



## Contact

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## Guidance on the dosimetry programme

This document is intended solely as guidance for the dosimetry programme regarding the use of dose monitoring services when using personal dosimeters from the Personal Dosimetry Laboratory at the Danish Health Authority, Radiation Protection. For the exact terms and conditions, please refer to the delivery conditions.

The programme must ensure that individuals and companies can achieve dose monitoring that complies with legal requirements in the area. Dose monitoring must be used to optimize work processes involving ionising radiation, and to ensure that there is a permanent record of the total dose that the individual worker has received throughout their working hours. The dose monitored worker can have these data provided at any time.

The Personal Dosimetry Laboratory at the Danish Health Authority, Radiation Protection employs reusable thermoluminescence (TL) dosimeters. The radiation sensitive part of each dosimeter card consists, depending on the purpose, of a configuration of up to 4 TL tablets. Each TL tablet is data reset before each retransmission. In addition, each dosimeter card is checked for physical damage and, if necessary, discarded.

Before distribution, each dosimeter card is assigned to a specific person for a predetermined period and is wrapped in a foil printed with, among other things, name and measurement period. The dosimeter is then sent to you by post. When used, the dosimeter must be placed in a special holder and carried by the intended person in accordance with the instructions for use.

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<sup>1</sup> Please note that electronic mail (e-mail) containing sensitive personal information (including name and CPR number) must be sent encrypted. We can receive secure (encrypted) electronic mail at the email address [pl@sis.dk](mailto:pl@sis.dk). However, we recommend that these data are sent to us via our web form instead. See more in the section '[Web form](#)'.



We also offer other types of dosimeters, in particular 'finger dosimeters', 'neutron dosimeters' and 'shoulder dosimeters'. Although their function and appearance may differ depending the specific use, the same general guidelines for dosimeter use apply.

The dosimetry programme is an ongoing subscription, where we send out personal dosimeters at fixed intervals to the people who are currently registered. The dosimeter is labelled with a unique number and may have the person's name printed on it. The person's name and the number on the dosimeter also appear on the delivery note that accompanies each delivery of new dosimeters.

A dosimeter shall only be used during the specified measurement period, given from and including a start date to and including an end date. You will automatically receive new dosimeters for the next measurement period for the persons who are to be dose monitored. If, contrary to expectations, you do not receive new dosimeters, contact us as soon as possible, see more in the section ['Receiving new dosimeters'](#).

It is important that all dosimeters are returned immediately after the end of the measurement period. Prompt return is the basis for us to be able to send you the results of the dose monitoring as soon as possible.

The section ['Registration for dose monitoring'](#) describes how new workers are enrolled for dose monitoring. We endeavor to send a named dosimeter within 5 working days of a new registration.

By individual agreement, the dosimeters may be used for purposes other than dose monitoring of individual workers.

Changes in the use of dosimeters must always be notified to us. Read more about this in the section ['Handing over the dosimeter to another person'](#).

We must have received notification of deregistrations of dose monitoring 15 days before the start of the next measurement period in order for this to take effect. Read more about this in the section ['Deregistration of dose monitoring'](#).

The web forms on our website must be used for both registration and de-registration of workers for dose monitoring as well as for changes in the use of individual dosimeters. It is also possible to change your company information and contact information via the web form. Using the web forms ensures that data in our systems are immediately updated so that you always receive the dosimeters you requested. After each change in data submitted via web form you will receive a comprehensive overview, so that you can immediately check the registered data for your subscription.

Payment is charged for all delivered dosimeters; see section ['Payment for dose monitoring'](#). The same applies to damaged and unreturned dosimeters; see section ['Replacement for dosimeters'](#).

Feel free to contact us if this guidance or the information on our website, [www.sis.dk](http://www.sis.dk), does not answer your questions.

Below you will find more detailed information about the dosimetry programme.



## **Company information**

Below is a description of the information that we register about the company where dose monitoring is to be carried out. This information must be provided when setting up a dose monitoring agreement and when there are subsequent changes to it. You can submit the information to us via a web form on our website, see the section '[Web form](#)'.

### **Delivery address ('Leveringsadresse')**

This is the address to which the dosimeters are sent.

### **Contact person ('kontaktperson')**

The contact person is the person who we will contact regarding practical matters of your dose monitoring agreement.

### **E-mail for contact ('E-mail for kontakt')**

We recommend that you provide an e-mail address, as we communicate by e-mail as much as possible. You will be notified via this e-mail address every time dose results have been sent to the company's digital mailbox (E-box). Lists of dosimeters that need to be returned are also sent per e-mail.

### **Invoicing address ('Faktureringsadresse')**

Invoice for supplied dosimeters etc. will be sent by post to this address unless a GLN/EAN number or e-mail has been registered for invoicing.

### **Electronic invoicing (GLN/EAN number) ('Elektronisk fakturering')**

Public institutions must inform us of their invoicing GLN/EAN number so that we can send the invoice electronically. For private companies, this is simply an offer to have the invoice sent electronically.

### **E-mail for invoicing ('E-mail for fakturering')**

The invoice is sent by e-mail to this address, unless the GLN/EAN number has also been provided.

### **Requisition number ('Rekvisitionsnummer')**

We can state your individual order number, requisition number or other identifications on the invoice.

### **Invoice contact person ('Fakturakontaktperson')**

The invoice will be addressed to this named person.



## Personal information

For all workers that the company request to be dose monitored, we need to know their social security number. We register all results for dose monitoring of the person in our database, and we ensure that the results are transferred to the Danish Health Authority's register for personal dosimetry <sup>2</sup>(SRP). This ensures that the information on the individual worker's lifetime dose is saved and that the information on doses is made available to the supervisory authority (the Danish Health Authority) in its ongoing supervision of the use of ionising radiation. Additional information about our data protection policy can be found on our website.

## Registration for dose monitoring

When registering for dose monitoring, we must have the name and CPR number of the person, as well as the date of the desired start of the monitoring. If an expected end date for the monitoring is already known, this can be stated when registering. The subscription will then only apply until the stated end date.

When registering, we need information on what type of dose monitoring is needed and how long the measurement period must be. We offer measuring services using the following dosimeter types:

- Whole body dosimeter (1 or 3 month measurement period)
- Finger dosimeter (2 week<sup>3</sup> or 1 month measurement period)
- Neutron dosimeter (1 or 3 month measurement period)
- Shoulder dosimeter (1 month measurement period)

Every registration is assigned a unique 8-digit registration number with the prefix 'TILM-'. This number is always stated on the delivery note together with the person's name and the first 4 digits of the CPR number.

The ongoing measurement periods follow a fixed pattern, where dosimeters are sent for use from the 1st or 15th of the month and for measurement periods longer than one month on fixed monthly cycles<sup>4</sup>. If there are other individual wishes, please contact us for a solution.

Please note that the first dosimeter you receive upon subscription may have a start date that is earlier than the order date, and that the period of use for a 1 month dosimeter may therefore be limited to 14 days of use and a 3 month dosimeter correspondingly limited to 1 monthly use. In the case of a shorter period of use for the first dosimeter, we will send dosimeters for use for the next measurement period, unless you ask otherwise. This dosimeter will thus have to be used from the time of receipt until the given end date for the measurement period, even though the indicated start date may be later than the first day of use.

The subscription is binding until the dose monitoring agreement is changed or completely deregistered; see section ['Deregistration of dose monitoring'](#).

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<sup>2</sup> Section 87, Danish Health Authority's Executive Order No. 669 of 1 July 2019 on Ionising Radiation and Radiation Protection.

<sup>3</sup>For use from the 1st to the 14th of the month as well as from the 15th to the last day of the month.

<sup>4</sup>An example could be that dosimeters for a 3 month measurement period will always be sent for use from 15 January, 15 April, 15 July and 15 October.



## Handing over the dosimeter to another person

A dosimeter not previously assigned to a specific person or an unused dosimeter can be used by another person within the period. However, the specific personal dosimeter may only be used for dose monitoring of one person.

It is important for correct registration in SRP that you provide the name and CPR number of the new person together with the unique number of the assigned dosimeter at the latest when returning it.

Do not write directly on the dosimeter card, as there is a risk of damaging it.

We will automatically register the new person for dose monitoring with the same type of measurement as the acquired dosimeter was intended. If you have other wishes, please let us know.

The subscription for the person who has not used "his own" dosimeter will not be deregistered from dose monitoring. If you want the person deregistered, we refer to the section on '[Deregistration of dose monitoring](#)' below.

## Deregistration of dose monitoring

When cancelling a dose monitoring subscription, the registration number must be stated together with the date where the deregistration is to take effect. As an extra guarantee that the correct person is deregistered, we also ask you to provide the person's name.

If dosimeters are changed on the 1st of the month, then the deregistration must reach us no later than the 15th of the previous month to avoid that a new dosimeter is sent for a new measurement period. Correspondingly, deregistration must be made no later than the 1st of the month in which the dosimeter would otherwise have been received for use from the 15th of the month.

## Use of personal dosimeters

The personal dosimeter may only be used by one specific individual and only during the specified measurement period. This can be stated on the dosimeter itself and will always appear on the accompanying delivery note. The dosimeter must be mounted correctly in the holder and worn in accordance with the instructions. If in doubt, contact your company's designated radiation protection officer.

Additional precautions and good advice on using the individual dosimeters can be read on the accompanying delivery note and in the accompanying instructions.

An unused dosimeter can be handed over to another user; see section '[Handing over the dosimeter to another person](#)' above.

A personal dosimeter may be used for purposes other than dose monitoring of an individual; if you wish to do so, please contact us for an agreement.



## Receiving new dosimeters

We continuously send new dosimeters to workers who are registered for the dosimetry programme. You should receive these new dosimeters before the current measurement period expires. If you do not receive new dosimeters, contact us as soon as possible.

When you receive new dosimeters, please verify that you have received all the dosimeters that are listed on the accompanying delivery note and that you have received dosimeters for all workers who need them.

If there are errors in our dispatch or if the dosimeters are damaged, please let us know as soon as possible.

## Delivery note

The delivery note is an overview for your use, and must not be returned.

The delivery note does not necessarily provide a complete overview of your current registrations/subscription. To get this overview, you can use our web form; see the section ['Web form'](#).

The delivery note contains information about the customer number and about all dosimeters, listed in tables by measurement type.

Within each table, the dosimeters are sorted alphabetically by the users' names. For each dosimeter, the registration number (TILM-xxxxxxx) and the start and end date of use (measurement period) are stated.

The delivery note states the total number of delivered dosimeters for each dosimeter type and the price thereof. Finally, the price for the total delivery is stated. All prices are excl. VAT.

## Return of dosimeters

All dosimeters must be returned to us, regardless of whether they have been used or not. Dosimeters should be returned as soon as possible after the end date of the measurement period to ensure that you receive the result of the dose monitoring as soon as possible. Deadlines for returns are found on the accompanying delivery note. Any irregularity in the use of the dosimeter must be notified to us in order to account for any consequences that could influence the measurement, assessment and reporting of the dose monitoring result as well as when reporting to SRP.

Compensation will be charged for damaged dosimeters and for dosimeters that have not been returned within 3 months after the end of the measurement period. The compensation amount for missing dosimeters is not refunded even if the dosimeter is returned after the deadline; but the dosimeter will be read out, and the result will be communicated to you.

We recommend that the dosimeters be placed in the transport boxes and accompanying plastic bags before they are returned in the enclosed return envelope. This reduces the risk of damage and loss of the dosimeters. Please note that the return envelope is not stamped.

If you have dosimeters that have not been returned one month after the end date of the measurement period, you will receive a reminder with an overview of current dosimeters if you have provided an e-mail address.



## The result of dose monitoring

We aspire to send you the result of dose monitoring no later than one month after the end of the measurement period. However, this requires that the dosimeters have been returned in time, as described in the section '[Returning dosimeters](#)'. If a dosimeter is damaged upon receipt, we are forced to manually assure the quality of the dosimeter before the readout, which may result in a delay before you receive the result. In these cases, the results list will contain a remark to this effect.

## Form of shipment

Result lists are sent to the digital mailbox is linked to the company's CVR number (e-box). We are not able to send the result electronically to mailboxes other than e-box, and we only send the result by physical mail if your company does not have a VAT number.

In the event that we detect an unusually high dose on a dosimeter, we will send you a separate letter about this, from which it will also appear that we have ensured that the Danish Health Authority has been notified<sup>5</sup>.

## Economy

### Payment for dose monitoring

The price is per dosimeter and includes delivery of the dosimeter, forwarding of the result of the dose assessment and reporting of doses to the SRP. All prices are excl. VAT.

Payment must be made for all sent dosimeters, unless otherwise specified in the accompanying delivery note. The price for each shipment is shown on the delivery note.

Invoicing usually takes place monthly. The price for the dosimeter that was valid at the time of shipment is charged.

A price list for dosimeters can be found on our [website](#).

### Replacement for dosimeters

In addition to the basic price for the dosimeter, compensation is charged for damaged dosimeters and for dosimeters that are not returned within 3 months after the end of the measurement period.

The compensation price is determined according to the compensation amount that was applicable on the last timely return date.

The amount of compensation appears from the price list on our [website](#).

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<sup>5</sup> Section 85, Danish Health Authority's Executive Order No. 669 of 1 July 2019 on Ionising Radiation and Radiation Protection.



## Web form

On our website, you can find links to two web forms. Please note that the web forms are in Danish:

- [Create dosimetry service agreement](#)
- [Submit changes for regarding monitoring](#)

Both forms use secure communication (HTTPS encryption), which means that unauthorized persons cannot read the data you enter and send via the forms.

The web form 'Create dosimetry service agreement' must only be used if you do not yet have an agreement for dose monitoring. Information about your company must be entered in the form. We assign you a customer number, which is later used when filling out the web form 'Submit changes regarding dose monitoring' e.g. to register workers for dose monitoring. The customer number appears on the delivery notes, result lists and customer registration summaries we send.

In order to fill out the form, we ask that the submitter (the person responsible for the form) identifies himself with name, telephone number and e-mail address. This is for security reasons and so that we can contact you if we have any questions about the submitted data. After pressing 'Continue', other data regarding the dose monitoring can be entered. At the same time, a link to the form is sent to the stated e-mail address so that entry can be resumed later if need be.

Formularansvarlig	
Navn *	<input type="text"/>
Tlf. nr. *	<input type="text"/>
E-mail *	<input type="text"/>
Bekræft e-mail *	<input type="text"/>
<input type="button" value="Videre"/>	

In addition to the respective fields in the form that can be filled in, there is an info button. By clicking on this, a guide appears for filling in the section in question. Info text is removed again by pressing the info button.



Data is first saved in the form by pressing 'SAVE'. Data in the web form is sent to us by pressing 'SEND'.

We process the submitted data as quickly as possible<sup>6</sup>. When your submitted data has been stored in our database, we will send a comprehensive overview of all active registrations we have registered for your company (customer number).

If you only want an overview of current registrations, please indicate this in the 'comments' field of the web form.

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<sup>6</sup> Deregistration of dose monitoring will always be processed in relation to the deadlines given in the section ['Deregistration of dose monitoring'](#).