

Brookhaven National Laboratory National Synchrotron Light Source		Number: LS-ESH-0016	Revision: 5
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Subject: TLD Wearer's Instructions at the NSLS			
Prepared By: Nicholas F. Gmür	Approved By: W. Robert Casey	Approved By: Steve Musolino	

*Document must contain approved signatures for validity.

Note: These instructions must be read as an addendum to [NSLS ESH PRM 0.2.0, "Policy for Access to NSLS and DUV-FEL Controlled Areas Including TLD Requirements."](#)

Many personnel (especially short-term users conducting simple experiments) working on the NSLS experimental floor are not required to wear a TLD dosimeter. However, some NSLS personnel are expected and all DUV-FEL personnel are required to wear a TLD (see [PRM 0.2.0](#)); these instructions apply to personnel who are required to wear a TLD.

It is only through proper use of the TLD dosimeters that you, as an NSLS or DUV-FEL staff member or user, are going to receive accurate information on any dose acquired while you are working at the NSLS or DUV-FEL. The following items provide proper TLD behavior information.

1) You ***shall*** wear your TLD while in a Controlled Area, i.e. the NSLS Experimental Floor and the DUV-FEL (Bldg. 729), if you meet the requirements listed in Sections 2 and 3 of [PRM 0.2.0](#). A ***Permanent TLD***, if you are here routinely, can be obtained through the Radiological Control Division Facility Support Representative (x4211) after the requisite training is completed. A ***Temporary TLD***, for short duration visits, can be obtained from the User Administration Office (Bldg. 725, Rm. 2-100, x7976) during normal working hours or the Control Room (Bldg. 725, Rm. 1-181, x5046) at any other time after completing the requisite training. For information on training requirements, contact the NSLS Training Coordinator, x2295 or read the [NSLS Training Requirements](#).

2) Wear your TLD on your torso ***between*** your neck and waist with the color band facing out. ***Do not*** cover your TLD with clothing or any other material. ***Do not*** wear your TLD on your sleeve or inside a pocket.

3) Permanent TLD holders, return your TLD to its assigned board and numbered slot at the end of ***every*** workday. Temporary TLD holders, return your TLD to a **TEMP** slot on any board that is convenient. ***Do Not take your TLD off-site.***

NOTE: it is often easier to automatically put your TLD on when you arrive and return your TLD to its board when you leave the NSLS at the end of your day. This way you do not have to make decisions about wearing your TLD depending on your work habits and location.

4) ***Never*** wear someone else's TLD. ***Never*** loan your TLD to another person.

5) If your TLD is ***lost*** or ***damaged*** or ***defaced*** (broken open; exposed to excessive heat, bright sunlight, water, chemicals), immediately report this to the Facility Support Representative at x4211 during work hours or the Control Room during off hours. In the event that you inadvertently take the TLD back to your home institution, you should return it immediately by mail to: Personnel Monitoring, Bldg. 490, Brookhaven National Laboratory, Upton, NY 11973-5000. Please attach your name and telephone number in case any questions arise.

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6) If your physician is going to administer **radiopharmaceuticals** to you, notify the NSLS ES&H Coordinator (x2490) **well beforehand** so he can establish TLD protocols with you.

Do not wear your TLD when you are being given diagnostic nuclear medicine procedures, i.e. **x-rays, imaging with radioisotopes, radiotherapy treatments, etc.**

Notify the ES&H Coordinator if you suspect your TLD may have been exposed to medical or other non-work related radiation, e.g. airport x-ray screening machine.

7) If you are required to wear a TLD and are found on the experimental floor **without** your TLD, you will be told to leave the floor immediately and retrieve your TLD from your office or home. If this is not feasible, contact User Administration or the Control Room for a temporary TLD. Disregard of the TLD requirement will be brought to the attention of NSLS Management and disciplinary action may be taken.

8) For **Temporary TLD Holders**: when you have completed your work at the NSLS and are going back to your home institution, deposit your Temporary TLD in any of the TLD board **“Returned Badge” bins**.

9) **TLD Exchange Days**: At the beginning of each month, over a Friday to Monday period, you will be notified of the monthly TLD exchange.

Permanent TLDs: on the Friday, old Permanent TLDs are removed from each board. New TLDs (different color band) are placed in the board slots. Promptly pick up your new TLD from your board. If your old TLD is still in your possession, leave it on the wire exchange rack or in the board’s “Returned Badge” bin (DO NOT PLACE YOUR OLD TLD BACK ON THE BOARD!). Old TLDs will be removed a few days later. Failure to return your TLD in a timely fashion will delay analysis of your TLD and could deplete the supply of TLDs needed for the following month.

Temporary TLDs: deposit your TLD in any board’s “Returned Badge” bin or in the User Administration bin, and obtain a new TLD from User Administration during normal work hours or the Control Room at any other time. Old TLDs will be automatically removed from the TLD boards a few days after new TLDs are made available.

10) **Missing Permanent TLDs**: If you go to your TLD board on TLD exchange day and find that your new TLD was not issued, it is due to one of three reasons:

- a) Your radiation training qualification has expired and your TLD is being withheld.
- b) Your radiation training requalification records were not entered into the BNL Training Database by the time the TLD exchange took place.
- c) The TLD from the previous month was not returned on time and BNL Personnel Monitoring is holding your new TLD.

Please contact the Facility Support Representative (x4211) for information.

SPECIAL NOTES

Minors, under 18 years of age, have special limits for exposure to ionizing radiation. Follow the guidance in [NSLS ES&H PRM 0.1.0](#).

Pregnant women also have special limits for exposure to ionizing radiation. Follow the guidance in the BNL [“Declaration of Pregnancy” Subject Area](#).