

Radiation Badge Monitors

You will receive radiation badges on or before the first of the month or every other month if you are on the bimonthly status. Please distribute the current badges, collect the previous month's badges and promptly mail back to Radiation Safety Mail Code 9053. **Do not** hold back a group of badges while you are waiting for one or two badges to be returned.

Radiation Badges – Dosimetry website

<http://www.utsouthwestern.edu/utsw/cda/dept145569/files/340193.html>

New radiation badge request

When new badges are requested, have the employee fill out a "RSF-024" form (look at the lettering for the location).

RSF-024cmc	Children's Medical Center
RSF-024pmh	Parkland Hospital
RSF-024stp	University Hospital St. Paul
RSF-024ut	UTSWMC

We must have the employee's name, full SS#, and date of birth before a radiation badge can be issued. At the bottom of request form, indicate the Series and your name to confirm that you will be the monitor for that person's badge.

Radiation badge changes

Please review the computer name list accompanying the radiation badges and make the appropriate changes when there is a personnel change:

- Terminating: D (delete)
- Transferring out of department to another: C (change) & Department
- Adding new employee or additional badges: A (add) & attach RSF-024 form
- Employee returning to department after termination: R(reactivated)

Badge pricing

Please contact: Radiation Dosimetry
 214-645-8336
 214-645-8337 fax

Late/Lost Radiation Badges

There is a fee for each unreturned badge that is charged to the department. It is strongly requested that the department badges be returned to the Environmental Health and Safety Office (EH&S), MC 9053, no later than the 10th of each month, (if it falls on a weekday) if not, the next working day after the 10th. These badges are mailed to the developer (Landauer) on the 15th of the month.

Once a month you will receive a list of employees who did not return their badges. If the employee has the badge, please return it as soon as possible to Environmental Health and Safety office. If the badge cannot be located (lost), please have the employee complete a Loss of Personal Radiation Dosimeter Report.

The Loss of Personal Radiation Dosimeter Report gives EH&S the ability to calculate a correct exposure for the employee.

Radiation Safety Office

Sylvia Revell and John White are the Radiation Safety Officers (RSO) for UT Southwestern, Aston Center, Parkland, Zale-Lipshy University Hospital's, St. Paul University Hospital, Children's Medical Center, and off campus clinics. If you have any questions or concerns, please contact the Radiation Safety Office, Dosimetry Badges Program at 214-648-2250.