

## DOSIMETER BADGE BILLING

### Badging Requirements

The Radiation Safety Officer determines the necessity of badges based on federal and state regulatory requirements and other factors. Badges required for each lab will be dictated by the type of radiation used, activities, and procedures as described in the Authorized User’s SOP.

### Badges and standard fees

TYPE OF BADGE OR FEE	TYPE OF RADIATION DETECTED	*QUARTERLY FEE PER BADGE
Pa body badge	Betas, gammas	\$4.47
Ja body badge	Betas, gammas, neutrons	\$11.52
Saturn Ring badge	Betas, gammas	\$9.60
Start-up fee for new badges	All	\$2.00

\* Quarterly fees are dictated by contract with Landauer and are subject to change with annual contract renewal.

Landauer charges for use of badges for the full quarter they are issued. As such, the PI will be responsible for the full quarter charge regardless of badges being added or terminated in the middle of a quarter cycle – there will be no pro-rating of quarterly fees.

Landauer creates and mails the badges for the upcoming quarter early in the last month of preceding quarter. Therefore any badge they prepare and mail to us will be billed to the PI regardless of whether or not the person to whom the badge is assigned is still in the lab. To avoid paying for extra quarters for students who will be leaving, please turn in a [Badge Termination Form](#) (available on OSU’s Radiation Safety Website) by the deadlines listed below.

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 25 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

If a student or staff member will be leaving at the end of a quarter, you can turn in the badge request form to the Radiation Safety Office (RSO) by the deadline listed above specifying that this person will keep their badge until the end of the quarter but will not need a new one.

## OKLAHOMA STATE UNIVERSITY – RADIATION SAFETY OFFICE POLICY

### Late/Missing Badge Fees

The RSO will mail the new quarter's badges to Authorized Users just before the new quarter starts, with a deadline for returning the old badges to the RSO. Having the badges back to the RSO by the deadline ensures that there is enough time for the RSO to process the badges and mail them back to Landauer by their deadline. Failure to return badges to the RSO by the deadline could result in late or missing badge fees being charged by Landauer. Any dosimeter(s) received after the RSO has already shipped the quarterly batch to Landauer for reading will be held until the following quarter's dosimeters are shipped and will incur a late badge fee. When such fees are charged, the Authorized User will be responsible for paying them. The current fee that Landauer charges for a missing badge is **\$9.75 per badge** (this fee is subject to change with annual contract renewal).

A missing badge fee can be expected to be charged under the following circumstances:

- Badge is not returned to the RSO in time to process it and it does not go out with the bulk of campus badges
- Badge is lost and not returned at all

Missing badge fees will be billed in the quarter following their original due date.

BADGE MONITORING QUARTER	MONTH BADGE IS PROCESSED	BILLING QUARTER WHEN MISSING BADGE FEE WILL BE CHARGED
1 <sup>st</sup> – Jan, Feb, Mar	April	2 <sup>nd</sup> Quarter billing cycle
2 <sup>nd</sup> – Apr, May, Jun	July	3 <sup>rd</sup> Quarter billing cycle
3 <sup>rd</sup> – Jul, Aug, Sep	October	4 <sup>th</sup> Quarter billing cycle
4 <sup>th</sup> – Oct, Nov, Dec	January of subsequent year	1 <sup>st</sup> Quarter billing cycle of subsequent year

### Dose Estimates for Unreturned/Unread Badges

The Authorized User will be responsible for ensuring that any member of his/her lab who loses a badge or submits it too late to be processed provides the RSO with a report of his/her activities that involved radioactive materials and/or X-ray producing machines for that monitoring quarter by the deadline given by the RSO. The RSO will use this information to establish a dose estimate which will be submitted to Landauer and added to the occupational exposure record for that person as required by state and federal regulations.