

Badge Group Leader Instructions

Description

Attention: This page is part of an ongoing development project. While it is publicly accessible, it is primarily intended for internal use and testing purposes within the University of Florida. Content and features may change as development progresses.

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UW-Madison Dosimetry Badge Group

Leader Instructions

A radiation dosimeter or badge does not provide **protection** but detects and measures radiation that you have been exposed to. The badge will detect high-energy **beta**, gamma or x-ray radiation.

Within the UW-Madison dosimetry account there are 148 sub-accounts, 1,287 participants, and 1,570 badges.

Information Found On Dosimeters



[How to Wear Your Dosimetry Badge Correctly](#)

CONTACT

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Definitions

This is an accordion element with a series of buttons that open and close related content panels.

Expand all

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Activate/Deactivate

To assign or unassign a participant from a sub-account. Their recorded dose information stays with Landauer.

Badge Group Leader

An assigned individual that works within a unit that has a sub-account. They work closely with the dosimetry program coordinator ensuring the participants are up to date within their sub-account. At the beginning of a wear period they receive and distribute new/unused dosimeters to participants. At the end of a wear period they collect and return old/used dosimeters to the

Dosimetry Program Coordinator.

Controls

Dosimeter(s) mailed in a sub-account package for detecting radiat



ih

USPS. Receive and return all controls with participant dosimeters.



Dose

The amount of radiation an individual is exposed to.

Dosimeter

A radiation dosimeter is a device that measures dose uptake of external ionizing radiation. It is worn by the person being monitored when used as a personal dosimeter and is a record of the radiation dose received.

Dosimetry

Radiation dosimetry in the fields of health physics and radiation protection is the measurement,

calculation and assessment of the ionizing radiation dose absorbed by an object, usually the human body.

Landauer

The vendor hired to maintain all information for the dosimetry program. (myldr.com)

Participant

An individual that is assigned and receives a dosimeter(s) from Landauer. The dose from their returned/used dosimeters are calculated and recorded into the Landauer system.

Pregnancy Surveillance Program/Fetal Monitoring

This program is voluntary and confidential. Participants can go to:

<https://ehs.wisc.edu/declaration-of-pregnancy-form/> to fill the form out. Submitted forms go to the pregnancy surveillance program coordinator.

Spare Dosimeters

A spare dosimeter will be prepared for a new participant so they may begin working before their normal one arrives from Landauer on their first wear date. Spares are also prepared for participants that may lose theirs during a wear period (e-mail the dosimetry program coordinator to request one).

Sub-Account Name

A name assigned to an individual department/unit to identify their dosimeters. E.g.: “Dairy Science”

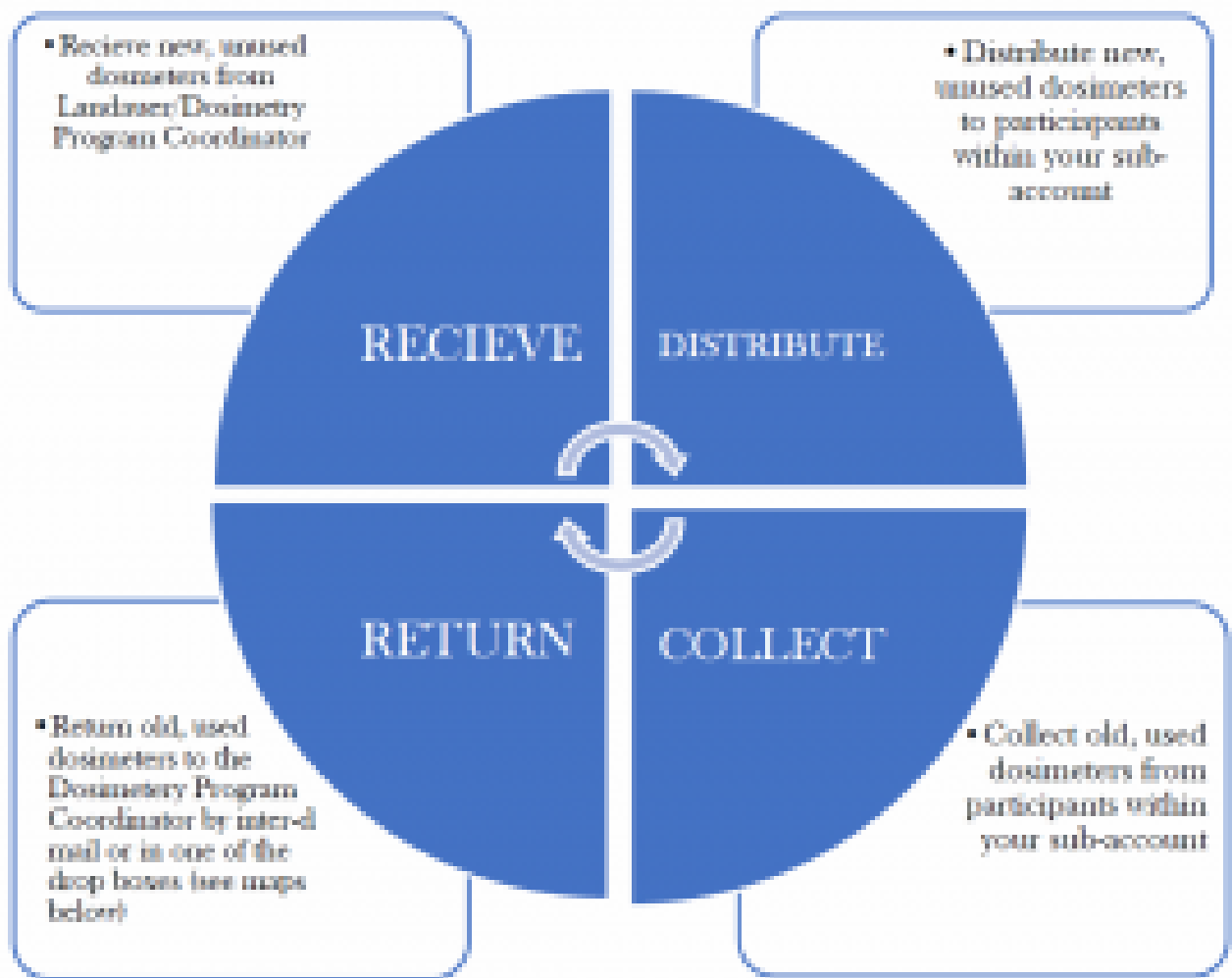
Sub-Account Code

The code given to an individual Sub-Account Name. E.g.: “DS”

Wear Period/Frequency

The amount of time a dosimeter(s) is worn by a participant. There are monthly (01/01/2020 – 01/31/2020) and quarterly wear periods (01/01/2020 – 03/31/2020).

The Life Cycle (Monthly/Quarterly Dosimeters)



BEFORE A PARTICIPANT CAN RECEIVE A DOSIMETER

Before a dosimeter can be prepared for a new radiation worker, have the applicant complete the necessary training found at: <https://ehs.wisc.edu/training>

Once the training is complete have them go to: <https://ehs.wisc.edu/dosimetry-application-form-uw-madison/> (let your applicant know what department, unit, sub-account name, sub-account code, and who the badge group leader is so they make the correct choice on the application)

The Fine Print

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Receive

You will receive dosimeters for participants in your sub-account in a Landauer bag. NOTE: Check the packing list against the badges as soon as you receive the package. Be sure everyone listed on the packing list has a dosimeter. If there are any missing, notify the dosimetry program coordinator.

Distribute

Hand out all new/unused dosimeters to participants on the first day of the wear period.

Collect

Retrieve all old/used dosimeters from participants from the last wear period. NOTE: Ideally everyone will have their dosimeter ready to hand back to you. Do not be surprised if extra effort is necessary to retrieve some of them.

Return

Place dosimeters in the bag that was in your original package, in an inter-d envelope, or any other type of bag and return all old/used dosimeters from participants back to the dosimetry

program coordinator via drop box (see maps below), or campus mail. NOTE: For sanitary purposes, please do not put individual dosimeters in the drop boxes.

Unreturned Dosimeters

The dosimetry program coordinator will inform you of unreturned dosimeters in the form of e-mail. Unreturned dosimeters cost the program money. This also creates problems because if the dosimeters are not read by Landauer we do not know if participants had high readings or even over exposures. Please make it a high priority to return all dosimeters. Quarterly e-mail reminders will be sent to badge group leaders to inform them of the unreturned dosimeters. If the dosimeters are lost, please have each participant fill out the Lost Badge Form found at: <https://ehs.wisc.edu/dose-estimate-for-lost-radiation-dosimeter/>

Devise a Plan

Work together with co-workers in your unit to come up with an organized plan that works well for your group in the distribution and collection of dosimeters.

Distribution of Annual 5 Forms

Reports are run yearly for participants that were exposed to .1 mrem or greater. Reports will be delivered/mailed to badge group leaders for distribution to participants.

Sub-Account Changes and Questions

Questions and changes to your sub-account can be directed to the Dosimetry Program Coordinator: lisa.russell@wisc.edu Do not contact Landauer.

FAQ's

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“One of my participants lost their dosimeter”

Have the participant go to: <https://ehs.wisc.edu/dose-estimate-for-lost-radiation-dosimeter/> to fill out the Lost Badge Form.

“One of my participants would like to check their dose record”

Have the participant go to: <https://ehs.wisc.edu/labs-research/radiation-safety/dosimetry/> and scroll to the middle of the dosimetry website page.

Follow the instructions under “VIEW YOUR DOSE HISTORY”.

“How do I deactivate one of my participants that no longer requires a dosimeter?”

Provide the following information to the Dosimetry Program Coordinator at lisa.russell@wisc.edu

1. Participant name
2. Sub-account code
3. Date leaving/left

“I have too many dosimeter clip holders, what should I do with them?”

Return any extra clip holders with used dosimeters at the end of a wear period via drop box or campus mail.

“One of my female participants just told me she is pregnant”

Have her fill out the Declaration of Pregnancy Form found at: <https://ehs.wisc.edu/declaration-of-pregnancy-form/> The form will automatically go to the Pregnancy Surveillance Program Coordinator. The participant will be contacted to discuss radiation exposure during her pregnancy. A monthly fetal dosimeter will be assigned for the duration of gestation.

“Do I contact Landauer or the Dosimetry Program Coordinator?”

Always contact the Dosimetry Program Coordinator to make changes to your sub-account. Also, if you have any questions, comments or concerns.

Dosimetry Return Drop Box Locations

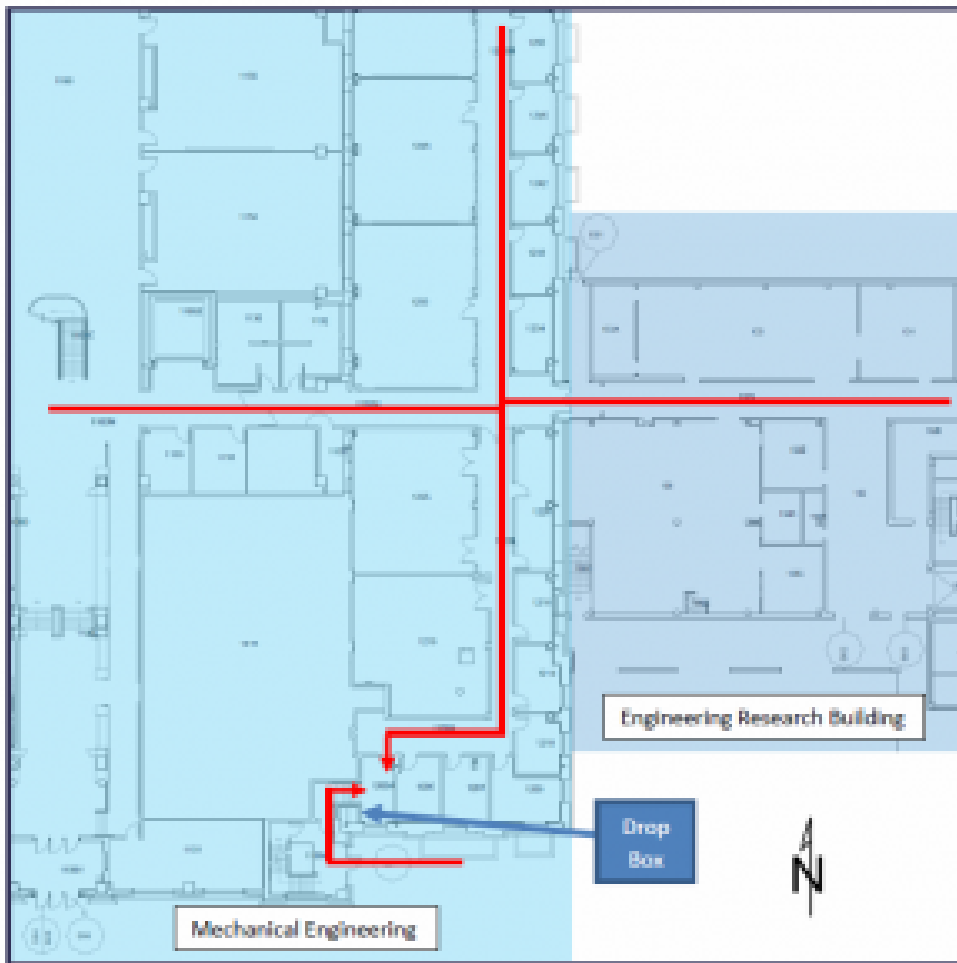
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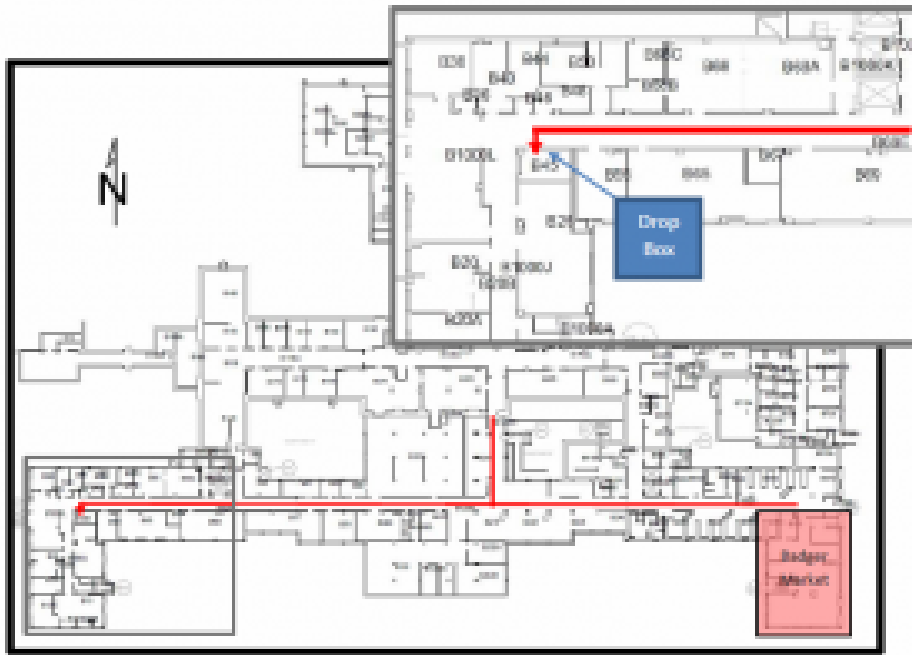
Bock Laboratories B1 Level, Across from Elevators (below monitor) Drop Box



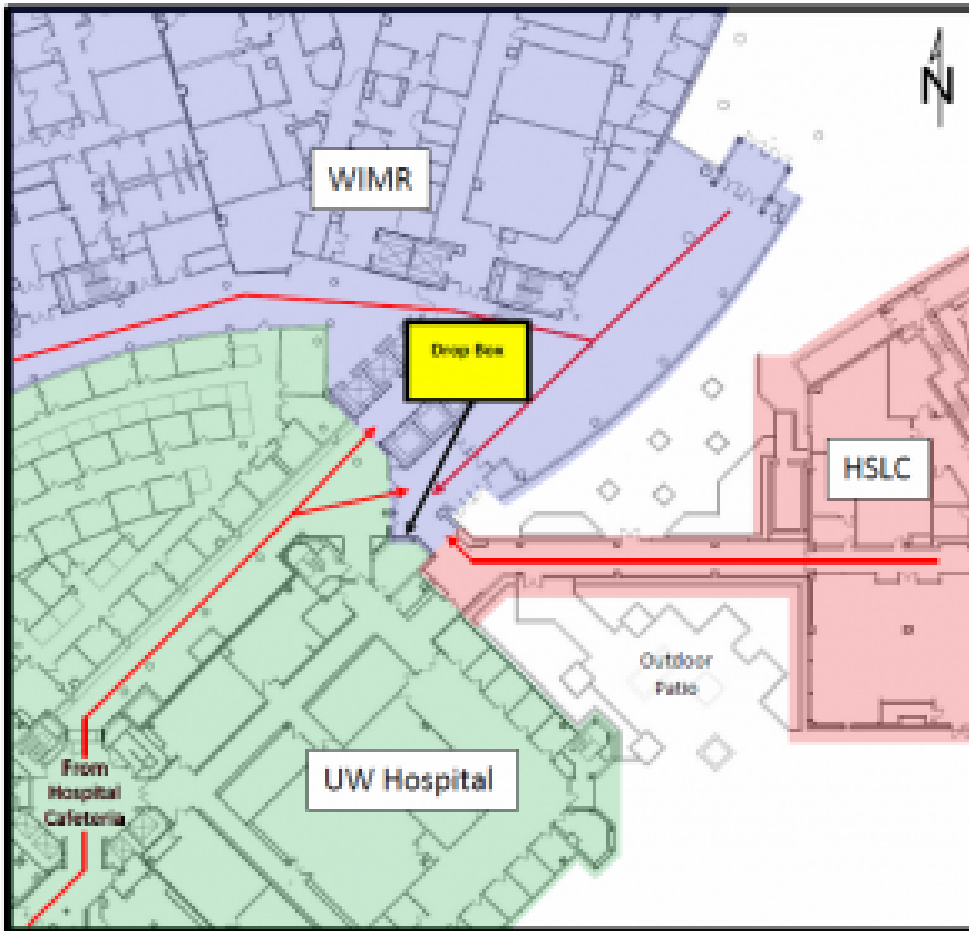
Mechanical Engineering 1200A Vestibule, 1st Floor



Medical Science Center Basement Mail Room Room B45



WIMR (Behind elevators where buildings meet)



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