

**MEMORANDUM**

TO: Personnel Radiation Monitor Contacts

FROM: Radiation Safety Program  
Occupational Health & Safety Department

Itella Smith, Radiation Dosimetry Technician

SUBJECT: **Radiation Badge Return Policy**

Our UAB policy is that personnel radiation dosimeters must be collected and sent back (that is returned) to the Radiation Safety Division by the seventh day following the end of the wear period. They should be collected immediately following the wear period and returned as soon as possible. This is all a part of Personnel Monitoring Control requirements of the Alabama Radiation Control Rules. When dosimeters are not collected and returned on schedule, it not only delays the shipments of these dosimeters to the contractor, but also the processing and the final receipt of the personnel radiation monitoring report. Failure to comply with our policy is considered a violation of the ARCR and is a citable item. A late badge is considered one that is received after 12:00 p.m. on the 7<sup>th</sup> day after the wear period ends. Therefore, as required by ARCR, groups that return badges **late** will receive a notice of citation. **There will be no exceptions.**

Badges may be returned through campus mail. If badges are sent by mail, it is your responsibility to ensure that they are physically received in our office on the 7<sup>th</sup> day of the month following the wear period or they will be considered late. Our Campus Mailing address is CH19 445-2041. **IT IS STRONGLY ADVISED THAT THE DOSIMETERS BE HAND-DELIVERED TO OUR OFFICE.** We are located in the Community Health Services Building-19, 933 19<sup>th</sup> Street South, Suite 445.

If you have any questions, please feel free to call Itella Smith, Radiation Dosimetry Technician at 934-7489.