1 Purpose

The purpose of these requirements is to ensure that occupational exposure to radiation is accurately measured, recorded, and provided to dosimeter wearers. These requirements cover dosimeter issuance and return and dose reporting for entry into areas with radiological postings, for special tasks, and for pregnant workers. They apply to workers, and their line management, supervisors, and points of contact, who enter a posted radiological area or perform radiological work, and Radiation Protection and SLAC Site Security.

2 Requirements

2.1 Entry into Posted Areas

ESH training and dosimetry requirements for entry into areas with a radiological posting are specified on the posting as described and illustrated in Radiological Safety: Radiological Work and Area Entry Requirements. (See Controlled Areas and Radiologically Controlled Areas (RCAs) for a map.)

Note Areas posted as a controlled area are the only type of radiological posting that does not require a dosimeter for entry.

2.2 Personnel Dosimeters

2.2.1 SLAC Employees and Long-term Non-employees

A whole-body personnel dosimeter is required for

- Workers who enter radiologically controlled areas (RCAs) or radiological areas as part of their routine work
- Any worker who will handle radioactive materials if a potential of 100 mrem total effective dose (TED) in a year is likely

To obtain a dosimeter, submit SLAC Dosimeter / ID Request Form A to the SLAC Site Security Office or designated point of contact representatives (POC) authorized by RPD.

Note Work area and work type requirements determine the assigned dosimeter type.
2.2.2 Short-term Non-employees

A short-term non-employee such as a visitor, user, or subcontractor who will be in an RCA one working day (8 hours) or less during any calendar year is not required to wear a dosimeter. Any non-employee who will be in an RCA longer than one working day (8 hours) per year is required to wear a dosimeter. Tour groups with six or more members will be issued a group dosimeter. The appropriate form must be completed and submitted to the SLAC Site Security Office as follows:

- To enter an RCA unescorted, a non-employee must complete the required ESH training and submit SLAC Dosimeter / ID Request Form A.
- To enter an RCA without completing ESH training, a qualified escort must accompany the non-employee; submit SLAC Dosimeter / ID Request Form B.
- Tour groups with six or more members must be lead by a qualified escort; the escort submits SLAC Dosimeter / ID Request Form C to obtain a group ID badge and dosimeter.

2.3 Additional Dosimeters for Special Circumstances

2.3.1 Pregnant Workers

Additional dosimeters may be assigned to a pregnant worker if the employee formally declares a current or potential pregnancy using the Declaration of Pregnancy Form. The declaration is voluntary and does not affect benefits, seniority, or potential for promotion.

Making the declaration is solely the pregnant worker’s responsibility. If she chooses to continue her current assignment and it includes working in an RCA or radiological area, additional dosimetry requirements will apply as specified by the dosimetry program manager. These additional requirements can be revoked by completing the Withdrawal of Pregnancy Declaration Form.

2.3.2 Workers Who Perform Special Tasks

Supplemental dosimeters – that is, dosimeters that are to be worn in addition to a personnel dosimeter - may be required for particular tasks. Radiation Protection Department staff and supervisors make this determination and provide support as needed. Supplemental dosimeter requirements are documented on a radiological work permit (RWP).

2.4 Ensuring Accurate Dose Readings

The purpose of a dosimeter is to measure a worker’s occupational exposure to radiation. Therefore, the dosimeter must be handled and worn correctly, must only be used by the person to whom it was issued, and must not be exposed to non-occupational sources of radiation.

2.4.1 Personnel Dosimeter Placement on the Body

To ensure the dosimeter accurately records the whole-body radiation dose, the dosimeter must be placed on the front of upper torso, between neck and waist (never clipped onto a pants pocket, belt, or shirtsleeve). It must be facing outward, with no covering of any kind (wear it on the topmost layer of clothing; if wearing personal protective clothing, wear it on that layer, facing outward).
Note Personnel dosimeters are issued with a holder. The newest holders are fitted with an alligator clip that can be clipped to a pocket or lanyard. Additional installation tips include removing the dosimeter from the plastic bag and not removing the plastic shell that covers the dosimeter (the shell must remain intact, including the thin label on the front window).

2.4.2 Supplemental Dosimeter Placement

Supplemental or additional dosimeters must be worn as directed by RP or in the RWP.

2.4.3 Storage When Not in Use

The best place to store a dosimeter is on the dosimeter storage rack if one is provided in the local work area. Alternatively, storing it in the wearer’s on-site office prevents non-occupational radiation exposure such as that commonly encountered in medical facilities, airports, or off-site work places or laboratories with radiological equipment.

Note Do not store a dosimeter in a purse, wallet, or vehicle. Do not take it to a doctor’s office, pass it through any x-ray device such as those found at airports, and do not take it on an airplane. Do not wear a dosimeter after any medical treatment that involves radiation, such as a positron emission topography (PET) scan or technetium heart scan.

2.5 Dosimeter Return

Every dosimeter must be returned for processing within 15 days after the dosimeter’s wear period ends. E-mail reminders will be sent to the wearer and their supervisor after the 15-day grace period.

Note If the wearer will not be at SLAC when the wear period ends, he/she should return it before leaving SLAC.

Dosimeters can be returned
- In person to SLAC Site Security or the assigned Dosimetry point of contact representative
- Through inter-departmental mail, RP Dosimeter Return, MS 48
- If the dosimeter is off-site, through a mailing procedure specified by SLAC Dosimetry staff. (Do not send by regular mail.)

2.5.1 Wear Period

Wear periods depend on the type of dosimeter issued for specific worker categories. The beginning of the wear period is printed on the back of the dosimeter. The wear period for each dosimeter type follows:
- Temporary: one month (must be obtained from and returned to SLAC Site Security)
- GERT: one year (exchanged annually; January 1)
- RWT: three months (exchanged quarterly at the end of March, June, September, and December)
2.5.2 Return without Exchange

A dosimeter is returned with no provision for exchange when

- A temporary worker’s assignment ends
- Anyone leaves SLAC permanently
- If the dosimeter will no longer be needed (notify POC)

2.5.3 Routine Dosimeter Exchange

Personnel whose work requires long-term dosimetry must return their dosimeter at the end of each wear period (annual or quarterly) and pick up a new dosimeter for the new wear period.

Routine exchange occurs systematically as arranged by the Dosimetry Points of Contact Representatives (POCs). Some POCs handle the exchange seamlessly using the storage racks – everyone places the current dosimeter in the rack at the agreed on time and the POC exchanges it by the next work day. If no POC is assigned, the exchange can be handled through SLAC Site Security.

Note Beginning February 2009, GERT-qualified personnel will no longer be issued a dosimeter unless their work assignment includes entering an RCA.

2.5.4 Changing Dosimeter Type

If additional training is completed or a work assignment changes and a different type of dosimeter is needed, submit a new SLAC Dosimeter / ID Request Form A to the SLAC Site Security Office.

2.6 Replacing a Lost, Damaged, or Compromised Dosimeter

Dosimeters that are lost, damaged, or exposed to non-occupational or non-SLAC radiation must be declared as such by submitting a completed SLAC Lost / Damaged Dosimeter Form to SLAC Site Security. A new dosimeter will be issued.

A compromised dosimeter is one that was exposed to a non-occupational or non-SLAC radiation source such as medical diagnostic procedure or treatment such as x-rays, dental x-rays, nuclear medicine. It also includes situations where the dosimeter is exposed but the wearer is not, such as when a dosimeter passes through a security device such as x-ray machine at an airport, or it is inadvertently left in the accelerator housing while the beam is on or next to activated beam line components.

2.7 Dose Records

The Dosimetry and Radiological Environmental Protection Group provides radiation dose monitoring services and dose information to the dosimeter user to whom the dosimeter is assigned.

Anyone with a SLAC computer account can access dose information any time by logging in to the Occupational Dose Tracking System.
Dose reporting frequency is based on dosimeter type:

- GERT (annual exchange) dosimeter users are provided a report of their annual dose upon request
- RWT (quarterly exchange) dosimeter users are provided an annual report of their doses
- Visitors, users, and subcontractors holding visitor/temporary dosimeters receive reports of non-zero radiation doses no later than 90 days after the end of the visit. Dose reports are provided upon request to individual wearers.

2.7.1 Dose History Reporting

Dose history reports contain all radiation dose information from the dosimeter during the user’s stay at SLAC. Dosimetry program staff will issue dose history reports to departing SLAC employees upon written request.

2.7.2 Dosimeter User Request to Release Records

Current and former dosimeter users may authorize the release of radiation dose information by submitting a completed Authorization to Release Occupational Exposure Information form.

2.7.3 Exposure Reports from Other Radiological Facilities

Dose reports of all occupational exposures incurred at other institutions, including exposures from past employment and while visiting other institutions while employed by SLAC, should be forwarded to the Dosimetry and Radiological Environmental Protection Group.

3 Forms

The following are forms required by these requirements:

- SLAC Dosimeter / ID Request Form A (SLAC-I-760-0A07J-006)
- SLAC Dosimeter / ID Request Form B (SLAC-I-760-0A07J-007)
- SLAC Dosimeter / ID Request Form C (SLAC-I-760-0A07J-008)
- SLAC Lost / Damaged Dosimeter Form (SLAC-I-760-0A07J-003)
- Declaration of Pregnancy Form (SLAC-I-760-0A02J-001)
- Withdrawal of Pregnancy Declaration Form (SLAC-I-760-0A02J-002)
- Authorization to Release Occupational Exposure Information (SLAC-I-760-0A07J-005)

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- The Dosimetry and Radiological Environmental Protection Group must follow their established recordkeeping practices to ensure that dosimeters are issued and processed and that results are recorded and reported as required by applicable regulations.
5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 9, “Radiological Safety”
  - Radiological Safety: Radiological Work and Area Entry Requirements (SLAC-I-760-0A05S-002)
  - Radiological Safety: Visitor Briefing (SLAC-I-760-0A05S-004)

Other SLAC Documents

- Radiation Protection Department
- Radiation Protection (SharePoint)
- Controlled Areas and Radiologically Controlled Areas (RCAs)
- Dosimetry Points of Contact Representatives (POCs)
- Occupational Dose Tracking System