



## VANDERBILT UNIVERSITY RESPONSIBILITIES OF RADIATION

### BADGE REPRESENTATIVES

To facilitate the distribution of dosimeters throughout Vanderbilt, groups that use radiation dosimeters are divided into badge series, or subaccounts, and each is managed by a Departmental Badge Representative. The responsibilities of a Badge Representative are outlined below.

#### 1. Distribution and Collection of Badges:

- Review Landauer badge shipment contents upon receipt.
  - Store control dosimeters away from radiation and return with participant badges at end of wear period.
- Take inventory of personnel badges received in shipment. Prepare badges for distribution.
  - Inform OCRS Radiation Safety of any apparent discrepancies in the shipment and request any corrections that need to be made.
- Ensure that personnel badges for the upcoming wear period are distributed on, or as close to, the first day of the new period as possible.
- If you have any unused badges, leave them in the original cellophane wrapper and mark them “unused.”
- Return badges from the previous wear period to OCRS Radiation Safety by the 5<sup>th</sup> business day of the new wear period. Badges can be mailed or delivered to:

Office of Clinical and Research  
Safety  
Radiation Dosimetry  
A-0201 MCN  
Campus Zip code 2665

- Include the Landauer packing slip when returning badges to OCRS.
  - You may make badge change notes on the packing slip, however, it is preferable

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that any badge changes be e-mailed directly to the OCRS Radiation Dosimetry Manager.

- OCRS Radiation Safety will ship all badges to the dosimetry vendor for processing.
- Late fees will be charged by OCRS for each badge returned late. This is in addition to the fee that the dosimetry vendor charges for unreturned badges.
  - If you expect to turn your badges in late, please notify OCRS Radiation Safety.

## **2. Updating Radiation Worker and Badge Series Information:**

- Changes to badges and/or series account
  - Send all badge changes, deletions and new requests to the OCRS Radiation Dosimetry Manager
- Lost or damaged badge
  - Notify OCRS Radiation Safety immediately of a lost or damaged badge. A temp badge will be provided to the rad worker to wear for the remainder of the period.

## **3. Managing the Local Dosimetry Program:**

- Communicate any issues with the local badge series to the OCRS Radiation Dosimetry Manager. OCRS manages all Vanderbilt dosimetry account changes directly with the dosimetry vendor.
  - Badge Representatives and radiation workers should never communicate directly with the vendor. This single point-of-contact process avoids confusion, duplication of efforts and unauthorized expenses.
- Billing
  - The badge representative is responsible for ensuring that all dosimetry bills are paid in a timely fashion. Tardiness or failure to pay a bill could result in other penalties.
  - Notify OCRS Radiation Safety of any change in billing account information.
- Dosimetry Forms
  - All forms are available on the OCRS Radiation Safety website. The badge representative should review all forms for completeness before submitting to OCRS.
  - New badge requests will not be processed without authorization from Badge Representative.
- Online Account Management
  - Access to Landauer's online administrative tool, myLDR, can be provided to any Badge Representative upon request. With myLDR you can view dose reports and track shipments, among other things. To get access, contact OCRS Radiation Safety.
- Responsibilities of badged personnel
  - Please make an effort to educate all badge wearers on the [Responsibilities of Badged Radiation Workers](#). Further dosimetry questions should be forwarded to OCRS Radiation Safety.

## **4. Maintaining Radiation Dosimetry Reports:**

- Make dosimetry reports available and accessible to radiation workers:
  - Post the reports in a common area (*only allowable if the reports contain no*

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*personal identifying information*), or

- File them where they're accessible to workers
- Each department may establish criteria for storing dosimetry records. OCRS maintains lifetime records of all Vanderbilt radiation workers.
- Online access to dosimetry reports
  - ✓ Individuals may access their dosimetry reports online. For access instructions, refer to the OCRS Radiation Safety website.
  - ✓ Official copies of occupational radiation dose records may be requested from OCRS Radiation Safety.

**5. Alternate Badge Representative:**

- Arrange for an alternate Badge Representative who is able to fill the position in case of leave or absence
- Notify OCRS Radiation Safety of any change in Badge Representative or series account management