

SPARE DOSIMETER ASSIGNMENT FORM

for use only when: (a) an existing badge is worn by another person, or (b) a blank badge is assigned

- ASSIGNMENT CODES:
- A. A one-time assignment.
 - B. First assignment for a new user.
 - C. Assignment to a current user.
 - D. Other _____

COMPANY NAME

ACCOUNT # GROUP #

ORIGINAL BADGE DATA AS PRINTED ON LABEL		ENTER STATUS	DATA TO BE REPORTED						
PIN #	WEAR PERIOD <small>(add Account/Group if different from above)</small>	ASSIGNMENT CODE	START DATE	GROUP NUMBER	PIN # IF A CURRENT USER	ASSIGNED NAME	** SOCIAL SECURITY # or OTHER ID # <small>(specify other)</small>	BIRTH DATE	Gender

** Check our website www.radetco.com or contact customer service 408.842.2700 for other personal identification numbers that may be used in place of a social security number.

An important message about use of social security numbers (SSN): Nuclear Regulatory Commission (NRC) Regulatory Guide 8.7 *Instructions for Recording and Reporting Occupational Radiation Exposure Data* provides instructions for using the SSN to identify individual's exposure records. The NRC form 4, form 5, and electronic formatted exposure history all require the use of the SSN as an identification number. Without a valid SSN, RDC cannot complete NRC forms 4 or 5. California Code of Regulations Title 17, Public Health, Division 1, Chapter 5, Subchapter 4, Radiation 30253 Standards for Protection Against Radiation requires and permits use of the SSN as a means to identify an individual and maintain their occupational exposure records. RDC procedures comply with the law in all regards and RDC offers additional reports that do not show SSNs that can be displayed publicly for a nominal fee.

Please fax this form back to STANFORD DOSIMETRY

at 360 933 1794

INSTRUCTIONS: (please read before completing form)

Enclosing this form with your spare dosimeters will assist Stanford Dosimetry in assigning and reporting the results. All assignments need to be recorded on this form in order for the assigned identification to appear on your Dosimetry Report.

ORIGINAL BADGE DATA:

Information for the first two columns can be found on the badge label.

ENTER STATUS (Assignment Codes):

A. Select Code **A** when making a one-time assignment, such as when issuing a visitor badge. One-time assignments are treated individually. If you make a second one-time assignment to an individual, the dose from the first assignment will not be added to the dose from the second assignment unless you specifically request it.

B. Select Code **B** when issuing a spare badge to a new user, to begin monitoring before you receive their first normally assigned badge. **This form will not add the new individual to your account.** Please provide the information on a Changes in Service form to make the addition or transfer permanent. You can Fax the Changes in Service form to Stanford Dosimetry so the change is recorded by the time the badge is received. The use of this code will cause Stanford Dosimetry to add any dose from the badge to the record of the newly assigned individual.

C. Select code **C** when issuing a spare badge to an individual who is already part of your regular service. This may be necessary to replace a lost badge or an assigned badge sent in for early processing. You should use this code whether you send us the assigned badge or not. The use of this code will cause Stanford Dosimetry to add any dose to the record of the current user.

D. Use this code to specifically describe any other category for the badge assignment not addressed above.

DATA TO BE REPORTED (transferred to the Dosimetry Report):

The **Start Date** will normally be the issue date of the badge.

The **Group Number** identifies the group the results will be reported in, regardless of the original group of the badge. The **PIN #** must be given if assignment code **C** is selected, to ensure proper accumulation of dose totals.

For assignments to individuals the **Social Security** number should be provided. Another unique and nationally recognized number can be specified, such as a Passport Number (PPN), Canadian Social Insurance Number (CSI), Work Permit Number (WPN), PADS Identification Number (PADS), or Other (OTH).

An **Assigned Name** can be any individual, location, or other identifier. If the dosimeter is assigned to an individual, the **Birth Date** and **Gender** should be provided. The **Social Security** number, **Birth Date** and **Gender** are required when an individual is added to regular service.

You may write on the badge label, however, please do not cover the original label or write on the barcode. Dosimeters returned with tape or labels that are difficult to remove, or with writing on the badge itself, will be billed as damaged.