

# UNIVERSITY OF TOLEDO

SUBJECT: Personnel Radiation Monitoring

Procedure No: HM-08-023

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## PROCEDURE STATEMENT

All personnel routinely working with or around sources of ionizing radiation that are likely to receive 10% of their allowable occupational limits shall wear dosimeter badges approved by the Radiation Safety Officer. Such dosimeters shall be worn throughout the campus, and are to remain in predetermined locations when employees leave the institution.

## PURPOSE OF PROCEDURE

To monitor all radiation received in the occupational environment and ensure compliance with all regulations.

## PROCEDURE

1. To initiate dosimeter badge service, contact the Radiation Safety Office at 419-383-4301.
2. Dosimeters shall be worn between the waist and neck. Exceptions to this will be determined by the Radiation Safety Department.
3. Dosimeters will be exchanged by the Radiation Safety Office monthly unless otherwise specified.
4. Special use dosimeters may be requested from the Radiation Safety Office.
5. When wearing a lead apron, the dosimeter shall be worn outside of the apron at the neck. All ring badges are to worn on the dominant hand unless it interferes with a sterile field.
6. All lost dosimeter badges must be reported to the Radiation Safety Office so that a replacement badge may be issued.
7. Dose estimates will be performed by the monitoring company for all unreturned badges and reviewed by the RSO.
8. When the dosimeters are not in use they will be kept in an area at background radiation within the department, usually on a badge board. Dosimeters should never leave the hospital.
9. All dosimeters must be returned to the Radiation Safety Office by no later than the 8th of the following month so that they can be sent out to be read.

10. Individual departments will be charged a late fee of \$10.00 per month for up to 2 months for any dosimeter badges that are not returned by the designated deadline. The fee charged to the individual departments will cover the cost that is incurred by the Radiation Safety Office for an unreturned dosimeter badge and the cost incurred for estimated dose reports that must be generated by the monitoring company for unreturned dosimeter badges. This fee has been approved by the Radiation Safety Committee and the X-ray QA Committee.
11. It is the responsibility of each department to ensure that their personnel return their dosimeter badges monthly. In the event that an individual repeatedly fails to return an assigned dosimeter badge, that individual will be reported to their department and the appropriate committee for a determination of disciplinary action.
12. Dosimeter reports will be promptly reviewed by Radiation Safety staff following receipt. Quarterly dosimeter reports will be presented to the Radiation Safety Committee and the X-ray QA Committee by a member of the Radiation Safety Department. An annual report will be given to each individual issued a radiation monitor.
13. Any exposure greater than the exposure limits established in the OAC 3701:1-38 will be reported in writing to the Ohio Department of Health within 30 days.

Effective Date: 1/01/2016

Review/Revision Date: 01/01/2019  
01/03/2022