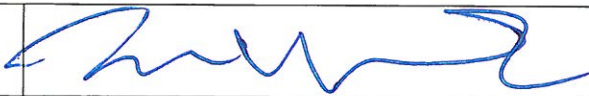


Duke Radiation Safety Division
Responsibilities of the Personnel Dosimetry Series Code Contact

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Working copy in: F:\RS\COMMON\RSC_Personnel_Dosimetry_Materials\Policies\Working Copies

RSO Approval Signature	
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The Personnel Dosimetry Series Code Contact (SCC) 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 inventory of dosimeters, 3) Assistance with obtaining and reviewing radiation exposures, 4) Timely communication to the Radiation Safety Division Personnel Dosimetry Manager (PDM) 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 SCC as a back-up.

1. Distribution and Collection of Badges

It is the responsibility of the Series Code Contact (SCC) 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 Radiation Safety Office/ Radiation Safety Division Personnel by the 5th business day of the current monitoring period. If the majority of the badges in the Series Code cannot be returned to the Radiation Safety Office by the 5th day of the new monitoring period, the Radiation Safety Division Personnel/PDM should be notified immediately.

2. Maintenance of Radiation Workers and Inventory of Dosimeters

It is the responsibility of the SCC 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 SCC to direct radiation workers to review their dosimetry reports. This is to be accomplished via weblink: <https://vmw-oesoapps.duhs.duke.edu/radsafety/badges/>, Click on Request My Annual Dose icon or email: netiti.moori@duke.edu for personnel exposure requests.

4. Communication of Changes to Account

It is the responsibility of the SCC 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 SCC 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 SCC

It is the responsibility of the SCC to train a secondary person who is able to act as the SCC in his/her absence. The back-up SCC shall also take the online training for SCCs.