



Radiation Safety



RADIATION PROCEDURES MANUAL

Procedure Title: Dosimetry
Procedure Number: RS-02 Rev 0
Effective Date: 3/26/2020

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Date: 3/26/2020

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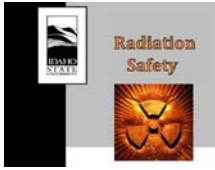
Date: 1-Apr-2020



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1. INTRODUCTION

Idaho State University will monitor the external occupational exposure to individuals who meet any of the following criteria as specified in 10 CFR Part 20.1502 and SSRCR Vol. 1, Part D:

- i. Adults likely to receive greater than 10% of the annual allowable limits (500 mrem) specified in 10 CFR 20.1201(a),
- ii. Minors likely to receive a deep dose equivalent greater than 0.1 rem, a lens dose equivalent greater than 0.15 rem, or a shallow dose equivalent greater than 0.5 rem.
- iii. Declared pregnant worker.
- iv. Individuals entering a high or very high radiation area.
- v. Individuals working with medical fluoroscopic equipment.
- vi. Extremity dose for workers who may receive greater than 10% of the limit from 10 CFR 20.1201(a) (5000 mrem) and workers who operate open beam analytical x-ray equipment.

2. PURPOSE

The purpose of this procedure is to provide instructions for issuing dosimetry and for dosimetry recordkeeping to ensure compliant external monitoring of occupational exposures at ISU.

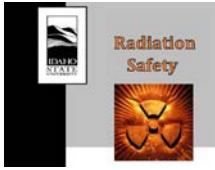
3. SCOPE

This procedure is limited to the issuance of dosimetry badges, dosimetry reports, and dosimetry recordkeeping.

4. ROLES AND RESPONSIBILITIES

The individual requesting a dosimeter must complete ISU's radiation safety training and the RPR-1 form.

The Radiation Safety Department will verify the requesting individual meets the requirements for external monitoring, will ensure the individual has completed the ISU radiation safety training and necessary paperwork, and instruct the individual how to appropriately wear and store their dosimeter. Radiation safety staff are also responsible for maintaining dosimetry records and issuing dosimetry reports.



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5. REQUIRED MATERIALS

- Various

6. PROCEDURE

The procedures related to the issuing dosimetry and managing dosimetry reports and records are described in the subsequent sections.

6.1. Issuing Dosimetry

6.1.1. Issuing Dosimeters to Radiation Workers

Prior to issuing any dosimeter, proof of completion of the radiation safety training and a completed RPR-1 form are required. Save records according to Section 6.4.1.

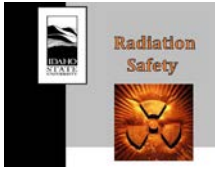
- 6.1.1.1. The information found in Section 6.1.3 should be discussed with the individual before physically issuing a dosimeter to an individual:
- 6.1.1.2. A temporary (SPARE) dosimeter is to be issued until the end of that wear period. Record the Spare number and barcode on the RPR-1 form.
- 6.1.1.3. Affix a printed label with the person's name to the dosimeter.
- 6.1.1.4. Enter the individual's information into the Landauer database using the following steps:
 - a. Login and select one of the following options: Add, Change, or Deactivate,
 - b. Enter the person's name, DOB, gender, select add new participant, and choose the "Next" option. Do not enter a Participant Number (this will be generated automatically).
 - c. Select the appropriate subaccount for the individual and choose "Next".
 - d. Select the type of dosimeter to be issued and choose "Next"
 - i. Pa badges are generally worn on the collar and are issued to personnel working with analytical/medical x-ray machines. These personnel include those who work in: Radiographic Sciences, Biology (except those who work at the IAC), Student Health Center, Geology, and Meridian Family Dentistry.
 - ii. Ta badges are generally worn on the chest and assigned to all other personnel.



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- iii. Area and Environmental monitor badge types will vary with location and can be either Pa or Ta type.
 - e. Select the dosimeter wear location and choose "Save".
 - f. Click on the ASSIGN SPARE button. A separate window will appear where you must enter the first 8 characters (7 numeric, 1 alpha) of the barcode from the temporary dosimeter you assigned to the person (this number from the back of the dosimeter is recorded on the RPR-1 form).
 - g. Confirm all the entered information is correct and select save.
 - h. Confirm that you are transferring the dose information from the correct temporary badge for the appropriate wear period. Enter the Begin Date as the first day of the quarter while the end date should be blank. Do not change the end date. Select the assign button.
 - i. When assigning a dosimeter, if the dosimeters for the next quarter have already been prepared but not received at ISU, assign a spare and set the deactivation date at the end of the current quarter. At the beginning of the next quarter, it will be necessary to assign another spare with no deactivation date. This will become an on-going dosimeter.
 - j. Save all changes and logoff.
- 6.1.1.5. Enter the individual's information into the HP Assist database using the following steps:
- a. Run the Ehs.Sql.exe and login to HP Assist
 - b. Select Lab Worker(s) – Lab Worker(s) - Add
 - c. Enter all information provided on the RPR-1 form on the Main Worker Info, Office/Lab, and Home Tabs
 - d. Select the Dosimetry Tab – check issued box(s) for the dosimetry assigned
 - e. Select the Training Tab – Add – Category: Rad Safety – Course #: Radiation Safety - Enter the training date – check the Pass? Box – Save
 - f. Select the Attach/Detach PI Tab – Attach the individuals authorized user - Save

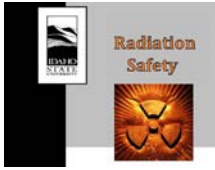
NOTICE: Be sure to make all temporary badge dose reassignments before you send the badges off to be read, otherwise the changes will not be reported!



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6.1.2. Issuing Fetal Dosimeters

- 6.1.2.1. A worker may voluntarily declare pregnancy at any time. Provide the worker with the Declaration Form, which is available at:
<https://www.isu.edu/media/libraries/research/ehs/documents/Declaration-of-Pregnancy-Form.pdf>
- 6.1.2.2. Provide the worker with a copy of Regulatory Guide 8.13 and have them direct any questions they may have to the RSO. Reg. Guide 8.13 is available at:
<https://www.isu.edu/media/libraries/research/ehs/documents/Reg-Guide-8.13---Instruction-Concerning-Prenatal-Radiation-Exposure.pdf>
- 6.1.2.3. Once the worker has completed the Declaration of Pregnancy form, scan and upload the form to BOX: EHS Dept > Radiation Safety Program > Records > Radiation Worker Files. If the worker does not have a folder, create one.
- 6.1.2.4. Upon Declaration of Pregnancy, the worker is issued a monthly fetal monitor in addition to their regular dosimeter(s). The fetal monitor is to be issued under the same series as the workers regular dosimeter(s). The following steps Issue the worker a fetal dosimeter
 - a. Login to Landauer and select CHANGE.
 - b. Search for the workers file by their last name, confirm you have found the correct person and select their file.
 - c. Under the Dosimeter Information section, select ADD NEW DOSIMETER, enter the type of dosimeter that needs to be issued. Select the same dosimeter type and series as the worker's regular dosimeter, but enter body code 17.
 - d. Choose the monthly exchange frequency.
 - e. In the personal information section, click on Pregnant. A series of new fields will appear prompting you to enter the declaration date, etc. Fill this out as completely as possible (e.g., if only the month and year of conception are given, chose the first day of the month)
 - f. Highlight the Fetal row in the Dosimeter Information section.
 - g. Click on the ASSIGN SPARE icon. A separate window will appear where you must enter the first 8 characters (7 numeric, 1 alpha) of the barcode from the temporary dosimeter you assigned to the worker (this number is recorded on the RPR-1 form).



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- h. Confirm that you are transferring the dose information from the correct temporary badge for the appropriate wear period. The Begin Date should automatically be the first day of that wear period while the end date should be blank, do not change it. Select the assign button.
 - i. Save all changes and logoff.
- 6.1.2.5. The issued spare badge will be used until the end of the month, Landauer must be contacted to have the information on the SPARE badge changed to reflect that it was issued as a fetal monitor.
- 6.1.2.6. Explain to the worker that the fetal monitor must be worn in the abdominal area, under a lead apron if worn, and that it will be exchanged monthly through the duration of the pregnancy. Also inform the worker that their primary dosimeter will be worn on the collar outside of lead shielding.

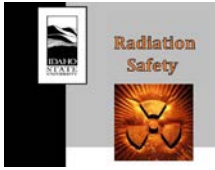
6.1.3. Instructions for Use

6.1.3.1. *Dosimeter Placement and Storage*

- 6.1.3.1.1. Instruct the worker that they must wear their issued dosimeter any time they are operating a radiation generating device, handling radioactive materials, or entering a radiation use area
- 6.1.3.1.2. Ta issued dosimeters are to be worn on the chest, above the waist, and not on a lanyard.
- 6.1.3.1.3. Pa issued dosimeters are to be worn on the collar outside of the lead apron
- 6.1.3.1.4. When not in use, dosimeters are to be stored on a dosimeter board near their work area.

6.1.3.2. *Medical Radionuclides*

- 6.1.3.2.1. Inform the worker that they are encouraged to notify the RSO or appropriate radiation safety staff if they are going to be medically exposed to radionuclides.
- 6.1.3.2.2. The dose received from the administration of therapeutic or diagnostic medical radionuclides are not to be considered a part of an individual's occupational exposure record.
- 6.1.3.2.3. The worker should be advised on the importance of consulting with the RSO for determination of appropriate use of dosimetry prior to the administration of medical radionuclides.



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6.2. Deactivating Dosimeters

- 6.2.1. Login to Landauer and select the ADD, CHANGE, or DEACTIVATE icon
- 6.2.2. Search for the individuals file by last name and select: "View/Edit".
- 6.2.3. From the list of dosimeters select the option: "Edit Dosimeters".
- 6.2.4. Select "Deactivate" for the dosimeter that you wish to deactivate or alternately one may deactivate an entire group by selecting "Deactivate All".
- 6.2.5. Click on SAVE
- 6.2.6. Click on END SESSION -WITHOUT SUMMARY – Exit.

6.3. Dosimeter Shipments

- 6.3.1. After receiving new dosimeters, all used/unused badges must be collected and must be sent to Landauer for processing. One or more control dosimeters are included for each series of dosimeters. The control dosimeters are stored in the envelope for each appropriate series and sent back at the end of each monitoring period with the used badges.
- 6.3.2. DO NOT MISS any of the used badges. For each series, the dosimeters, controls, and rings should be checked accordingly when grouping badges of the same series in envelop for shipping.
- 6.3.3. To return the old badges, choose an appropriate box and carefully place the badges in the box, so that they will be transported without receiving any mechanical shock or physical damage. The initial package that contained the new dosimeters can be used for this purpose.
- 6.3.4. The following label should be posted on the box:

Handle Carefully!
Monitoring Devices Enclosed
Keep Away from X-ray and Radioactivity

- 6.3.5. Addresses of the sender (Radiation Safety Office) and receiver (Landauer) should be labeled clearly.
- 6.3.6. The code AENV01 at the end of Radiation Safety Office address is necessary for all shipments. The box should be transferred to the post office by the Radiation Safety staff.



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6.4. Dosimetry Records

6.4.1. Radiation Worker Files

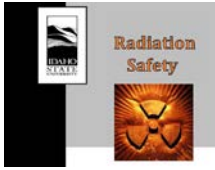
- 6.4.1.1. The radiation safety department stores all dosimetry related worker files on the BOX server in a folder titled, Radiation Worker Files.
- 6.4.1.2. The folder is accessed via the following path: EHS Dept > Radiation Safety Program > Records > Radiation Worker Files
- 6.4.1.3. Each worker has a folder and is named as (Last Name, First Name).
- 6.4.1.4. Each radiation worker file should contain any dosimetry related records for that worker. Such as: RPR 1 form, dose history requests, 100 mrem letter, etc.

6.4.2. Determination of Prior Occupational Dose

Federal regulations in 10 CFR 20.2104 require the licensee to request prior occupational dose for the current year for individuals who are likely to receive the annual occupational dose which requires monitoring. ISU radiation safety staff will request current year occupational dose records for individuals that are expected to meet the annual occupational dose requirement for monitoring. ISU does not perform planned special exposures and has very few positions that require monitoring due to the occupational dose limit requirement.

6.4.3. Quarterly Dose Reports

- 6.4.3.1. Quarterly dose reports are compiled and given to the RSO to be submitted to the Radiation Safety Committee during the quarterly meetings.
- 6.4.3.2. Login to Landauer and select Reports – Dosimeter Reports
- 6.4.3.3. Select Dosimetry Report from the drop menu under Report Type
- 6.4.3.4. Input the first day of the quarter for Create Date and the last day of the quarter for End Date and click Search
- 6.4.3.5. Duplicate quarterly dose reports are provided by Landauer without social security numbers. Select and download the second report for each subaccount. Ensure the reports do not contain social security numbers.
- 6.4.3.6. Compile the reports and submit to the applicable authorized users.
- 6.4.3.7. For the reports from the fourth quarter, save pdf copies of each series report in Box as an annual summary and backup to the Landauer database.



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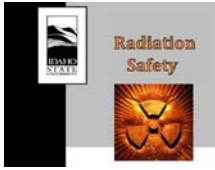
6.4.4. Annual Dose Reports

Annual dose reports for workers exceeding 100 mrem for TEDE or to any organ or tissue must be provided in a sealed envelope to the worker along with a cover letter.

- 6.4.4.1. Access the Landauer database and perform the following search: Reports - Dosimeter Reports
- 6.4.4.2. Select Form 5 annual from the Report Type Drop menu
- 6.4.4.3. Enter the Participant Number and year and click Search
- 6.4.4.4. Download the Landauer generated Form 5.
- 6.4.4.5. If necessary, add any internal dose information to the Form 5
- 6.4.4.6. The cover letter is in Appendix IV and also located on BOX > Radiation Safety Program > Dosimetry > Dosimetry Letter Templates > 100mrem letter
- 6.4.4.7. Fill-in the date and the individuals name on the letterhead
- 6.4.4.8. Compile the letter and Landauer Form 5 and submit to the RSO for review and signature.
- 6.4.4.9. The form should be password protected before sending it to the individual
- 6.4.4.10. Upload a signed copy to the Radiation Worker Files
- 6.4.4.11. Create a folder for the worker if one is not present.

6.4.5. Dose History Requests

- 6.4.5.1. Upon receiving a request for dose history from an individual or an employee's organization, a formal letter and NRC form 5 should be sent within 30 days of receipt. The NRC Form 5 is found at: <https://www.nrc.gov/docs/ML1308/ML13083A017.pdf>.
- 6.4.5.2. Access the Landauer database and select Reports > Dosimeter Reports
- 6.4.5.3. Select Dosimetry Report (US) from the Report Type Drop menu
- 6.4.5.4. Fill-in the appropriate Subaccount name and click Search
- 6.4.5.5. Select the most recent report (the second copy) and look for the appropriate individual
- 6.4.5.6. Copy the individuals dose information from the Lifetime To Date column into the NRC form 5
- 6.4.5.7. Obtain the cover letter from Appendix V or download from BOX > Radiation Safety Program > Dosimetry > Dosimetry Letter Templates.



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- 6.4.5.8. Fill-in the date, individuals name, and total lifetime dose
- 6.4.5.9. Compile the Letter with the NRC Form 5 and submit to the RSO for review and signature
- 6.4.5.10. The RSO will protect the file with a password and submit the letter to the requesting institution
- 6.4.5.11. The signed letter, request, and report pulled from Landauer should be added to the individual's files on BOX > Radiation Safety Program > Records > Radiation Worker Files.

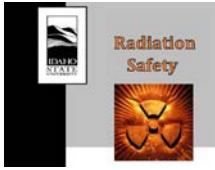
6.5. Lost Dosimeters

If a worker loses their dosimeter the following action should be completed to assist in the estimation of their dose for that quarter:

- a. Interview the worker who has lost their dosimeter and ask the following questions:
 - i. What are your work duties?
 - ii. When was the dosimeter lost?
 - iii. Who performs similar work in their organization?
- b. Review the dose of individuals that have similar work duties in the same radiation use areas
- c. Review the closest area dosimeter result for the appropriate time period
- d. Generate a report with assumptions and methods for estimating the worker's dose and submit to the RSO for approval.
- e. The RSO will review and approve the report and place it in the Radiation Worker file.

6.5.1. Dose Investigations

The RSO or designee along with the RSC will review each incident for determination of appropriate actions. Unexpected high exposures are defined by exceeding ISU's ALARA limits.



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Appendix I – ISU Dosimeter Series Codes

ISU dosimeter location and corresponding Landauer series code

Location	Series Code
General Physics	GPH
EML	EML
EAL	EAL
IAC workers	IAC
Merrill Clifton (College of Technology Civil Engineering)	CEN
Biology Dept.	BIO
Engineering (Reactor)	ENG
Geology Dept.	GEO
Pharmacy Dept.	PHA
Environmental Monitors	EMN
Radiographic Sciences	RSC
Student Health Center	SHC
TSO employees	TSO
Temporary	TMP
Area Monitors	AMN
Chemistry	CHE
CAES (Idaho Falls)	CES
Meridian	MER
Meridian Visitors	VIS
Idaho Family Dentistry (Meridian)	MRD



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Appendix II – Dosimeter Information

Dosimeter Type

Depending on the type of radioactive sources or radiation producing devices that are going to be used in each laboratory, an appropriate dosimeter needs to be assigned to the corresponding individuals. The different types of dosimeters in Landauer are as follows:

- Type Pa, for whole body beta/gamma/x-ray exposures
- Type Ta, for whole body beta/gamma/x-ray/neutron exposures
- Type S, for extremity beta/gamma/x-ray exposures (ring dosimeter)

Ring badges should be assigned where appropriate. All those who get ring badges should receive a whole body dosimeter as well.

Body Code

One of the following codes should be used:

- 01: Whole-body badges to be worn on the chest
- 13: Whole-body badges to be worn on the collar outside of the lead apron (only for Radiographic Sciences and Meridian)
- 19: Area/Environmental monitors
- 17: Fetal monitors
- 03: Right-Hand ring dosimeters
- 04: Left-Hand ring dosimeters

Frequency

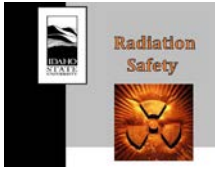
The dosimeters for radiation workers who need to be monitored for external exposure at ISU are on a quarterly exchange schedule (N). New badges will be issued for the first of January/April/July/October. When a new radiation worker is added, his/her first badge will arrive with the next badge shipment. If a fetal monitor is required, a monthly (M) exchange needs to be selected.

Holder/Size

Badge holders may be ordered ONLY if needed. Rings are issued with a Medium size by default. People may be asked to try other sizes and a small or large size should be ordered if required.

1st Wear Date to Ship

This is the date of the first badge shipment for a person. If changes are made to a person's data (i.e., change their series, badge type, etc.) this date will NOT be changed.



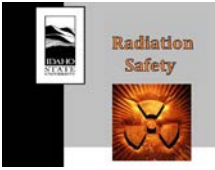
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Active/ Deactivate

This field indicates when a person is currently wearing a particular badge. When a worker no longer needs to be monitored or no longer works at ISU, it is best to cancel their account by clicking on DEACTIVATE ALL rather than by selecting D in the drop-down menu for each badge.

Note: Once an individual has been entered into Landauer's database, they will receive a dosimeter with their name on it for the following quarter and will also receive an annual dose report at the end of the calendar year.

A staff member in the Radiation Safety Department should conduct audits at least semi-annually to remove dosimetry no longer in use.



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Appendix III – Declaration of Pregnancy Form



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Letter for Declaring Pregnancy

This form letter is provided for your convenience. To make a declaration of pregnancy, you may fill in the blanks in this form letter, or you may write your own letter.

Declaration of Pregnancy

To: Radiation Safety Office

In accordance with the NRC's regulations 10 CFR 20.1208, "Dose to an Embryo\Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____(mm/yy)

Current Supervisor or Dosimeter Series Code _____

I understand the radiation dose to my embryo\fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv) unless that dose has been exceeded between the time of conception and submitting this letter. I also understand that meeting the lower dose limit may require a change in job responsibility during my pregnancy.

Signature _____ Date _____

Printed Name _____



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Appendix IV – 100 mrem Annual Exposure Letter



Idaho State
University

Date: [Month Day, Year]
To: All Personnel Monitored for Exposure to Ionizing Radiation who fall under the Provision of 10 CFR 19.13(b).
From: Radiation Safety Department
Subject: [YEAR] Annual Occupational Radiation Exposure Report

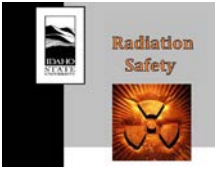
This report is furnished to you under the provisions of the Nuclear Regulatory Commission Regulation 10 CFR part 19. Specifically, 10 CFR part 19.13(b) requires that licensees must provide an annual report to each individual monitored of the dose received in that monitoring year if (1) the individual's occupational dose exceeds 1 millisievert (1 mSv) TEDE of 100 millirem (1—mrem) to any individual organ or tissue or (if) the individual requests his or her annual dose report. This report is being provided because you have either exceeded an occupational dose of 100 mrem or requested a report. You should preserve this report for future reference.

On the annual report (enclosed), Blocks 11-14 show the types of monitoring that you had for the year, i.e., either skin (deep or shallow) or whole body. The "Committed Effective Dose Equivalent" and the "Committed Organ Dose Equivalent" and Block 18 represents the "Total Organ Dose Equivalent".

It should be noted that "ND" refers to dose equivalents below the minimum reportable quantity of 1 mrem for a given dosimeter and time period.

The dose units are in "rem". Ensure that all of the personal information is correct: name, social security number, date of birth and sex. If there are any errors or questions about the report, please contact the Radiation Safety Department at 208-282-5652.

John Longley, CHP
Radiation Safety Officer
Idaho State University
Radiation Safety Department
(208) 282-5652
longjohn@isu.edu



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Appendix V – Dose History Request Letter



Idaho State
University

MONTH. DAY, YEAR

REQUESTING ENTITY
Attn: External Dosimetry
ADDRESS 1
ADDRESS 2
ADDRESS 3

Subject: Occupational Dose Record for JOHN DOE

To whom it may concern:

As a follow up to your mail dated MONTH DAY, YEAR, a dose history record of JOHN DOE for the monitoring period of MONTH YEAR through MONTH YEAR is included as an attachment. The life time dose for JOHN DOE is reported as # mrem.

If you have any questions, please do not hesitate to call or e-mail us.

Best regards,

John Longley, CHP
Radiation Safety Officer
Idaho State University
Environmental Health and Safety
(208) 282-5652
longjohn@isu.edu
Enclosure (1)
cc: File