

## Issuing Of Temporary Dosimetry Badges at DØ

### Revision Log

Version Number	Date Approved	Pages Affected	Description of Revisions
1.0	1/10/03	All	Initial Issue
2.0	3/30/09	All	update various obsolete terms and hyperlinks

### Approvals

*Bill Lee* \_\_\_\_\_ 4/15/09 \_\_\_  
DØ Run Coordinator Date

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DØ Technical Integration Coordinator Date

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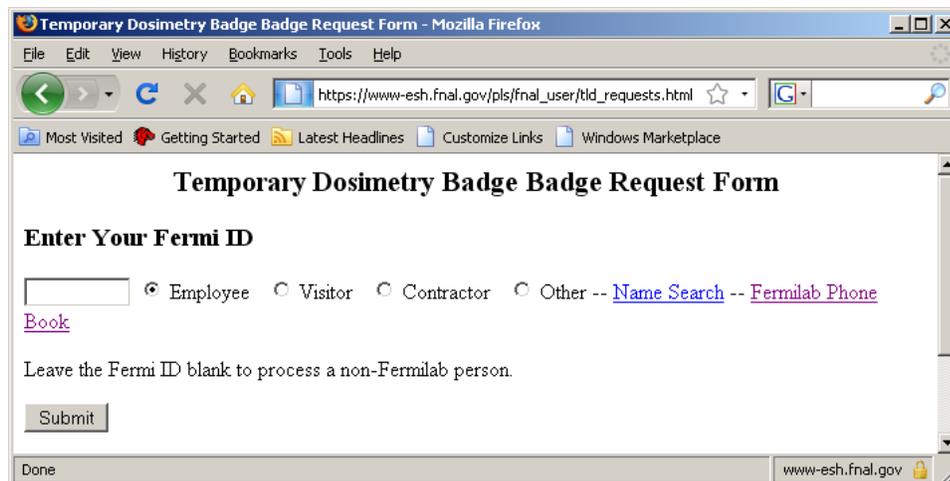
# 1 INTRODUCTION

## 1.1 Purpose

This procedure is to be followed when a D-Zero Shift Captain issues a temporary dosimetry badge. Only persons current in FNAL safety training course *Issuing Temporary Dosimetry Badges [FN000428/CR/01]* are authorized to follow this procedure.

# 2 INSTRUCTIONS FOR D-ZERO SHIFT CAPTAINS

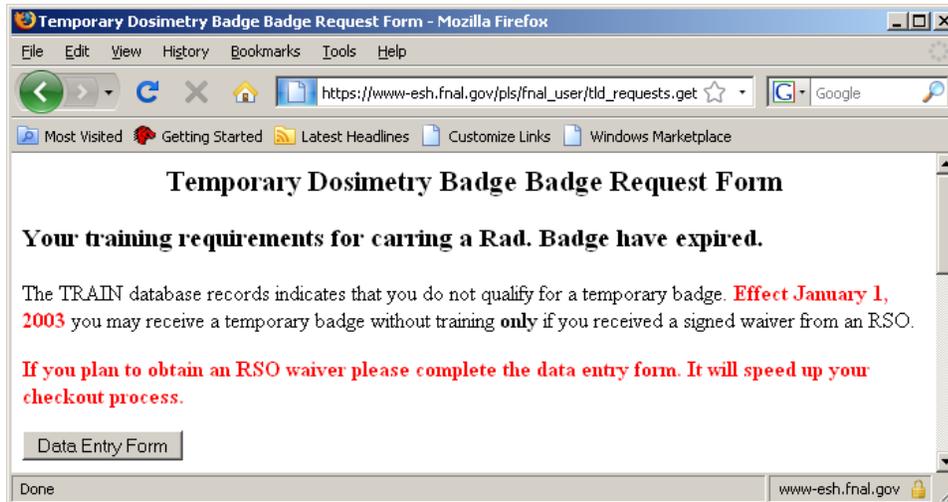
- [1] Go to: Fermilab Home -> ES&H Home -> Radiation -> Dosimetry -> Administrative Functions -> TLD Data Entry Form (direct URL is: [https://www-esh.fnal.gov/pls/fnal\\_user/tld\\_requests.html](https://www-esh.fnal.gov/pls/fnal_user/tld_requests.html)).
- [2] At the prompt for a username/password, enter [See Shift Captain's Vade Mecum for username/password].
- [3] Enter the Fermi ID Number (Employee, Visitor, or Contractor) of the person requesting the badge and click the "Submit" button.



The screenshot shows a web browser window titled "Temporary Dosimetry Badge Request Form - Mozilla Firefox". The address bar displays the URL [https://www-esh.fnal.gov/pls/fnal\\_user/tld\\_requests.html](https://www-esh.fnal.gov/pls/fnal_user/tld_requests.html). The page content includes the title "Temporary Dosimetry Badge Request Form" and a section titled "Enter Your Fermi ID". Below this title is a text input field, followed by radio buttons for "Employee", "Visitor", "Contractor", and "Other". There are also links for "Name Search" and "Fermilab Phone". A "Book" link is visible below the radio buttons. A note states: "Leave the Fermi ID blank to process a non-Fermilab person." A "Submit" button is located at the bottom of the form area. The browser's status bar at the bottom shows "Done" and the website address "www-esh.fnal.gov".

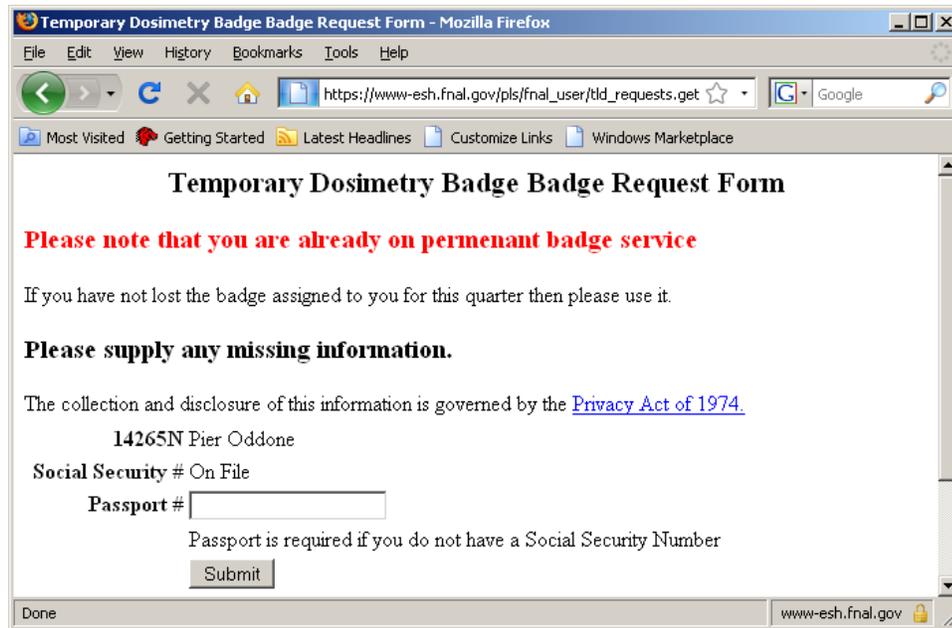
- [4] The database will verify that the person has valid Radiological Worker training and that all necessary personal information is available (e.g. address, etc.)

- [a] If Radiological Worker training is incomplete or expired, one of the following screens will appear:



In that case, approval to issue the badge will need to be obtained from the D/S/C Radiation Safety Officer (RSO). Such approval is documented on a small card that is issued and signed by the RSO or designee. Once this approval has been obtained, deposit the card in the dosimetry badge drop box in the D-Zero control room and click the "Yes" box indicating RSO approval to proceed to the next screen. If approval is not obtained, click "No" to exit the database and DO NOT ISSUE A BADGE.

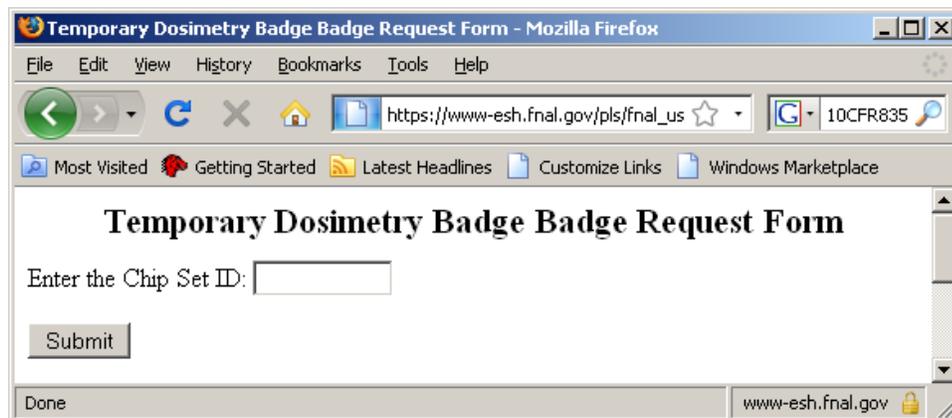
- [b] If Radiological Worker training is valid and all personal information is available, then the following screen will appear:



The screenshot shows a Mozilla Firefox browser window titled "Temporary Dosimetry Badge Request Form - Mozilla Firefox". The address bar shows the URL "https://www-esh.fnal.gov/pls/fnal\_user/tld\_requests.get". The page content includes the title "Temporary Dosimetry Badge Request Form", a red warning message "Please note that you are already on permanent badge service", and instructions: "If you have not lost the badge assigned to you for this quarter then please use it." and "Please supply any missing information." Below this, it states "The collection and disclosure of this information is governed by the [Privacy Act of 1974](#)." and "14265N Pier Oddone". There are two input fields: "Social Security # On File" and "Passport #". A note says "Passport is required if you do not have a Social Security Number". A "Submit" button is at the bottom. The status bar shows "Done" and "www-esh.fnal.gov".

Verify the person's identity (badge ID photo), complete or confirm any required additional person information (Social Security #, etc.) if a screen requesting that appears, and click the "Submit" button.

- [5] Scan or enter the "Chip Set ID" which is the 8-character alphanumeric code (e.g. "1234567T") found on the front face of the badge being issued and click "Submit".



The screenshot shows a Mozilla Firefox browser window titled "Temporary Dosimetry Badge Request Form - Mozilla Firefox". The address bar shows the URL "https://www-esh.fnal.gov/pls/fnal\_us". The page content includes the title "Temporary Dosimetry Badge Request Form" and a prompt "Enter the Chip Set ID:" followed by an input field. A "Submit" button is below the input field. The status bar shows "Done" and "www-esh.fnal.gov".

- [6] Hand the person their badge and a dosimetry information sheet and instruct him/her to return the badge at the appropriate time (e.g. the end of the current

calendar quarter or the end of their visit to Fermilab, whichever is sooner). Point out the badge drop box in the D-Zero control room.

### **3 REFERENCES**

- [1] FNAL safety training course *Issuing Temporary Dosimetry Badges*  
[FN000428/CR/01]
- [2] D-Zero control room dosimetry badge drop box