



## Guidance for Dosimetry Badge Group Leaders

As a Badge Group Leader, you are a cornerstone of the UW-Madison and UW Health comprehensive radiation safety program. Your diligent oversight in managing dosimeters for your badge group is paramount to ensuring the accurate monitoring of radiation exposure to some of the thousands of individuals we badge annually across our research laboratories, hospitals, and clinics. Your commitment to the responsibilities outlined in this document directly supports the health and safety of your colleagues, maintains our institution's adherence to strict regulatory standards, and fosters a culture of safety. We deeply appreciate your partnership in this critical endeavor.

### Core Responsibilities: Dosimeter Cycle Management

#### Receiving, Distributing, Collecting, and Returning Badges:

- Manage the receipt of new badges at the beginning of each wear period.
- Ensure badges are distributed *only* to the assigned individual.
- Emphasize to wearers the importance of wearing their badge correctly e.g., chest level, collar (outside leads), waist (under leads).
- Collect all dosimeters from participants at the end of their designated wear period.
- Return collected dosimeters promptly.

#### Timely Return of Dosimeters:

- Dosimeters should either be returned to the Dosimetry Coordinator or put in the nearest designated drop box **within one week** after the exchange date.
- This is a high priority to ensure timely dose assessment and regulatory compliance.

#### Communication Hub:

- Serve as a key communication link between the Radiation Safety Office and participants in your group regarding dosimetry matters.
- Distribute important updates, reminders, or educational materials related to dosimetry as provided by the Radiation Safety Office.

## Personnel And Badge Management

#### Participant & Account Updates:

- **Promptly inform** the Dosimetry Coordinator of any changes that need to be made to your subaccount, including but not limited to:
  - Adding new participants.
  - Deactivating participants (e.g., due to termination of employment, leaving the group, or no longer requiring monitoring).
  - Changes in job duties that might affect monitoring requirements (e.g., no longer working with radiation, or starting new radiation-related procedures).
  - Requests for additional dosimeters (e.g., ring badges, fetal monitors).

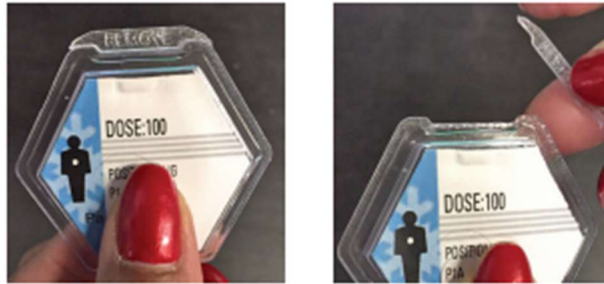
#### New Participant Onboarding:

- **Verify** that new participants have completed all prerequisite radiation safety training *before* providing them with a dosimetry application or badge.

- Ensure new participants fill out the dosimetry application form completely and correctly, paying close attention to details such as legal name, employee/student ID numbers, and previous radiation exposure history (if requested on the form).

#### Proper Badge Usage and Storage:

- **CRITICAL: Ensure participants remove the plastic transport tab from new badges before use.** Failure to remove the tab will result in the badge being reported as unused, and the dose will not be accurately recorded. You may want to visually remind users or spot-check. A photo below shows where the tab is located.
- Advise participants on the proper and secure storage of their dosimeters when not in use (e.g., away from radiation sources, heat, and moisture) to prevent erroneous readings or damage.



Tab Removal

## Incident Reporting

#### Lost or Damaged Dosimeters:

- If a badge goes missing or is damaged, ensure the affected participant(s) promptly complete the 'Lost/Damaged Badge Form'.
- Stress the importance of immediate reporting of lost or damaged dosimeters to you, so the form can be completed and submitted to the Dosimetry Coordinator without delay.

#### Accidental or Suspected Exposures:

- **IMMEDIATELY** inform the Dosimetry Coordinator and the Radiation Safety Office of any known or suspected accidental exposures, spills, or incidents that could have resulted in unintended radiation exposure to personnel.

#### Accidental or Suspected Radioactive Contamination

- **DO NOT** return badges that may have or have radioactive contamination on them. Inform the Dosimetry Coordinator to receive a new badge and the Office of Radiation Safety will work with you to decontaminate your badge.

## Key Dosimetry Program Information & Timelines

Understanding these program details will help you manage expectations and answer questions from your group.

- **Badge Delivery:** New badges are typically mailed or delivered by the Dosimetry Coordinator within one week of the start of the next monitoring period.
- **Processing Schedule:** Collected dosimeters are sent by the Radiation Safety Office to the vendor for reading and reporting approximately every other week.
- **Fetal Dosimeters:**
  - Fetal badges have a special, earlier return schedule. They must be returned to the Dosimetry Coordinator around the **5th of every month** to ensure priority reading.
  - Ensure individuals with declared pregnancies understand this separate deadline. Fetal dosimeters received after this date will be processed with the regular batch and are subject to delayed reporting.

- **Badge Tracking:** All dosimeters returned to Radiation Safety are handled and scanned by the Dosimetry Coordinator to mark them as received, minimizing the number of badges deemed lost. We acknowledge that, rarely, some may get through unaccounted for.
- **Lost Badge Reports:** Receiving a "lost badge report" from the Dosimetry Coordinator indicates the badge was not received by the Coordinator or did not make it to the vendor (e.g., Landauer) to be processed. Lost badge fee are \$3.80 per chest/collar/waist and \$5.70 per ring.
- **Annual Dose Reports:**
  - Annual radiation exposure reports (e.g., NRC Form 5 or equivalent) are distributed by uploading them into the participant's Landauer (or current vendor) online profile.
  - Participants can access these reports by logging into the Individual Dose Review (IDR) portal, typically using their email address. Please encourage your group members to establish and check their IDR access.
  - An email notification will generally be sent to participants when a new report is uploaded to their profile.
- **Processing Delays:** Delays in badge reading and reporting can occasionally occur. These are often due to vendor processing times and are not within our direct control. We appreciate your patience.

## Further Information

For further information please contact the Office of Radiation Safety (ORS) at [RadiationSafety@wisc.edu](mailto:RadiationSafety@wisc.edu) or [dosimetry@wisc.edu](mailto:dosimetry@wisc.edu).

Please see the ORS website for more information.

ORS Site



<https://ehs.wisc.edu/labs-research/radiation-safety/>

Dosimetry Site



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