

University of Washington
Environmental Health & Safety
Radiation Safety Committee

UNRETURNED DOSIMETER POLICY

State of Washington regulations [WAC 246-221-090] define the conditions when personal dosimetry must be worn, requirements for wearing a personal dosimeter, and that the University of Washington (UW) must maintain records of doses received by all individuals for whom monitoring is required. The State of Washington Department of Health (DOH) inspects the UW regularly to assure compliance with these regulations, but more importantly individuals must return their assigned dosimeters in a timely manner to allow for proper evaluation of doses received so that doses can be kept as low as reasonably achievable (ALARA). In order to promote a culture of safety and the timely review of doses received, the following policy regarding unreturned dosimeters applies to all locations where the UW Environmental Health and Safety Department (EH&S), Radiation Safety (RS) provides radiation dosimetry services.

Dosimeter Assignment

Each dosimeter issued by RS is assigned to a dosimetry series. A dosimetry series can be a research lab, clinic, or group of people (e.g. radiology fellows). The person in charge of that lab, clinic, or group is responsible for the following:

- Approve all individuals assigned to the series by signing an individual's Dosimeter Request Form (Form 20)
- Distribute and collect dosimeters of all individuals assigned to the series
- Return dosimeters to RS within 30 days of the end of the wear period specified on each dosimeter
- Communicate changes regarding individuals assigned to the series, specifically individuals who should no longer be assigned to the series
- Provide RS with a budget number to use for unreturned dosimeters charges

If desired, the person in charge of the series may delegate the above duties (but not responsibility) to an Area Dosimetry Coordinator (ADC).

Unreturned dosimeters

It is expected that 90% of dosimeters issued to a series will be accounted for (either returned or a missing dosimeter form submitted to RS) within 30 days of the end of the wear period specified on each dosimeter. If a series fails to meet this expectation it will be charged a fee of twenty-five dollars (\$25.00) for each dosimeter not accounted for (either returned or a missing dosimeter form submitted to RS) within 90 days of the end of the wear period specified on each dosimeter.

Starting at 30 days past the end of a wear period, ADCs will regularly be informed of dosimeters that have not been accounted for. Additionally, an ADC may request an unreturned dosimeter report from RS at any time. After 90 days past the end of the wear period, RS will charge the budget number supplied by the series for all dosimeters that have not been accounted for (if 90% of dosimeters were not accounted for within 30 days).

Unreturned dosimeters which are recovered after 90 days past the end of the wear period specified on the dosimeter, should be returned to the RS to insure that proper dosimetry records are maintained for each individual. However, any unreturned dosimeter fees charged will not be reimbursed to the series.

Approval

This policy was approved by the Radiation Safety Committee (RSC) on May 16, 2017, and will be placed into effect on July 1, 2017.

RSC Chair

 Kalpana Kanal, PhD May 30, 2017
Signature Printed Name Date

Distribution

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