Duke Radiation Safety Division

Responsibilities of the Personnel Dosimetry Location Code Contact Person

The Personnel Dosimetry Location Code Contact person is responsible for the: 1) Distribution and collection of badges for each new monitoring period, 2) Maintenance of a current listing of radiation workers and dosimeters, 3) Availability of the current dosimetry report for radiation workers' review and archiving reports, 4) Timely communication to the Radiation Safety Division Personnel Dosimetry Manager regarding lost or damaged badges, the addition and cancellation of badges, and other program questions or concerns, and 5) Identification and training of a secondary LCC as a back-up.

1. **Distribution and Collection of Badges**
   It is the responsibility of the Location Code Contact (LCC) to ensure that the personnel dosimetry badges for the upcoming wear period are distributed as soon as reasonably possible. Previous wear period badges should be returned to the vendor by the 5th business day of the current monitoring period. If the majority of the badges in the Location Code cannot be returned to the vendor by the 5th day of the new monitoring period, the Radiation Safety Division Personnel Dosimetry Manager (PDM) should be notified immediately.

2. **Radiation Workers and Badges**
   It is the responsibility of the LCC to maintain a current listing of radiation workers and inventory of dosimeters within their department. All written requests for new badges or the cancellation of current badges should be forwarded to the PDM via e-mail.

3. **Radiation Exposure Dosimetry Reports**
   It is the responsibility of the LCC to develop and maintain a method for the radiation workers to review their dosimetry reports. This may be accomplished by posting the report in a common area or filing it in a book which is easily accessible. The LCC is also responsible for archiving the past dosimetry reports.

4. **Management of Local Dosimetry Program**
   It is the responsibility of the LCC to timely communicate any issues with the local program, including lost or damaged badges, via e-mail to the PDM. The Radiation Safety staff manages these changes directly with the dosimetry vendor. The Location Code Contact never needs to communicate directly with the vendor. This single point-of-contact process avoids confusion, duplication of efforts and unauthorized expenses.

5. **Identification and Training of a Secondary LCC**
   It is the responsibility of the LCC to train a secondary person who is able to act as the LCC in his/her absence. The back-up LCC shall also take the online training for LCCs.

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