

XRD Radiation Badge Application Instructions

WARNING: You must have a radiation monitoring badge before you can use the XRD!

1. WVU Shared Research Facilities will handle the financial paperwork for the XRD radiation badges associated with the equipment in ERB and in Hodges Hall.
2. Complete the WVU Radiation Badge application. Sections already completed are titled:
 - Type of radiation being monitored
 - Type of monitors requested
3. Choose Badge location:
 - Under 6 feet tall mark collar
 - Over 6 feet tall mark chest
4. Drop off application in room G75D of ESB. Dr. Kolin Brown or Harley Hart will sign the application and fax it to the Radiation Safety Department. Once your badge arrives you will be notified through email and a training session will be scheduled.

**RADIATION SAFETY DEPARTMENT****WEST VIRGINIA UNIVERSITY • HEALTH SCIENCES CENTER • WVU HOSPITALS • JEFFERSON MEMORIAL HOSPITAL**

G-139 Health Sciences Center • PO Box 9006 • Morgantown, WV 26506-9006 • Phone: 304-293-3413 • Fax: 304-293-4529

Application for Radiation Monitoring Device**PLEASE PRINT**Name: _____ Birth Date: _____
Last First Middle/Maiden (MM/DD/YYYY)

Social Security #: _____ Work Address: _____

Work Phone No: _____ Supervisor/PI Name: _____

INDICATE ADDRESS WHERE RADIATION MONITOR(S) AND EXPOSURE REPORT SHOULD BE SENT:

Department: Comp. Sci & Electrical Eng. PO Box 6109

TYPE OF RADIATION BEING MONITORED:

 X-ray equipment Specify type of equipment: D8 Discover X-ray Diffractometer
 Radioactive materials Specify radioisotopes: _____
 Other Specify: _____

TYPE OF RADIATION MONITOR(S) REQUESTED:

1) **Luxel® Film Badge** 2) **TLD Ring** 3) **Both (1&2)** 4) **Neutron**

SPECIFY WHERE THE RADIATION MONITOR(S) WILL BE WORN:

Luxel® Film Badge: **Chest** **Collar** **Waist** Finger: **Left** **Right** Ring Size: **S** **M** **L**

IF YOU WERE PREVIOUSLY ISSUED A RADIATION DOSIMETER BY THIS OFFICE, PLEASE INDICATE THE DEPARTMENT: _____

PLEASE NOTE: If you have been occupationally exposed to radiation at another institution and exposure records were maintained, please complete page 2 of this application.

Your signature below indicates that you have read and understand the Radiation Safety Department Policy statement on personal radiation monitoring included with this application. It further guarantees that you will return all dosimeters supplied to you promptly for processing according to the Radiation Safety Department Policy Statement and RSM.

Applicant's Signature: _____ Date: _____

Authorized Radiation User or Supervisor Signature: _____

RETURN FORM TO: RADIATION SAFETY DEPARTMENT • PO BOX 9006 • G-139 HSCN • (FAX#: 293-4529)



RSS Use Only:	Series Code: _____	SD: _____	Part. # _____
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****PAST RADIATION EXPOSURE DATA RELEASE ****

I _____ hereby authorize the release of my
(please print name here)

occupational radiation exposure history to the WVU/WVUH Radiation Safety Department in Morgantown, WV.

PLEASE PRINT

Institution Name

Address

City State Zip Code

Phone Fax

Dates of Employment Monitoring: From _____ to _____

Supervisor's Name: _____ Department: _____

I hereby certify that all the information provided is herein true and complete to the best of my knowledge.

Your Signature _____ Date _____

PLEASE RETURN COMPLETED FORM TO:

**RADIATION SAFETY DEPARTMENT
PO BOX 9006 • G-139 HSCN
(FAX#: 293-4529)**



NOTICE TO EMPLOYEES

WHAT IS THE RADIOLOGICAL HEALTH PROGRAM?

The Radiological Health Program (RHP) is a regulatory agency in the Radiation, Toxics and Indoor Air Division, Office of Environmental Health Services, Bureau for Public Health, Department of Health and Human Resources, in the State of West Virginia. The RHP is responsible for registration and inspection of devices and sources that produce radiation.

WHAT IS THE PURPOSE OF THE RHP?

The WV Code of State Regulations, Title 64 Chapter 23 establishes the Radiological Health Rule which is a law designed to protect workers and the public from unnecessary exposure to ionizing radiation. The purpose of the RHP is to provide oversight and assistance for users of radiation producing devices and any source of radioactive material which is not produced as a byproduct of nuclear fission.

WHAT IS THE RESPONSIBILITY OF MY EMPLOYER?

A business or individual that is required to be registered for the use of a radiation producing device and/or a radioactive source in West Virginia must comply with all requirements set forth in the Radiological Health Rule (64-CSR-23). If a registrant is found to be in violation of the law, the registration can be modified, suspended or revoked. The user can face fines or penalties for violations which are not corrected. Your employer must inform you of State or federal regulations or the requirements which pertain to your work with radiation sources. The requirements for registration of a source of radiation are found in 64-CSR-23, Sections 5 and 11.

WHAT IS MY RESPONSIBILITY?

For your own protection and the protection of your co-workers, you should know how the State regulations relate to your work and you should obey them. If you observe violations of the Radiological Health Rule or a safety concern, you should report them.

WHAT IF I CAUSE A VIOLATION?

If you deliberately engage in misconduct that may cause a violation of the WV Code of State Regulations, Radiological Health Rule, or deliberately provide inaccurate or incomplete information to either the RHP or your employer, you may be subject to enforcement action. If you report such a violation, the RHP will consider the circumstances surrounding your reporting in the determination of appropriate enforcement action, if any.

HOW MUCH RADIATION AM I ALLOWED TO GET?

If you work with a radiation producing device or a source of radioactive material, the amount of radiation exposure that you are permitted to receive may be regulated by the State RHP in sections 64-CSR-23.6.5, 23.6.10, 23.6.11, 23.6.12 or the U.S. NRC regulations in sections 10-CFR-20.1201, 20.1207 and 20.1208, depending on which regulations your employer is subject to. While these are the maximum allowable limits according to the law, your employer should keep your radiation exposure far below the limits "As Low As Reasonably Achievable" (ALARA).

MAY I GET A RECORD OF MY RADIATION EXPOSURE?

Yes. Your employer is required to advise you of your dose to radiation at least annually upon your request according to 64-CSR-23.6.51 and in the format described in 64-CSR-23.6.46 or 23.6.54.b and 23.13.4. In addition, you may request a written report of your radiation exposure when you leave your job.

CAN I BE FIRED FOR REPORTING SAFETY CONCERNS?

Federal and State law prohibits an employer from firing or otherwise discriminating against an employee for bringing safety concerns to their attention or to the regulatory agency because you ask the agency to enforce its rules, refuse to engage in activities that violate the rules, or provide information to your employer or the agency about violations.

MAY I TALK WITH AN INSPECTOR?

Yes. The RHP inspector will want to speak with you if you are worried about radiation safety or have concerns about activities regarding the use of radiation producing devices or radioactive material. Your employer may not prevent you from talking with an inspector. The agency will make every effort to protect your identity where appropriate and possible.

MAY I REQUEST AN INSPECTION?

Yes. If you believe that your employer is not in compliance with the WV Radiological Health Rule for the safe use of radiation producing devices or radioactive material, you may request an inspection. Your request should be addressed to the address below in writing and signed by you or your representative. Your employer may not discharge or discriminate against any worker because they file a complaint, report of a suspected violation, or agree to testify in proceedings afforded by the report or request for inspection.

HOW DO I REPORT SAFETY CONCERNS?

If you believe that violations of State or federal rules for safe use of radiation producing devices or radioactive material, you should report them immediately to your supervisor or the Radiation Safety Officer. If you choose to report directly to the RHP, you should clearly identify the allegation(s).

HOW DO I CONTACT THE RHP?

You can call an inspector or write to:
Radiological Health Program
Office of Environmental Health Services
Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, WV 25301-1798
Telephone: (304) 558-2981 or
Facsimile: (304) 558-1289 FAX
Internet: <http://www.wvdhhr.org/rtia>

(64-CSR-23.13.2) A copy of this Notice must be posted in sufficient locations to permit individuals, engaged in work with sources of radiation under the registration, to observe it on the way to or from any place of work to which this notice applies. This Notice shall be conspicuous and must be replaced if defaced or altered.