

Dosimetry Badge Shipment Procedure and Fees

The Radiation Safety Officer receives the quarterly Badges shipped by USPS from Hevly Technical Services (HTS) during the week prior to the wear period.

1. Each quarterly shipment of badges includes:
 - Packing list / Change Request sheet
 - HTS invoice (a copy is emailed to the RSO)
 - CONTROL badge in a small separate plastic bag labeled “CONTROL DOSIMETER”
 - and the badge(s) grouped in a plastic bag
- a. The packing list includes all of the badges sent in the shipment.

The packing list can be used to indicate that the badge has been received by the wearers. The packing list and control badge should be stored together until the badges are collected for return to MIRION TECHNOLOGIES. It is a good practice to check off the wearer’s name on the packing lists when returning the badges at the end of the wear period.

Should a badge be missing, please contact HTS immediately to correct the oversight.

- b. The HTS invoice is included in the shipment and a copy is mailed to the Radiation Safety Officer and or the Accounts Payable Department. Check the packing list against the invoice. E-mail HTS (dosimetry@hevlyservices.com) or call 408.634.3859 with any questions or corrections.

Please remit payment at the earliest convenience.

- c. A special TLD badge labeled “CONTROL” is provided with each shipment.

The CONTROL must be stored away from all sources of ionizing radiation. The CONTROL is not to be worn or used to monitor radiation. It is used to detect radiation which may occur during shipment and it must be returned with the expired badges. Personnel badges returned late will not have the benefit of the control correction if this may be necessary. For ease and convenience, store the packing list and control film together in a file drawer or secretary’s desk that is not in a radiation zone. Do not use the CONTROL as a spare.

- d. The dosimetry badge is a complete assembly including the badge holder.

The badge has a small label with the wearers name and is bar coded to correspond to the specific information. Please do not remove or exchange labels. Each personnel badge is identified on the top left side of the label with the wearer’s last name and first name or initial (FI). The beginning wear period date is formatted with MM/DD/YYYY. There should be a badge for every person listed on the packing list.

2. Required information for a badge wearer:
 - *first & last name*
 - the *last four digits* of their Social Security Number (SSN) or a company ID number.
 - their *date of birth* (DOB).
 - Gender

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3. Late additions are sent promptly in a separate enclosure. The shipment will include:
 1. Packing list
 2. CONTROL-DAILY badge
 3. and the additional badge(s)

For these badges to receive the proper evaluation after the wear period, please include the packing list, CONTROL and badges with the regular shipment in one packaged enclosure. This will ensure prompt recognition by HTS of the late addition shipment.

A late addition is defined as less than 45 days prior to the start of the next wear period (quarter) or during the current wear period. The late addition fee is \$15.00 per badge.

4. No charge for deletions reported before 45 days prior to the start of the next wear period (quarter). Badges that are shipped are invoiced. Late deletions are charged at \$5.00 per wearer removed from the active list that are reported within 45 days of the next wear period.
5. Expired wear period badges are expected to be returned within 30 days of the following wear period.

Badges returned later than 90 days will be invoiced at \$25 each. There will be an Occupational Radiation Exposure Report created for the late returned badges and mailed to the Radiation Safety Officer. The CONTROL badge returned late, lost or not returned will be invoiced at \$25 each. The charges are non-refundable.

6. Non-Returned or Damaged Badges will incur a non-refundable replacement charge of \$25 for each badge. This includes badges not returned 90 days after the end of the wear period. This will be invoiced and itemized with each missing TLD badge.

Return any “lost or non-returned” badges from previous wear periods; there is no non-returned badge charge refund. A dose report maybe created for that wear period and will be mailed to the RSO.

7. Shipping fees are itemized on the invoice at \$15 for each package shipped to a location.
8. Return the expired badge(s) to Mirion using the extra Tyvek preaddressed envelope. Affix the first class postage; the Post Office (USPS) will not deliver without proper postage.

Please, use a tracking method to follow your shipment and confirm delivery.

Include:

- Packing list
- CONTROL badge
- and the expired badge(s)

Mail to address: Mirion Technologies
 2652 McGaw Ave.
 Irvine. CA. 92614.

9. Change Request: use the form found at <http://hevlyservices.com> or email Duane Hevly at dosimetry@hevlyservices.com with the changes.