

INDIVIDUAL DOSIMETRY SERVICE
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✉ dosimetry.service@cern.ch

HOW TO OBTAIN A CERN PERSONAL DOSIMETER

Film badges are no longer valid at CERN.

Please always present your CERN access card. You must always pick up the dosimeter personally.

USERS (or Short Term Visitors)

If you need the dosimeter more than two months, the medical certificate must be presented. You should also have a valid email address at CERN.

1. Users' Office (bld 61): Please extend your contact.
2. Dosimetry Service (bld 24): A valid medical certificate stating that you are allowed to work in the controlled radiation areas if you need the dosimeter more than for two months. If you do not have this certificate, the Service will give a dosimeter which is valid for **maximum two consecutive months per calendar year**.

The Medical Service at CERN can do your medical examination on the conditions that it receives a letter from your institute stating:

- 1) that you work more than 50 % of your time at CERN
- 2) your institute delegates the responsibility for the examination to CERN. This letter can be sent to Medical Service CERN, CH-1211 GENEVE 23 or by fax 00 41 22 767 92 00.

The dosimeter must be returned to the Service by internal mail at the latest the date marked on the dosimeter. It is at everyone's own risk if the dosimeter is sent by mail (internal or external) and is lost on its way.

STAFF

To receive a regular dosimeter (valid usually for one year), a medical certificate must be valid. Without this certificate the Service can give you a dosimeter which is valid for maximum two consecutive months per calendar year. A regular read-out is indispensable in order to ensure a periodic monitoring of personal dose so the dosimeter should be read at least once per month preferably in the first week. You must read the dosimeter even if you have not visited the controlled areas. If this is not carried out the dosimeter must be returned to the Service.

ENTERPRISES

Medical visit and valid contract are obligatory to get the dosimeter.

Below you will find the indispensable steps to follow:

1. Registration (bld 55): Please ask for your registration form ("Formulaire d'enregistrement du personnel d'entreprise", colour pink).
2. Medical Service (bld 57): Validate your registration form and your medical certificate.
3. Dosimetry Service (bld 24): Please show your registration form with stamps from Registration and Medical Service and you will receive the dosimeter. We also need an attestation that the employee has the basic knowledge on how to work in radiation areas, issued by the "expert" of your enterprise. Every dosimeter user should also sign a copy of the agreement "Confirm Reception of a CERN dosimeter". The dosimeter is not assigned without these papers.

Please inform the Service of all the changes of address, telephone numbers, person in charge of the distribution or expert, and departure of the personnel. We also need a valid email address of the distributor.

**IN EVERY CASE PLEASE RETURN THE DOSIMETER BEFORE YOUR DEPART FROM CERN.
LOST OR DAMAGED DOSIMETER WILL HAVE TO BE REIMBURSED (CHF 350).**

Locations of reader stations as well as other relevant documents are available on our internet site <http://cern.ch/rp-dosimetry>