

# DOSIMETRY TERMINATION REQUEST

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In order to ensure that dosimetry records are accurately maintained we require that persons wishing to terminate personal dosimetry fill out this form.

- **Your badge(s) will be terminated upon receipt and processing of this form.**
- **PIs may be charged for an additional quarter for badges terminated after Landauer has prepared the next quarter's badges. See table for approximate dates.**

Quarter	Month Landauer prepares and mails out badges for the next quarter	Last day to turn in badge termination requests to RSO to ensure you will not be billed for this quarter
1 <sup>st</sup> – Jan, Feb, Mar	December of preceding year	November 20 of preceding year
2 <sup>nd</sup> – Apr, May, Jun	March	February 20
3 <sup>rd</sup> – Jul, Aug, Sep	June	May 20
4 <sup>th</sup> – Oct, Nov, Dec	September	August 20

- **PIs will be charged for badges that continue to be issued after your departure from their lab **unless this form is submitted along with your dosimeters**, unless specific arrangements have been made with the RSO and are indicated below.**

Badge User's Name (Print): \_\_\_\_\_

Badge User's Department: \_\_\_\_\_

Notes/Other Arrangements:

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Return this completed form **along with current dosimeter(s)** to:

**RADIATION SAFETY OFFICE**  
211 Scott Hall

**Radiation Safety Office Use Only**

Date Cancelled (myLDR): \_\_\_\_\_  Entered onto termination log Canceled by: \_\_\_\_\_

Archived in URCA OR  Removed from appropriate permits as indicated below: