

WCM / NYP Radiation Dosimetry Program

1.0 Overview

The Weill Cornell Medicine / NewYork-Presbyterian Personnel Radiation Monitoring Program (Radiation Dosimetry Program) plays an integral role in assuring a safe environment for all employees working with sources of ionizing radiation. MHP manages all dosimetry requests and distribution. All dosimetry related forms can be found at: <https://ehs.weill.cornell.edu/forms-resources/forms>.

2.0 Table of Contents

1.0	Overview	1
2.0	Table of Contents	1
3.0	Applicability	1
4.0	Responsibilities.....	1
4.2	PRINCIPAL INVESTIGATORS, DEPARTMENT SUPERVISORS, AND CLINICAL MANAGERS	2
4.3	DOSIMETER COORDINATORS	2
5.0	Dosimetry-Related Forms	2
5.1	FORM SUBMISSION	2
5.2	DEADLINES / CUTOFF DATES	2
5.3	DOSIMETER REPORT ACCESS.....	2
6.0	Dosimeter Management.....	3
6.1	NEW DOSIMETER REQUEST	3
6.2	OTHER POTENTIAL DOSIMETRY FORMS REQUIRED:	3
6.3	CHANGE REQUEST	3
6.4	FETAL MONITOR REQUEST.....	3
6.5	DOSIMETER DELIVERY	3
6.6	DOSIMETER RETURN / EXCHANGE.....	4
6.7	UNUSED OR UNRETURNED DOSIMETERS	4
6.8	VOID DOSIMETER	4
7.0	Deadlines/ Timeframes	5
8.0	Graphic Aides	6
9.0	Definitions.....	6
10.0	References	6

3.0 Applicability

This policy applies to all WCM / NYP hospital and medical college personnel who receive and/or distribute radiation dosimeters. Failure to properly administer dosimeters including, non-use, late returned, and unreturned dosimeters adversely impacts departments and personnel including:

1. Potential unidentified radiation exposures and hazards of workers.
2. Non-compliance with Institutional Policies; NYC DOH Regulations and JCAHO Standards.
3. Increased operating costs and fees.

4.0 Responsibilities

4.1 MEDICAL HEALTH PHYSICS (MHP)

Medical Health Physics (MHP) will administer the WCM / NYP dosimetry program by fulfilling dosimetry requests upon receipt of the appropriate forms. MHP will:

WCM Medical Health Physics

Continued: WCM / NYP Radiation Dosimetry Program

- Provide training, guidance and information regarding Radiation Dosimetry Program.
- Distribute dosimeters to department coordinators one week before the beginning of every Wear Period.
- Manage and process forms for new dosimetry requests and change requests.
- Manage and process requests for the release of dosimetry information from other institutions.
- Manage and process pregnancy declarations for personnel working with or near ionizing radiation.

4.2 PRINCIPAL INVESTIGATORS, DEPARTMENT SUPERVISORS, AND CLINICAL MANAGERS

Principal Investigators, Department Supervisors, and Clinical Managers ensure that all WCMC /NYP personnel who are routinely exposed to radiation use their dosimeters appropriately including:

- Assign dosimeter coordinators who will exchange and return all dosimeters to MHP **by the 10th of the month** to ensure regulatory compliance. MHP has a drop box on their office door (A-0049).
- Ensure that proper radiation dosimetry is received and used by all personnel likely to receive 10% of the annual radiation dose limits.
- Notify MHP Radiation Safety of personnel requiring dosimetry and of important changes and updates (i.e., department transfers, department no longer needs dosimetry etc.)

4.3 DOSIMETER COORDINATORS (BCs)

Coordinate the dosimeter exchange for the Principal Investigators, Department Supervisors and/or Clinical Managers including:

- Ensure that all dosimeters are exchanged and returned to MHP **by the 10th of the month** to ensure regulatory compliance. MHP has a drop box on their office door (A-0049).
- Maintain the highest possible return rate when exchanging dosimeters at the end of each wear period.
- Inform personnel of appropriate forms to use based on the nature of the dosimeter request.
- Notify MHP if current dosimeter coordinator is no longer assigned to distribute/ exchange dosimeters to personnel.

5.0 Dosimetry-Related Forms

Note: When filling out a New Dosimeter Request or Change Request form, please refer to the **GRAPHIC AIDES** section 8.0 to help identifying specific items (e.g., Wear Group, Account Number).

- [NEW DOSIMETER REQUEST FORM](#) - For new individuals who have **never received dosimetry** from WCM/ NYP and who require dosimetry because they work with or are routinely exposed to ionizing radiation.
- [DOSIMETRY INFORMATION RELEASE FORM](#) - For WCM/NYP personnel who have previously received dosimetry from an **outside** institution (not WCM/ NYP).
- [DEPENDENT MINOR PERMISSION FORM](#) - For WCM/NYP personnel under the age of 18 who works with or routinely exposed to ionizing radiation at WCM/NYP.

5.1 FORM SUBMISSION

Submit all dosimetry-related forms for processing to MHP via mhp@med.cornell.edu. You may also fax the forms: 646-962-0288 however this may result in a delay in processing.

5.2 DEADLINES / CUTOFF DATES

- **DOSIMETER RETURN/ EXCHANGE** – All dosimeters should be delivered to MHP **by the 10th of the month** to ensure regulatory compliance. MHP has a drop box on their office door (A-0049).
- **NEW DOSIMETER REQUESTS** – New dosimeters requested after the 5th of the month will be delayed one month. Spare dosimeters will be issued for the interim period between request and receipt.

WCM Medical Health Physics

Continued: WCM / NYP Radiation Dosimetry Program

5.3 DOSIMETER REPORT ACCESS – See Access Instructions

1. Go to <http://www.myldr.com>
2. Enter username: **NYPCORNELL**
3. Enter password: **Cornell70#**
4. Click *Login*.
5. On the *Select CAS* screen, choose the account number on the back of your dosimeter using the drop-down list, which can be either **160849** or **4506**.
6. Click *Go*.
7. Enter the Account Number (as above) and Serial Number from any of your dosimeters.
8. Click *Submit*. You will then see a summary your most recent quarterly dosimeter results, your total doses for the last two years, and your lifetime dose.
9. To see more detailed information, click on *View Details* on the bottom right corner. This screen shows your exposure per wear period (month or quarter) for the last two years.
10. For more details on all the report elements, click on *Individual Dose Report (IDR) – Glossary* on the upper left corner.
11. You can export your results in PDF, Excel, or XML format.

6.0 Dosimeter Management

6.1 NEW DOSIMETER REQUEST

Step 1. Complete and submit the New Dosimeter Request Form to MHP via mhp@med.cornell.edu.

Step 2. MHP processes the request and the new dosimeters are delivered to the coordinator.

Step 3. Dosimeter Coordinators receive the dosimeters and distribute to required personnel.

6.2 OTHER POTENTIAL DOSIMETRY FORMS REQUIRED:

- **Proposed dosimeter wearer is under 18 years of age.** Submit the Dependent Minor Permission Form to MHP via mhp@med.cornell.edu (see Dosimetry-Related Forms above).
- **Proposed dosimeter wearer has previously been monitored for radiation while associated with an outside institution / past employer.** Submit the Dosimetry Information Release Form to MHP via mhp@med.cornell.edu (see Dosimetry-Related Forms above).

6.3 CHANGE REQUEST

Contact MHP via mhp@med.cornell.edu for all change requests.

6.4 FETAL MONITOR REQUEST

MHP Radiation Safety can issue a fetal monitor for expecting female personnel exposed to radiation. Please take the steps below to process a Fetal Monitor request:

- **Step 1.** Contact Medical Health Physics and schedule a confidential meeting: mhp@med.cornell.edu
- **Step 2.** Meet with Health Physicist to discuss policy and radiation safety.
- **Step 3.** Fetal monitor will be issued.

6.5 DOSIMETER DELIVERY

- **Step 1.** Dosimeter Coordinators receive dosimeters via Health Physicist at least one week prior to every Wear Period.
- **Step 2.** A Landauer Packing Slip is included in every dosimeter shipment. Store this in a safe and secure place to be used when doing Dosimeter Exchange at the end of the Wear Period.
- **Step 3.** Go through packages and ensure dosimeters for all users are included. If a dosimeter(s) is missing or miss-placed, immediately notify MHP. A spare dosimeter will be assigned to individuals with missing dosimeters.
- **Step 4.** Dosimeter Coordinators distribute dosimeters to their respective users directly via hand-to-hand exchange. If the user is unavailable at the time of dosimeter distribution, please hold on to the dosimeter(s). Do

WCM Medical Health Physics

Continued: WCM / NYP Radiation Dosimetry Program

not leave dosimeters in unattended areas (e.g., desks or mailboxes). At the end of the distribution, follow-up with undistributed dosimeters and ensure that all users receive dosimeter(s).

6.6 DOSIMETER RETURN / EXCHANGE

At the end of each Wear Period Dosimeter Coordinators are responsible for collecting all used/ unused dosimeters. Dosimeter Coordinators should maintain the highest return rate possible for each wear period.

- **Step 1.** At the end of each Wear Period dosimeters are exchanged and returned to MHP (used/ unused/ unreturned) from all users within the department assigned. Ask users if any changes need to be made to current accounts (add/ delete dosimetry). Note changes on the Vendor Invoice Packing Slip and include this in the return package. If a packing slip is not included, clearly note changes on a separate sheet of paper and include with package to MHP office drop box (A-0049).
- **Step 2.** Deliver dosimeters to MHP office drop box (A-0049). Clearly label the Department, Dosimeter Coordinator's Name, and Wear Group on the envelope/package.
- **Step 3.** Expect the following month's dosimeters to be delivered at least one week before the end of each month.

6.7 UNUSED OR UNRETURNED DOSIMETERS

- **Step 1.** Dosimeter Coordinators should inquire about unused / unreturned dosimeters during the Dosimeter Exchange at the end of each Wear Period. Unused and unreturned dosimeters are a violation of Federal, State, City, and Joint Commission regulations.
- **Step 2.** Deliver dosimeters to MHP Radiation Safety office drop box (A-0049).

6.8 VOID DOSIMETER

Once overexposed to radiation (accidental exposure to dosimeter only, not to personnel) a void dosimeter is no longer capable of giving accurate readings. The following steps should be taken in the event a dosimeter becomes voided due to overexposure:

- **Step 1.** Immediately discontinue using the dosimeter.
- **Step 2.** Report the accident to MHP Radiation Safety via email, subject line Void Dosimeter. Include a brief description of the accident and the user's First Name, Last Name, and Dosimeter Account Number.
- **Step 3.** MHP Radiation Safety will deliver Spares and will place a new order for an official dosimeter. *Note: Spares should be worn until official dosimeters are delivered by MHP and are picked up by Dosimeter Coordinators.*

WCM Medical Health Physics

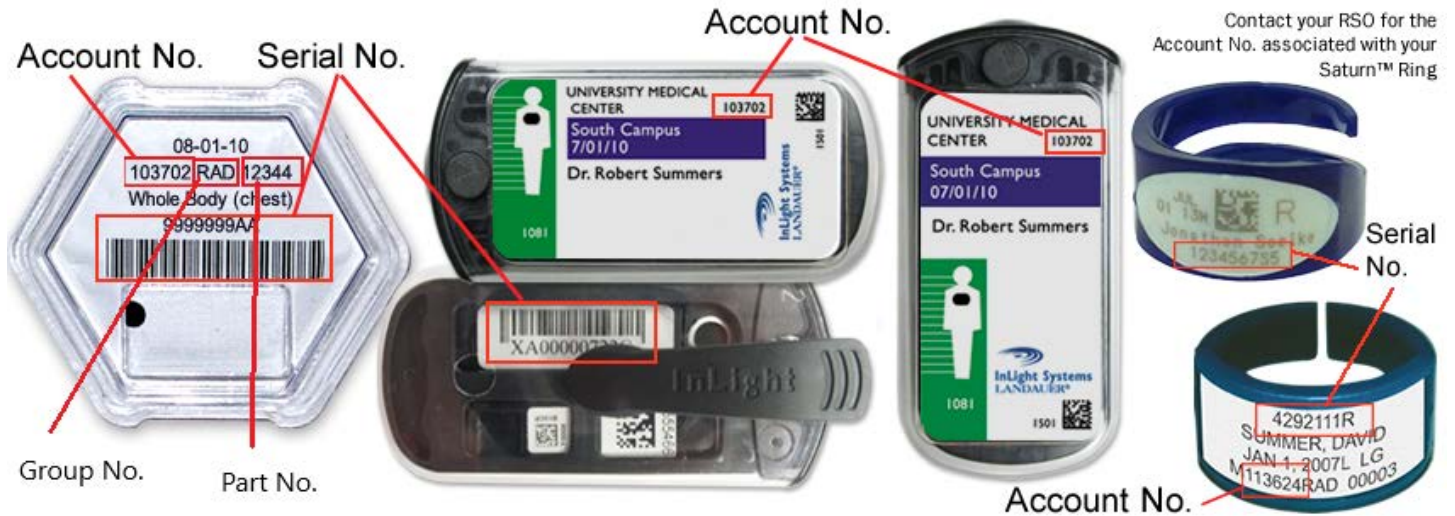
Continued: WCM / NYP Radiation Dosimetry Program

7.0 Deadlines/ Timeframes

Category	Account Type / Number#	Deadline / Timeframe	Additional Comments
New Dosimeter & Change Requests	Monthly #160849 Bi-monthly #4506	Request made after the 5th day of month will be delayed one month.	Spare dosimeters will be assigned.
Dosimeter Return/ Exchange	All Accounts	NO LATER THAN 10 days after dosimeters are received.	Dosimeter Coordinators should maintain a highest return rate for all wear periods by exchanging all dosimeters at the end of each wear period.
Wear Date/ Period	Monthly Account#160849	1st and last day of every month Ex: (6/1/20- 6/31/20)	Dosimeters should be worn only during the Wear Date/ Period indicated so that accurate exposure levels are recorded.
	Bi-Monthly Account #4506	1st day of odd month, last day of even month Ex: (1/1/20- 2/28/20)	
Assigned Spare	Monthly Account#160849	Spare dosimeters are worn until your next dosimeter arrives, which could be more than one month.	Spares are picked-up by users in the MHP office (A-0053)
	Bi-Monthly Account #4506	Spare dosimeters should be worn until next dosimeter arrives, which could be up to three months.	

WCM Medical Health Physics Continued: WCM / NYP Radiation Dosimetry Program

8.0 Graphic Aides



9.0 Definitions

9.1 DOSIMETER IDENTIFICATION ITEMS

Every dosimeter contains unique information that is used by MHP Radiation Safety to process requests. See GRAPHIC AIDES section to identify the specific location of these items.

- Account Type
- Dosimeter Type
- Participant Number (Part. Number)
- Serial Number
- Group
- Wear Date/ Wear Period

9.2 RETURN RATE

Dosimeter Coordinators should maintain highest return rates for their respective departments. To ensure that exposures do not exceed legal ALARA limits, MHP must have dosage information for all wear periods.

10.0 References

- [Radiation Safety Manual](#)
- Article 175 of New York City Health Code
<https://www1.nyc.gov/assets/doh/downloads/pdf/about/healthcode/health-code-article175.pdf>
- 10CFR20 of Nuclear Regulatory Commission- Radiation Protection Programs
<http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1101.html>
- NYC DOH (New York City Department of Health)
https://www.health.ny.gov/environmental/radiological/radiation_safety_guides/qalarge.htm
- JCAHO (Joint Commission on Accreditation of Healthcare Organizations)
https://www.jointcommission.org/-/media/deprecated-unorganized/imported-assets/tjc/system-folders/topics-library/sea_471pdf.pdf?db=web&hash=31462E8EB049F1F7100A6C80283B5D75