the row in the Dosimeter Information section that corresponds to the type of temporary dosimeter you issued (i.e., if you issued a whole body badge and a ring, click on the row representing the whole body badge and make the appropriate additions, then click on the row representing the ring and make the appropriate additions).
  - b. Click on the ASSIGN SPARE button. A separate window will appear where you must enter the first 8 characters (7 numeric, 1 alpha) of the serial number from the temporary dosimeter you assigned to the person (this is the number just above the bar code on the back of the badge).

- c. Confirm that you are transferring the dose information from the correct temporary badge for the appropriate wear period. The Begin Date should automatically be the first day of that wear period while the end date should be blank, do not change it.
- d. Click on Assign button.
7. Write the participant number in “Dosimeter Assignment Check Sheet.”
8. Save all changes and logoff (end session, without summary, exit, close the browser.

*Note: All of the ISU temporary badges are T's, but not all of the radiation workers are given T badges for permanent use, so while trying to assign a temporary dosimeter to someone who will be receiving a P badge you get an error. To avoid this problem, change the person's Dosimeter Type in the Dosimeter Information section to T and click on SAVE. Then highlight the row and click on ASSIGN SPARE and follow the directions above. Once the assignment is made, switch the person's regular Dosimeter Type back to P and click on SAVE again.*

**NOTICE:** Be sure to make all temporary badge dose reassignments before you send the badges off to be read, otherwise the changes will not be reported!

## **Dosimeter Information**

### *Dosimeter Type*

Depending on the type of radioactive sources or radiation producing devices that are going to be used in each laboratory, an appropriate dosimeter needs to be assigned to the corresponding individuals. The different types of dosimeters in Landauer are as follows:

- Type P, for whole body beta/gamma/x-ray exposures
- Type J, for whole body beta/gamma/x-ray/low energy neutron exposures
- Type T, for whole body beta/gamma/x-ray/low and high energy neutron exposures
- Type U, for extremity beta/gamma/x-ray exposures (ring dosimeter)

Radiographic Sciences workers, Biology workers (except those who work at the IAC), Student Health Center workers, Geology workers, Civil Engineering workers, and Pharmacy workers all get type P badges. Everyone else gets type T badges. Area and Environmental monitor badge types will

vary with location and can be either P or T type. Currently, there is no type J badge at ISU.

Ring badges should be assigned to those who work in Geology, Biology, Positron Systems, and other places where appropriate. All those who get ring badges should receive a whole body dosimeter as well.

### *Body Code*

ONLY one of the following codes should be used:

- 01: for whole body badges to be worn on the chest (for everyone except Radiographic Sciences)
- 13: for whole body badges to be worn on the collar outside of the lead apron (only for Radiographic Sciences)
- 19: for area/environmental monitors
- 17: for fetal monitors
- 03: for rings to be worn on the RIGHT hand (default)
- 04: for rings to be worn on the LEFT hand

### *Frequency*

The dosimeters for radiation workers who need to be monitored for external exposure at ISU are on a quarterly exchange schedule (N). New badges will be issued for the first of January/April/July/October. When a new radiation worker is added, his/her first badge will arrive with the next badge shipment.

If a fetal monitor is required, a monthly (M) exchange needs to be selected.

### *Holder/Size*

Badge holders may be ordered ONLY if needed. Rings are issued with a Medium size by default. People may be asked to try other sizes and a small or large size should be ordered if required.

### *1st Wear Date to Ship*

This is the date of the first badge shipment for a person. If changes are made to a person's data (i.e., change their series, badge type, etc.) this date will NOT be changed.

## *Active / De-active*

This field indicates when a person is currently wearing a particular badge. When a worker no longer needs to be monitored or no longer works at ISU, it is best to cancel their account by clicking on DEACTIVATE ALL rather than by selecting D in the drop-down menu for each badge.

*Note: Once an individual has been entered into Landauer's database, he/she will receive a dosimeter with the individual's name on it for the following quarters, and will also receive an annual dose report at the end of the calendar year. If a worker needs to wear a dosimeter temporarily (i.e., researchers at IAC, or summer students), the procedures in 13.6.6 should be followed.*

## **Issuing Dosimeters for Temporary Radiation Workers/Visitors**

If an individual is classified as an observer based on the "Policy for issuing temporary badges," he/she needs to receive a DRD (Direct Radiation Dosimeter) available from the TSO. The serial number of the DRD at the time of check in and check out must be recorded in addition to the dose received.

When an individual needs a personal dosimeter for only a short period of time, a temporary badge (spare badge) can be issued via the following procedure:

1. The result of the Radiation Introduction Training as well as the completed forms including Forms RPR 1A and RPR 1B (if required) need to be submitted to the TSO prior to issuing a badge.
2. The "Dosimeter Assignment Check Sheet" should be filled out by the radiation worker. This form is available on-line and also in *tsoshare*.
3. The required information including the number of the temporary badge and its barcode must be mentioned in the appropriate part of the "Dosimeter Assignment Check Sheet."
4. The person's name should be written on the badge with a permanent marker.
5. The computer databases need to be updated.
6. If a worker needs to receive a badge just for a single quarter, the following steps should be taken, so that this individual will not receive a dosimeter

for the next quarter but will still receive an annual report at the end of the current year:

- a. Add a new dosimeter
- b. Set up the body code, series, frequency, etc.
- c. Before saving the new dosimeter, change the “1<sup>st</sup> Wear Date to Ship” to the first day of the following quarter, only if it is before the 5<sup>th</sup> of the last month of the current quarter. Otherwise you need to change the “1<sup>st</sup> Wear Date to Ship” to the first day of the next two quarters. For example, if you are adding a new dosimeter on 12/04/07, you need to change the “1<sup>st</sup> Wear Date to Ship” to 01/01/08. When you save these changes, and then deactivate the dosimeter, the Landauer computer system will automatically show the deactivation date of 12/31/07 and it will not generate a new dosimeter for the following quarter. But if you are adding a new dosimeter on 12/05/07, you have to change the “1<sup>st</sup> Wear Date to Ship” to the 04/01/08. After deactivating this dosimeter, the system will show the deactivation date of 03/31/08 and will not generate a new dosimeter for the last quarter of 2007 again. In fact the deactivation date should always be before the date of next shipment. Be careful that all these changes are done prior to saving the new dosimeters. If a new dosimeter is added and saved, the changes of the “1<sup>st</sup> Wear Date to Ship” will no longer be effective.

If there are any problems, Landauer may be contacted about deactivations by e-mail ([irios@landauerinc.com](mailto:irios@landauerinc.com)). Do not forget to provide Landauer with the participant number and name of the worker, as well as the ISU account number while requesting the deactivation of badges.

### **Issuing Fetal Dosimeters**

When a woman declares a pregnancy she is issued a monthly fetal monitor in addition to her regular dosimeter(s). The fetal monitor is to be issued under the same series as the regular dosimeter(s). The following steps should be followed for issuing a fetal dosimeter:

1. Update the Landauer online account at:

<https://esolutions.landauerinc.com/lisn>

2. Login and click on CHANGE
3. Search for her file by last name and confirm that you have found the correct person before clicking on SELECT.
4. In the Dosimeter Information section, click on ADD NEW DOSIMETER and enter the type of dosimeter that needs to be issued. Select the same dosimeter type and series as the worker's regular dosimeter, but enter body code 17.
5. Choose the monthly exchange frequency
6. In the personal information section, click on Pregnant. A series of new fields will appear prompting you to enter the declaration date, etc. Fill this out as completely as possible (i.e. if only the month and year of conception are given, chose the first of the month for the day field).
7. Highlight the row in the Dosimeter Information section that corresponds to the type of temporary dosimeter you issued (fetal dosimeter in this case).
8. Click on the ASSIGN SPARE button. A separate window will appear where you must enter the first 8 characters (7 numeric, 1 alphabetic) of the serial number from the temporary dosimeter that has been assigned to the person (this is the number just above the bar code on the back of the badge).
9. Confirm that you are transferring the dose information from the correct temporary badge for the appropriate wear period. The Begin Date should automatically be the first day of that wear period while the end date should be blank, so do not change it.
10. Click on the "assign" button
11. Save all changes and logoff (end session, without summary, exit, close the browser)

The issued spare badge will be used until the end of the month. Landauer must be contacted to have the information on the SPARE badge changed to reflect that it was issued as a fetal monitor.

*NOTE: Explain that the fetal monitor must be worn in the belly area and that it will be exchanged monthly. The TSO should also be informed when the badge can be cancelled.*

## Deactivating the Dosimeters

When someone no longer needs to receive a personal dosimeter, the following steps have to be followed:

1. Update the Landauer online account at:  
*http://esolutions.landauerinc.com/lisn*
2. Login and click on CHANGE
3. Search for his/her file by last name and click on LOOK UP
4. Highlight the name of the individual
5. Click SELECT
6. Click on one of the white boxes at any row of dosimeter information
7. Click on DEACTIVATE ALL rather than selecting D in the drop-down menu for each badge
8. Click on SAVE
9. Click on END SESSION – WITHOUT SUMMARY
10. Click on EXIT
11. Close the browser to logoff the system

This field is completed automatically when a badge is deactivated.

Dosimeter Information							
Dosimeter Type	Body Code	Series	Frequency	Holder Y/N or Size S/M/L	1st Wear Date to Ship	Active / Deactive	Deactivated Date
T	01	TSO	N	N	01/15/01	A	

The individual's paper file should be subsequently archived (please see the instructions in Section 10).

## Spare Badge Assignment after Processing

The badge assignments can be done only prior to processing of the badges. Once the badges have been processed, the request for assigning a spare badge to an individual should be faxed to the "Records Department" of Landauer through the following number:

Records Department Fax Number: 708-754-2671

The request can also be e-mailed to Mr. Ion Rias ([irios@landauerinc.com](mailto:irios@landauerinc.com)).

While requesting the spare badge assignment, the following information should be provided in the letter:

- Wear period
- Spare badge number
- Bar code of a spare badge (this code is written at the back of each dosimeter)
- Name and participant number of the individual to whom you would like to assign a spare badge
- ISU account number (189742)

### **Re-Ordering Spare Badges**

When half of the spare badges have been used, additional spare badges for the same quarter should be ordered by sending an e-mail to the provider (currently Landauer). Be sure that the account number (189742) and other required information is provided in the e-mail.

#### *c. Dosimeter Shipments*

After receiving new dosimeters, all used/unused badges must be collected and must be sent to the provider (currently Landauer). All the control badges should also be sent at the same time. Sending letters with badges is not required.

DO NOT MISS any of the used badges. To make sure all the badges have been collected, follow the steps below:

1. Open the Dosimetry folder in *tsoshare*
2. Open “Dosimeters.xls” file
3. Open the “check out/check in” worksheet
4. Update this list based on the current workers
5. Sort this list based on the Department Code (column A)
6. Print out this sheet and put checkmarks in check in/out boxes while switching each badge.

In case of “Area” or “Environmental” monitors, the complete list and their locations can be found in “AREA&ENV” worksheet of the “Dosimeters.xls” file in *tsoshare*.

To return the old badges, choose an appropriate box and carefully place the badges in the box, so that they will be transported without receiving any mechanical shock or physical damage. The initial package that contained the new dosimeters can be used for this purpose.

The following label should be posted on the box:

<p><b>Handle Carefully!</b> <b>Monitoring Devices Enclosed</b> <b>Keep Away from X-ray and</b> <b>Radioactivity</b></p>
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Addresses of the sender (TSO) and receiver (i.e. Landauer) should be labeled clearly. The addresses are available in the “Address Stickers” file of the Stickers folder in *tsoshare*.

The code CD 269-004-01 at the end of TSO’s address is necessary for all shipments. The box should be brought to the post office by the TSO staff. It must not be left at the main office of the Physics Department.

## 5. Dose Reports

### a. *Submitting Dose Reports*

Duplicate quarterly dose reports are usually provided by the dosimeter provider (currently Landauer). They do not include social security numbers and should be given to the Radiation Safety Officer to be submitted to the Radiation Safety Committee Members during the quarterly meetings.

The annual dose reports must be mailed in sealed envelopes to each radiation worker along with a cover letter and preferably a post card (as attached). Address stickers can either be provided by the secretary of the Heath Physics program at ISU or may be generated by the use of the Radiation Workers’ Master List available in EH&S software.

On-campus mail does not need postage. They can be submitted directly to the secretary of each Department in a unique large envelope containing individual’s sealed dose reports to maintain confidentiality. Only off-campus mail requires postage and should be sent directly to the corresponding individuals.

### b. *RSC Meeting Quarterly Dose Reports*

A quarterly dose report should be prepared for the Radiation Safety Committee Meeting. Refer to the folder entitled “Exposure Reports” in *tsoshare* to find the samples of these reports.

## 6. Dose History

### a. *Dose History Requests*

A radiation worker who requests a copy of their dose history must fill out Form RPR 1B and submit it to the TSO. This form is subsequently mailed to the relevant institution/company along with a formal letter prepared by the TSO. TSO letterhead and printed envelopes must be used for the formal letter. A photocopy of the above-mentioned letter and the completed Form RPR 1B should be added to the individual's file.

### b. *Dose History Reports*

Upon receiving a request for dose history from an individual, a formal letter, an NRC Form 5, and a written request should be sent back to the requesting institution. The NRC Form 5 can be found at:

<http://www.nrc.gov/reading-rm/doc-collections/forms/nrc5.pdf>

Each numbered box in NRC Form 5 should be properly filled in. The licensee name in box seven (7) is "Idaho State University (ISU)" and the license number is 11-27380-01. The form needs to be signed by the Radiation Safety Officer. Photocopies of these documents should be subsequently placed in the individual's file to be archived for ISU records.

## 7. Filing/Archiving

### a. *Computer Based Filing*

Once a file is prepared for a radiation worker, his/her complete information must be entered in the following three computer data bases:

#### **Landauer**

See 4. Dosimeters, section b

#### **EH&S Assistant**

1. Run EhsSql.exe file (available as a shortcut on the desktops of the TSO computers)
2. Login with appropriate username and password
3. Choose "Lab Workers" option

4. Click on “Add New Worker”
5. Add the worker’s name and complete personal information plus all required data such as e-mail address, phone number, complete mailing address, dosimetry status, supervisors/PI, trainings, etc.
6. Save
7. Exit

*Note: The information of all workers/students who have received permanent dosimeters (not just for a single quarter) should be entered in this database, including those that do not require monitoring but must take the refresher training every year (students in Physics and Engineering Buildings and individuals working with alpha, low energy beta-emitters, or small sources in a class-setting). It will help to have them on this list when they are due to take the refresher training.*

### **Athena Server**

The list of workers also needs to be updated in *tsoshare*. Follow these steps:

1. Open the “Dosimetry” folder in *tsoshare*
2. Open “Dosimeters.xls” file
3. Enter all required information for the worker in the appropriate alphabetical position.

*Note: The participant number is the one in Landauer’s database.*

#### *b. Filing Dose Reports*

### **Quarterly/Monthly Dose Reports**

Quarterly dose reports should be filed by the names of the ISU Departments and in alphabetical order. Each area and environmental monitor report should be filed separately. It is preferable to keep the monthly reports separate from the quarterly dose reports.

### **Annual Dose Reports**

Once the annual dose report arrives from the provider (currently Landauer), a copy of each individual’s annual dose report should be filed in their personal folder. The annual spare badge reports can be discarded. The annual area and environmental reports should be filed separately in the associated file cabinet located in Room 101A.

### c. Archiving Radiation Worker Files

When someone is no longer a radiation worker at ISU, his/her personal dosimeter is deactivated and the relevant personal file is archived in Room #103.

The following steps should be taken prior to archiving radiation workers' personal files:

1. The personal dosimeter of the individual should be deactivated in the Landauer database (see 4. Dosimeters, section b).
2. The worker should be archived in the EH&S database as follows:
  - a. Run EhsSql.exe file (available as a shortcut on TSO computer's desktops).
  - b. Login with the appropriate username and password.
  - c. Find the workers name in the "Lab Workers" option.
  - d. Click on "Archive."
  - e. "Exit" when you are done to save.
3. This person should then be taken off of the list of current workers in *tsoshare*:
  - a. Open "Dosimetry" folder in *tsoshare*
  - b. Open the file entitled "Dosimeters.xls"
  - c. Open the "Current Workers" worksheet
  - d. Take the personal information of the individual off of the list of the current workers, and move it to another worksheet in the same file called "Old Workers"
4. Take the individual's folder off of the file cabinet in Room 101A, transfer it to the file cabinets in Room 103 and place it in alphabetical order.

## 8. Declaration of Pregnancy

A female radiation worker may voluntarily declare her pregnancy at any time during her pregnancy.

1. Have the individual fill out a signed letter for declaring with her name, the name of her current supervisor or series code, the approximate date on which she became pregnant and the date of her declaration. This letter is available online at:

<http://www.physics.isu.edu/health-physics/tso/rad.html>

2. Refer a woman who declares her pregnancy to the relevant information concerning the health issues related to being exposed to radiation during pregnancy through email. Regulatory Guidelines pertinent to these individuals are available online at:

Reg. Guide 8.13 "INSTRUCTION CONCERNING PRENATAL  
RADIATION EXPOSURE"

[http://www.physics.isu.edu/health-physics/tso/rad\\_training/8\\_133.pdf](http://www.physics.isu.edu/health-physics/tso/rad_training/8_133.pdf)

Reg. Guide 8.36 "RADIATION DOSE TO THE EMBRYO/FETUS"

<http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-36/>

3. Print out a copy of the email sent and put it in her file.
4. Issue a fetal dosimeter in accordance with the procedure detailed in part 4 section b of this procedure.

## REFERENCES

10 CFR 20

IDAPA 16.02.27



Procedure #: TSO-08-02-REV 2  
Procedure Title: Dosimetry  
Approval Date: September 1, 2009  
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## REVISION TRACKER

Revision 2	September 1, 2009	Original Procedure
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