

DOSIMETRY TERMINATION REQUEST

In order to ensure that dosimetry records are accurately maintained we require that persons wishing to terminate personal dosimetry fill out this form. Authorized User's signature is required. Fill out the form completely and accurately to ensure prompt attention.

- **Your badge(s) will be terminated upon receipt 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 st – Jan, Feb, Mar	December of preceding year	November 20 of preceding year
2 nd – Apr, May, Jun	March	February 20
3 rd – Jul, Aug, Sep	June	May 20
4 th – 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 OSU Campus Wide ID (CWID): _____

Badge User's Department: _____

Name of Principal Investigator: _____

Signature of Principal Investigator: _____ Date: _____

Signature of Badge User: _____ Date: _____

Notes/Other Arrangements:

Return this completed form to:

**RADIATION SAFETY
223 Scott Hall**