



DOSIMETRY PROGRAM MANAGEMENT TIPS & TRICKS

11-29-2021

- Establish an effective process to help wearers meet established exchange deadlines. Wearers must exchange used dosimeters on or before the 1st day of every month/quarter, depending on their wear period.
- Save the packing slip enclosed with each dosimetry shipment. Use it to track the exchange of *used* dosimeters at the end of the respective wear period.
- Make *new* dosimeters available as soon as you receive them so wearers have more lead time to exchange their *used* dosimeters.
- Communication templates are available on the Radiation Safety Service (RSS) website to help you provide clear and consistent messaging to your wearers.
- Remember, all used dosimeters are due to RSS on or before the 10th day of every month/quarter, depending on the wear period. Be sure to get them in the mail with enough time to ensure timely delivery!
- Dosimetry Contacts must annotate any known reasons for unused or unreturned dosimeters in the “notes” section of the Dosimetry Safety & Compliance report and escalate identified issues to the Dosimetry Supervisor.
- Dosimetry Supervisors should use the reports to identify and address any dosimetry safety (unused dosimetry) and/or compliance (improper wear and/or late exchange) issues with wearers immediately.
- All dosimetry forms (i.e., Dosimeter Request, Dosimeter Modification/Deletion, Spare Dosimeter Assignment, and Declared Pregnant Worker forms) require the wearer’s date of birth and U-M ID number. Be sure to have this information readily available.
- Once wearers have completed initial training in MLearning, they will receive automatic renewal notices annually.
- For more information or additional support, check out the resources located on the Environmental Health & Safety website (<https://ehs.umich.edu/research-clinical/radiation/dosimetry-bioassay/>) or call RSS at 734-764-4294.
- For more information about viewing your individual dose report, visit [Environment, Health and Safety: Viewing Your Individual Dose Report](#)