



Managed by Fermi Research Alliance, LLC for the U.S. Department of Energy Office of Science

Issuing Temporary Dosimetry Badges Training

Course: FN000428/CR/01

Requalification Interval: 24 Months



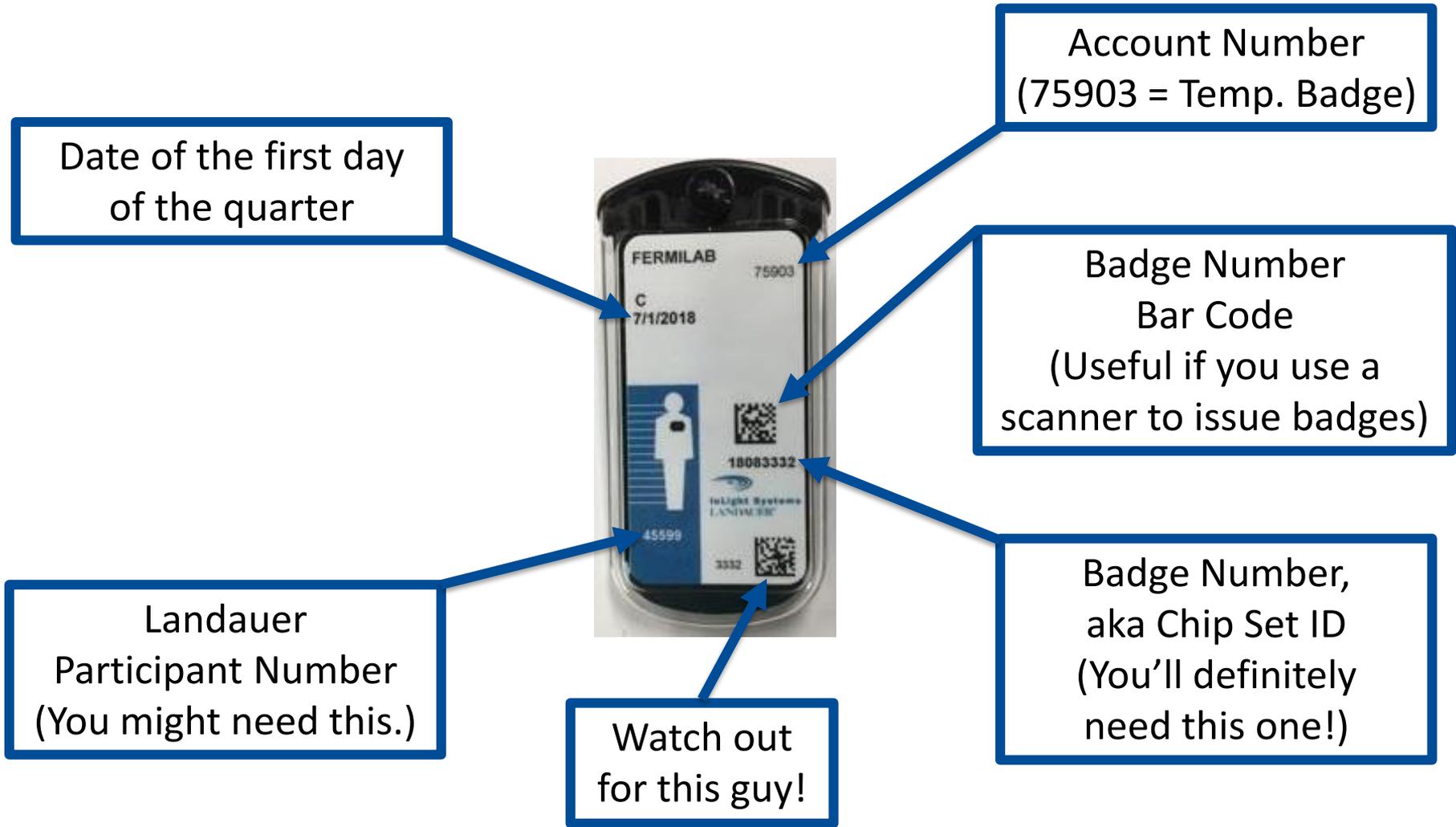
Overview

- Fermilab is required to monitor workers' radiation exposure to ensure that regulatory limits are not exceeded.
- Dosimetry badges and services are provided by Landauer.
- The dosimetry reports based on the badge readings are legal records.
- The DOE and the laboratory take this program very seriously, so you should, too.

Temporary Dosimetry Badges

- Like nearly all dosimetry badges at the lab, temp. badges are worn for one quarter and then must be returned for processing.
- If someone is issued a temp. badge on the last day of the quarter, they must get a new badge for the next quarter on the following day.
- It doesn't hurt to remind badge requestors that they must return their badges by the end of the quarter. If a badge is not returned in a timely manner, the Dosimetry Program Manager may need your help to track it down.

Dosimetry Badge Features



Two Ways to Issue Temp. Badges

1. Data entry page on the ES&H web site
(the preferred method)
2. Temporary Dosimetry Badge Information Card

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- First, navigate to the ES&H web page at <https://eshq.fnal.gov>.
- On the left side, click on “ESH Internal Site.”

Fermilab Home | About | Science | Jobs | Contact | Phone Book
Newsroom | LBNF/DUNE | Come visit us | Resources for

Environment, Safety and Health

ESH public site

- CORONAVIRUS (COVID-19)
- REAL ID at Fermilab
- Manuals
- Environmental Reports (annual)
- Worker Safety and Health for Subcontractors
- Emergency Services & Preparedness (ESP)
- ESH Organizational Chart
- ESH internal site**

Search this site... Search

This website is the official reference for all Fermilab ESH information and documentation.

ESH at Fermilab

Fermilab is America's particle physics and accelerator laboratory. We drive discovery by building and operating world-leading particle accelerator and detector facilities to investigate the smallest things human beings have ever observed. We also use the universe as a laboratory, making measurements of the cosmos to unravel nature's mysteries.

Thousands of scientists and engineers use Fermilab's facilities to conduct pioneering particle physics research. At Fermilab we develop and maintain environment, safety and health programs that will ensure excellence in ESH and fully support the mission of the laboratory.

Manuals

Documents that contain Fermilab's policies and procedures designed to manage environmental, safety, health and quality hazards.

- Fermilab Environment, Safety and Health Manual (FESHM)
- Fermilab Radiological Control Manual (FRCM)
- Quality Assurance Manual (QAM)

Environmental Reports

These reports present the status of environmental objectives for the laboratory and document the compliance status of environmental requirements under the scope of Fermilab's Environmental Management System (EMS).

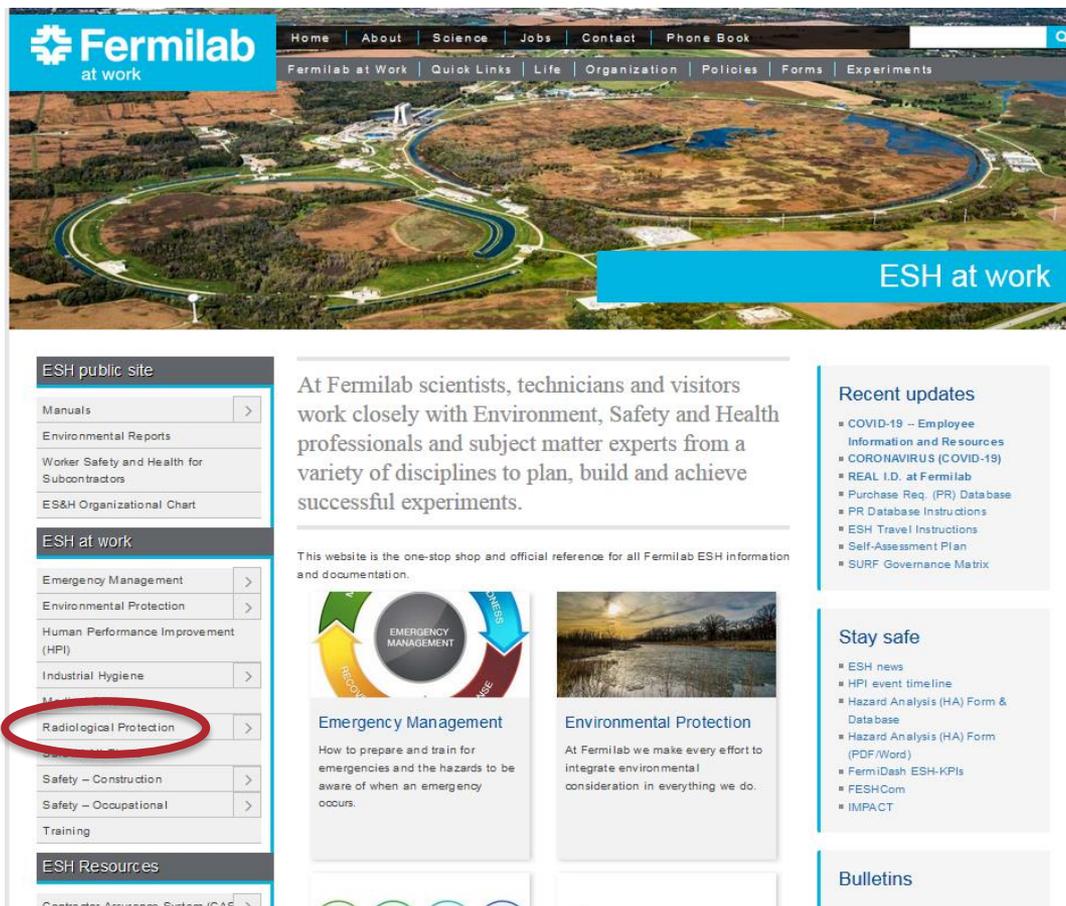
2017 Environmental Report

Worker Safety and Health for Subcontractors

Information that will need to be reviewed and followed in order to reduce the risk of accidents, injuries, or illness, and reduce the risk of civil or contract penalties enforced by the Department of Energy.

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- Next, click on the “Radiological Protection” link in the “ESH at Work” section.



The screenshot shows the Fermilab ESH public site. The top navigation bar includes links for Home, About, Science, Jobs, Contact, and Phone Book. Below this is a secondary navigation bar with links for Fermilab at Work, Quick Links, Life, Organization, Policies, Forms, and Experiments. The main content area features an aerial view of the Fermilab facility with a blue banner that reads "ESH at work".

On the left side, there is a sidebar menu with the following sections:

- ESH public site
 - Manuals
 - Environmental Reports
 - Worker Safety and Health for Subcontractors
 - ES&H Organizational Chart
- ESH at work
 - Emergency Management
 - Environmental Protection
 - Human Performance Improvement (HPI)
 - Industrial Hygiene
 - Radiological Protection** (circled in red)
 - Safety – Construction
 - Safety – Occupational
 - Training
- ESH Resources
 - Contractor Assurance System (CAE)

The main content area contains the following sections:

- At Fermilab scientists, technicians and visitors work closely with Environment, Safety and Health professionals and subject matter experts from a variety of disciplines to plan, build and achieve successful experiments.**
- This website is the one-stop shop and official reference for all Fermilab ESH information and documentation.**
- Emergency Management:** How to prepare and train for emergencies and the hazards to be aware of when an emergency occurs.
- Environmental Protection:** At Fermilab we make every effort to integrate environmental consideration in everything we do.
- Recent updates:**
 - COVID-19 -- Employee Information and Resources
 - CORONAVIRUS (COVID-19)
 - REAL I.D. at Fermilab
 - Purchase Req. (PR) Database
 - PR Database Instructions
 - ESH Travel Instructions
 - Self-Assessment Plan
 - SURF Governance Matrix
- Stay safe:**
 - ESH news
 - HPI event timeline
 - Hazard Analysis (HA) Form & Database
 - Hazard Analysis (HA) Form (PDF/Word)
 - FermiDash ESH-KPIs
 - FESHCom
 - IMPACT
- Bulletins**

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- Scroll down to the bottom of the page and click on “For Radiation Protection Group.”

The screenshot shows a website navigation menu with two tabs: 'FOR EMPLOYEES' and 'FOR RADIATION PROTECTION GROUP'. The 'FOR RADIATION PROTECTION GROUP' tab is highlighted with a red oval. To the left of the tabs is a yellow box with the text 'In any emergency dial 3131'. Below the tabs are several sections: 'Tools' (docDB, FermiDash, iTrack, Oracle data entry, Oracle Privileges), 'Bulletins' (Shoemobile Service Suspended, Prescription Eyewear Program Suspended, Ergo Lab Suspended, Reminder About Work Planning Safety, Anonymous email to Amber Kenney, CSO, 2018 Earth Day Fair Photos), 'Training courses' (RP Training courses), 'Forms and Databases' (RP Forms, Laser Database), 'Lesson Learned' (Lessons Learned), 'RP pages by topic' (Tritium at Fermilab, Shielding Assessments, Laser Safety), 'Manuals' (Fermilab Radiological Control Manual (FRCM), SAD and ASE Documents), 'Dosimetry' (General Information, Obtaining a Temporary Dosimetry Badge, Permanent Dosimetry Badge Service Request Form, Your Fermilab Dosimetry Badge, Information for Declared Pregnant Radiological Workers, Medical Procedures involving Radioactive Material), and 'Quick Links' (Accelerator Status, Get Dose, Material Move Request (MMR), FermiDash RP-KPIs).

- (Don't worry, we're almost there!)

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- Scroll down again and look for the section called “Dosimetry – Administrative functions.”
- Click on “Dosimetry Badge Data Entry Form.”

The screenshot displays the Fermilab ESH Resources website. The main navigation bar includes 'FOR EMPLOYEES' and 'FOR RADIATION PROTECTION GROUP'. The left sidebar contains 'ESH Resources' with links to 'Contractor Assurance System (CA)', 'Contact', 'FAQs', 'Fermilab ES&H Committee', 'Forms', 'Report an Environment, Safety or Security Concern', 'Safety Data Sheet (SDS) Search', and 'Section Admin'. A yellow emergency dial box with '3131' is also visible. The main content area is divided into several sections: 'RCTs & Rad Protection Group Training Courses' (with 'RP Trainings'), 'Forms' (with 'RP Forms'), 'Sampling instrumentation' (with 'New Environmental Trending Beta Test' and 'Booster Radiation Reports'), 'Uranium & Radiation Sources Databases' (with various reports like 'Uranium Data Entry', 'Uranium FNAL ID Report', etc.), 'Dosimetry – Administrative functions' (with 'All Pocket Dosimeter Reports', 'Dosimetry Badge Data Entry Form' circled in red, 'Form5 Email Notices', 'Load Next Quarter's Data', 'Lost Report', 'Search Page', 'Switch Quarter', and 'Vendor Data'), 'Dosimetry – Program Documentation' (with 'Collective Dose Graph', 'Collective Dose Spreadsheet', and 'All Dosimetry Program Documents'), 'Requirement and Guidance Documentation' (with 'Shielding Assessments', '10 CFR 835 Triennial Assessment Summaries', 'Director's Triennial Self Assessment', 'Other ESH&Q Assessments', and 'Radiation Protection Program'), and 'Helpful links'. A 'Quick Links' sidebar on the right contains 'Radiological Control Organizational Chart' and 'Radiation Physics Sharepoint page'.

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- We finally got there! You may want to bookmark this page for quicker access next time.

Temporary Dosimetry Badge Request Form

Enter the Fermi ID of the Dosimetry Badge Recipient

Employee Visitor Contractor Other -- [Name Search](#) -- [Fermilab Phone Book](#)

- Enter the 5-digit Fermilab ID number of the person requesting the temp. badge, and then select “Employee,” “Visitor,” or “Contractor.”

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- If the badge requestor's training is up-to-date, the next page should display their photo, name, ID number, and home address. Note the warning that appears if they are already on permanent dosimetry badge service.

Temporary Dosimetry Badge Request Form

Please note that you are already on permanent badge service

If you have not lost the badge assigned to you for this quarter then please use it.

Please supply any missing information.

03723N William Higgins

Address

City

State

Zip

Country



- Enter any information that may be missing. You may also send the requestor to the WH email center to enter this info.

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- If the badge requestor has an expired Fermilab ID, the following message will appear:

Temporary Dosimetry Badge Request Form

Wilson, Robert has an expired Fermilab ID.

Please inform them that they must get their ID renewed before they can receive a dosimetry badge.

- As noted, instruct them to get their ID renewed.
- Do not issue them a dosimeter.

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- If the badge requestor's training has expired, you will see the following message:

Temporary Dosimetry Badge Request Form

Mike Geelhoed's training requirements for carrying a Rad. Badge has expired.

The TRAIN database records indicates that Mike Geelhoed does not qualify for a temporary badge. You may issue a temporary badge **only** if the individual has a signed waiver from an RSO.

Does Mike Geelhoed have a signed waiver from an RSO?

- If they do not have an RSO waiver, do not issue them a dosimeter. Instruct them to discuss the training requirements with their supervisor or assigned RSO. Close the page or use the Back button to go back to the starting page.
- If they do have an RSO waiver, click “Yes.”

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- The RSO waiver looks like this:

FERMILAB DOSIMETRY BADGE APPROVAL CARD

The Radiological Worker Training Requirement for:

Individual's Name: _____ **Fermilab ID:** _____
(Print Name)

HAS BEEN MET [Rad Worker Classroom: _____ Practical Factors: _____]
(Training Date) (Training Date)

IS WAIVED BY THE ASSIGNED RSO

RSO Printed Name: _____

RSO Signature: _____ **Date:** _____

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- If the badge requestor is qualified or has an RSO waiver, the next screen you will see looks like this:

Temporary Dosimetry Badge Request Form

Enter the Chip Set ID:

- Enter the chip set ID from the front of the badge.
 - If you manually entered the chip set ID, click “Submit.”
 - If you scanned the badge’s bar code, the chip set ID number will be submitted automatically.
 - NOTE: If you get a “Chip Set Not Found” error message after scanning, the scanner likely picked up the lower bar code. Go back to the entry page and try scanning the upper bar code again.

Using the Data Entry Page to Issue Temporary Dosimetry Badges

- The final screen should look like this:

Temporary Dosimetry Badge Request Form
Chip Set Recorded
You may give the temporary badge 15570565 to Susan McGimpsey
Process another temporary badge request.

- You may now give the badge to the requestor.
- NOTE: You must see the “Chip Set Recorded” and “You may give the temporary badge...” messages before issuing the badge to the requestor!
 - If you don’t see these messages, something went wrong. Please try again from the beginning.
 - If problems persist, use a Temporary Dosimetry Badge Information Card instead. You should also inform the Dosimetry Program Manager by emailing dosimetry@fnal.gov.

Using the Temporary Dosimetry Badge Information Card to Issue Temporary Dosimetry Badges

- The Temporary Dosimetry Badge Information Card looks like this:

 **Fermilab** Temporary Dosimetry Badge Information Card

OFFICE USE ONLY

Issue Date

<i>M</i>	<i>M</i>	<i>D</i>	<i>D</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>

 Badge Number

--	--	--	--	--	--	--	--	--	--

 Part Number

--	--	--	--	--	--	--	--	--	--

Badge Issued by _____ Fermilab ID of Issuer

--	--	--	--	--	--

Name _____ Date of Birth

<i>M</i>	<i>M</i>	<i>D</i>	<i>D</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>

Fermilab ID (if any)

--	--	--	--	--	--

 Employee Visitor Contractor Gender Male Female

Email _____ MS _____ Ext. _____

Permanent Mailing Address _____ Fermilab Contact _____

Contact MS _____ Contact Ext. _____

Radiation Area(s) to be Entered _____

Dose Estimate for Current Year _____ mrem

Revised 05 May 2020

Using the Temporary Dosimetry Badge Information Card to Issue Temporary Dosimetry Badges

- Completion: all fields should be filled out, but the following are absolutely required:
 - Name
 - Date of birth
 - Gender
 - Permanent mailing address (not Fermilab Village housing!)

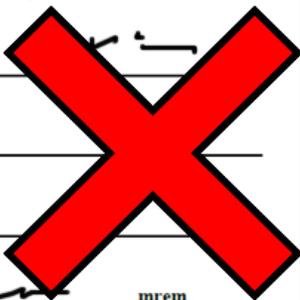
The image shows a form for issuing temporary dosimetry badges. Several fields are highlighted in yellow to indicate they are absolutely required: Name (Last, First, MI), Date of Birth (M, M, D, D, Y, Y, Y, Y), Gender (Male, Female), and Permanent Mailing Address. Other fields include Fermilab ID (if any), Employee/Visitor/Contractor checkboxes, Email, MS/Ext. phone numbers, Fermilab Contact, Contact MS/Ext. phone numbers, Radiation Area(s) to be Entered, and Dose Estimate for Current Year (mrem). The form is dated Revised 05 May 2020.

Name	_____	Date of Birth	_____
	<i>Last First MI</i>		<i>M M D D Y Y Y Y</i>
Fermilab ID (if any)	_____	<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor
		<input type="checkbox"/> Contractor	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Email	_____	MS	Ext.
		_____	_____
Permanent Mailing Address	_____	Fermilab Contact	_____
		_____	_____
		Contact MS	Contact Ext.
		_____	_____
		Radiation Area(s) to be Entered	_____
		_____	_____
Dose Estimate for Current Year	_____	mrem	
			Revised 05 May 2020

Using the Temporary Dosimetry Badge Information Card to Issue Temporary Dosimetry Badges

- Legibility: if any information on the card appears to be illegible, do not issue a badge until it has been fixed or rewritten.
 - This applies to the section you filled out, too!

Name <i>Schmoe</i> <i>Joseph</i> <small>Last First</small>	Name <i>[Illegible]</i> <i>[Illegible]</i> <small>Last First</small>
Fermilab ID (if any) 5 4 3 2 1 <input type="checkbox"/> Employee <input checked="" type="checkbox"/> Visitor	Fermilab ID (if any) 1 0 2 1 1 <input type="checkbox"/> Employee <input checked="" type="checkbox"/> Visitor
Email _____	Email _____
Permanent Mailing Address <i>123 Fake St</i> <i>Springfield, IL 62703</i>	Permanent Mailing Address <i>932 Eff...</i> <i>Springfield, IL</i>
Dose Estimate for Current Year _____ <i>10</i> _____ mrem	Dose Estimate for Current Year _____ <i>4</i> _____ mrem

Using the Temporary Dosimetry Badge Information Card to Issue Temporary Dosimetry Badges

- Once the card has been completed and reviewed, you may issue the temporary dosimetry badge.
- Mail the completed card(s) to “Dosimetry” at MS 119 as soon as possible.
- If you’re running low on blank cards, send an email to dosimetry@fnal.gov.

Questions? Comments? Complaints?

- We're done! Once your training has been updated in the TRAIN database, you will be given access to the dosimetry data entry page.
- This training is valid for 2 years.
- If you have any questions, comments, or complaints, send an email to dosimetry@fnal.gov.