



Dosimeter Exchange Checklist

Use this handy checklist for each exchange!



1

Gather all dosimeters to be returned. Be sure to include:



Employees



Area Monitors



Spares, if used



Controls

2

Download the dosimeter tracking chart



Get it now

- Fill it out including each employee, area monitor, spare, and control
- Total everything across and down
- Verify the totals match what you have in hand

Return date		Tracking information											
Name	Location	Luxel+		InLight		Return Ring		VISION		Fetal		Totals	
		Wearing	Returned	Wearing	Returned	Wearing	Returned	Wearing	Returned	Wearing	Returned	Wearing	Returned
Jane Doe	X-ray	X	X							X	X	2	2
John Back	Oncology			X		X						2	
Area	Lobby	X										1	
Control	Badge Board	X	X									1	1
TOTALS		3	2	1		1				1	1	6	3

3

Prepare the dosimeters for return



Remove all badges from their holders



Fully remove tabs from WORN BADGES ONLY



Unworn Luxel+ badges that are left in their holder with the tab intact will be reported as UNUSED.

4

Ship them to LANDAUER

- Place in return envelope
- Prepare label



Add the return date and tracking number to the table for future reference if needed.

Using a LANDAUER prepaid label



Your account will be charged \$6 if using this label

- Apply Label
- Hand package to your mail carrier

Using your label

LANDAUER Receiving Dept.
2 Science Rd,
Glenwood, IL 60425

DO NOT X-RAY, X-RAY BADGES ENCLOSED



Apply adequate postage to avoid processing delays

- Use a trackable shipping service
- Address as shown

For more details call 800.323.8830

landauer.com

