

## **DOSIMETRY INSTRUCTIONS**

The first step in ordering dosimetry badges is to fill out the [order form](#) & email it to [joanne@suntrac.com](mailto:joanne@suntrac.com).

After the order is placed, within 7 to 10 business days the customer receives a package from Mirion Technologies (GDS) Inc. with badges and/or rings unless the \$50.00 2-day or \$75.00 overnight shipping option is requested.

Customer verifies all badges and/or rings that were ordered were received on the packing slip.

Badges and/or rings are ready to be handed out to each wearer with the exception of the control badge and/or ring; the control badge and/or ring are used to subtract any radiation dose received to the package during transit to and from our manufacturer's facility.

About 1 to 2 weeks prior to the next monitoring period the customer will receive the new set of badges and/or rings; however, this could slightly vary.

Once all badges and/or rings have been exchanged place the previous wear period badges and/or rings including the controls in the self-addressed envelope that was received and mail them USPS to:

**Mirion Technologies (GDS), Inc.  
104 Union Valley Rd.  
Oak Ridge, TN 37830**

If you chose to send them back UPS or Fed Ex they must be sent to:

**Mirion Technologies (GDS), Inc.  
104 Union Valley Rd.  
Oak Ridge, TN 37830**

After the badges and/or rings are received at our manufacturer's facility, you'll receive an exposure in a regular envelope via USPS from Mirion Technologies (GDS) Inc. within 4 to 6 weeks.

## ADDING OR DELETING PARTICIPANTS

All changes need to be communicated to Suntrac *35 business days* prior to the next monitoring period to be effective the next monitoring period or fees for the quarter will still apply. If that deadline isn't met and you're adding a wearer then the badge and/or ring will not be in the same package or if you're deleting a wearer the badge and/or ring will be in the package and the change won't go into effect until the wear period after the next monitoring period.

When adding a wearer, provide the following information in an email to [joanne@suntrac.com](mailto:joanne@suntrac.com)

Location #  
Full Participant Name  
ID  
DOB  
Badge Type  
Shipping Method

When deleting a wearer, provide the following information in an email to [joanne@suntrac.com](mailto:joanne@suntrac.com)

Location #  
Full Participant Name OR Badge Number

When requesting a replacement badge and/or ring if lost or broken, provide the following information in an email to [joanne@suntrac.com](mailto:joanne@suntrac.com)

Location #  
Full Participant Name OR Badge Number

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