

RADIATION DOSIMETRY PROGRAM FAQ

The UCSF Radiation Dosimetry Program is a requirement of the California Department of Public Health Radiologic Health Branch and helps the Radiation Safety group monitor radiation exposures and protect you from unnecessary risk. To all departmental Dosimetry coordinators, please refer to this FAQ as a reference for questions regarding the UCSF Dosimetry Program.

1. How do I know if I need to wear a dosimeter?

UCSF requires any adult that would receive 10% of annual occupational exposure limits to wear a dosimeter. If you get exposed to radiation and think you might need to wear a dosimeter, please contact radiation safety at Dosimetry.coordinator@ucsf.edu.

2. Where can I get a **Dosimetry Request Form**?

- a. Go to <http://ehs.ucsf.edu/radiation-forms>
 - i. Under "Radiation Form Specific" → "Dosimetry Request Form"
 - ii. Once you receive your form, please send it to dosimetry.coordinator@ucsf.edu
OR fax it to 476-0581
- b. You can also e-mail dosimetry.coordinator@ucsf.edu to request the form.

3. On the Dosimetry Request Form, what does "**Departmental Dosimetry Contact Person**" mean?

On the Dosimetry Request Form, the departmental Dosimetry contact person is the one individual in charge of distributing/collecting dosimeters for your entire department. This person maintains consistent communication with the EH&S Dosimetry Coordinator. Without this vital information, it is difficult to determine what department employees belong to, and may delay the process in badge delivery.

4. How long will it take for new badges to arrive?

- a. Once a new employee has been entered into the LANDAUER INC., system, it may take up to three weeks for the badge to arrive.
- b. **If you are in need of a badge immediately**, on the Dosimetry Request Form please fill out the following section on the Dosimetry Request Form:

Spare Dosimeter Needed? Y N If yes- by when? ASAP or _____

5. How do I transfer exposure readings from previous employers?

This is mandatory for all radiation workers with a previous dose history. On the Dosimetry Request Form, please have the employee fill out the following section and send it to dosimetry.coordinator@ucsf.edu OR fax it to 476-0581:

*Below if your permission for UCSF to obtain prior radiation Dosimetry information from your institution(s):
[If you have multiple radiation Dosimetry locations, please provide information ON ADDITIONAL PAPER.]*

Name Used: _____ Dates Present: _____
Institution Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Department: _____
Signature: _____ Current Date: _____

LOST BADGE

6. What should I do if an employee has lost their badge?

If your badge was lost during the wear period, please e-mail dosimetry.coordinator@ucsf.edu immediately along with a **Lost Dosimeter Report Form** and a spare badge will be sent out.

Go to <http://ehs.ucsf.edu/radiation-forms>

- i. Under "Radiation Form Specific" → "Lost Dosimeter Report"
- ii. Once you receive your form, please send it to dosimetry.coordinator@ucsf.edu
OR fax it to 476-0581

7. How can my exposure be calculated if my badge was lost?

A health physicist will calculate your dose using the information provided from the lost dosimeter form.

Declaring Pregnancy

8. What does it mean to declare pregnancy?

Declaring pregnancy is not required and is a choice made by the pregnant worker. Once pregnancy is declared to radiation safety, the allowed radiation exposure is reduced from 5000 mrem in a year to 500 mrem during the pregnancy period.

9. My employee is pregnant and needs a fetal badge?

Please have the employee go to <http://ehs.ucsf.edu/radiation-forms>

- i. Under "Radiation Form Specific" → "Declaring Pregnancy"

10. I am pregnant and want to keep this information **confidential** from my co-workers?

Pregnant employees have the right to **remain confidential** from their co-workers, in this case, please inform all female employees that they may request a "fetal badge" by filling out the "Declaring Pregnancy" form and e-mailing it to dosimetry.coordinator@ucsf.edu. Radiation safety can send the fetal dosimeter to a requested mailing address.

11. I have had my baby and no longer need a Dosimetry Fetal Badge?

Please e-mail dosimetry.coordinator@ucsf.edu to inform the EH&S Dosimetry Coordinator you are no longer in need of a fetal badge.

12. How do I wear my 'fetal badge'?

All pregnant employees must wear their fetal badge along their waist under protective garments, if worn. Other dosimeters are still required during this period.

EXPOSURE INQUIRY

13. How can I find out about my "Dose History"?

Any badged worker can get their exposure history by using the website www.myldr.com. Just follow these instructions:

a. Use the following username and password

Medical employees (account 707904)

Username: UCSFmedical

Password: ALARA&me

Campus employees (account 707905)

Username: UCSFcampus

Password: ALARA&me

b. Enter the account number and serial number found on dosimeter.



Please e-mail dosimetry.coordinator@ucsf.edu to inquire about your dose history. All employees have a right to know how to receive information about their radiation exposure.

14. New group working with radiation machines and/or materials?

Please send a detailed e-mail to dosimetry.coordinator@ucsf.edu with the following information:

- i. Name of the Department
- ii. Departmental Dosimetry Contact Person and phone number
- iii. Full address including Box #

An e-mail will follow after your inquiry.

Please note that all departmental Dosimetry coordinators must have a Campus Mailbox Number associated with their name as listed on directory.ucsf.edu

DOSIMETRY BADGES/RINGS/REPORTS

15. How does the departmental Dosimetry contact receive employee badges?

LANDAUER INC., initially sends badges to the EH&S Dosimetry Coordinator. After this, the EH&S Dosimetry Coordinator will mail all badges to appropriate personnel via Campus Mailbox.

16. How do I return Dosimetry badges/rings?

At the end of each quarter or monthly period (depending on your group), please send back ALL BADGES AND RINGS by UCSF campus mail to:

Dosimetry Coordinator
Box 0942

17. When do Dosimetry Badges/Rings need to be sent back?

If you are a **QUARTERLY** Dosimetry group, please send your badges back at the end of each quarter:

	Wear period	Old Dosimeters Need to be Returned
Quarter 1	January 1 st – March 31 st	First Week of April
Quarter 2	April 1 st – June 30 th	First Week of June
Quarter 3	July 1 st – September 30 th	First Week of October
Quarter 4	October 1 st – December 31 st	First Week of January

If you are a **MONTHLY** Dosimetry group, please send your badges back at the end of each quarter:

Wear Period	Old Dosimeters Need to be Returned
January	First Week of February
February	First Week of March
March	First Week of April
April	First Week of May
Etc.	Etc.

18. Our department has not received our badges for the next wear period?

If you have not received your new dosimeters for the next wear period with in

19. How do I know what badges have not yet been returned?

- a. Towards the end of each month/quarter a report will be generated by the EH&S Dosimetry Coordinator via the LANDAUER INC., for each individual group.
- b. An e-mail will be sent out to the departmental Dosimetry coordinator if badges are left unreturned.
- c. For pregnant workers, an e-mail will be sent to the individual themselves.

20. What should I do with monthly dosimeter reports?

Keep dosimeter reports 3 years previous to the current wear period for review.