

CONDITIONS OF USE WITH RESPECT TO THE DOSIMETRY SERVICE WITH EFFECT FROM 1 APRIL 2005

1. WEARING PERIODS

A wearing period consists of a start and end date. Wearing periods are two, four, eight or twelve weeks in length. For wearing periods of two weeks, two dosimeters are issued simultaneously for a four week period. (Clients usually prefer wearing periods of two weeks when there is a possibility of high exposure.) Approval from the appropriate regulator must be obtained before wearing periods of longer than four weeks may be used.

Dosimeters are worn for the period indicated on the dosimeter or on the dosimeter issue list. A new dosimeter for the next wearing period will be issued in advance and should reach the wearer before the end of the current wearing period. Dosimeters must be returned to the RPS as soon as possible after the end of their wearing periods as indicated on the dosimeter issue list (see par 3). Do not return the current dosimeters unless replacement dosimeters have been received (see par 2). Dosimeters must be stored away from ionising radiation and in a cool place after working hours, preferably in the work environment. Dosimeters should be worn under radiation protective clothing, e.g. a lead apron, if any is used.

2. DOSIMETERS NOT RECEIVED BY THE CLIENT

If replacement dosimeters are not received within five workdays after the beginning of a wearing period, the RPS must be notified immediately. Instructions as to what the client should do will be issued by the RPS. The RPS will keep a record of the instructions and of the client's notification. The client will be held responsible for all replacement costs if notification of non-receipt has not reached the RPS within 10 workdays after the start of the wearing period.

3. DOSIMETERS NOT RECEIVED BACK BY THE RPS OR RETURNED LATE

It is the user's responsibility to ensure that all dosimeters are returned timely to the RPS. Notify the RPS immediately if a dosimeter is lost. The RPS reserves the right to charge a non-refundable fee for each dosimeter lost or not received back within 24 weeks after the end of the wearing period. It is advisable to send dosimeters back with registered post. The RPS reserves the right to charge a higher administration fee for clients who regularly return their dosimeters 12 weeks or more after the end of the wearing period. This higher administration fee will be effective for a period of 6 months after which the return of dosimeters will be evaluated again. If a dosimeter is not returned within 24 weeks after the end of the wearing period a notional dose of 4 mSv will be allocated. This dose will be replaced should the dosimeter be returned and processed. No doses will be reported for dosimeters returned to the RPS more than one year after the end of their wearing period. A list of outstanding dosimeters is available from the RPS and will be included with every set of replacement dosimeters.

4. "BLANK" DOSIMETERS

Dosimeters can be issued as a personal dosimeter (to a specific radiation worker with its own BIN), or as an experimental dosimeter (with its own BIN) or as a blank dosimeter (without a BIN). A "blank" dosimeter can be used as a personal or as an experimental dosimeter. Should a radiation worker wear a blank or experimental dosimeter, the dose received by the dosimeter can be allocated to that specific radiation worker in the National Central Dose Register. This is strongly recommended since all the doses received by a radiation worker are then kept at a central point for future reference. A special request form, available from the RPS, must be used for the allocation. The RPS reserves the right to charge a fee for the allocation since this is not part of the automatic allocation during processing. **Please note:** Legally it is the user's responsibility to keep record of doses received by radiation workers regardless of whether they wore a personal, experimental or blank dosimeter.

5. DOSE REPORTS

Dose reports for dosimeters returned to the RPS are generated on a weekly basis and despatched by post. Electronic dose reports (via e-mail) are available upon request and will be despatched on a weekly basis. Special dose reports, for example life dose history reports are available upon request. The RPS reserves the right to charge a fee for special reports and re-issuing of dose reports. Clients will be informed within one working day should the annual accumulated dose of a worker exceed 50 mSv or if the dose of a processed dosimeter exceed the

notification level (usually 4 mSv per wearing period). Individual notification levels are available upon request.

6. EMERGENCY PROCESSING

If it is suspected that a person has received a dangerous dose, the person's dosimeter may be returned immediately for processing.

7. DAMAGED DOSIMETERS

It is the user's responsibility to ensure that all dosimeters are returned to the RPS undamaged. The RPS reserves the right to charge for the replacement of each dosimeter received back damaged. If possible an approximate dose will be allocated or else a notional dose of 4 mSv.

8. AMENDMENTS (CHANGE OF ADDRESS, NUMBER OF DOSIMETERS, etc) AND CANCELLATION OF SERVICE

Amendments to clients' details (address, surnames etc), change in dosimeter supply or cancellation of the service must reach the RPS at least twenty-one days before the start of the wearing period during which the change will take effect (last date for amendments). If the twenty-one day period is not observed, it may not be possible to stop the issue of dosimeters or to issue additional ones. In such cases the client will still have to pay for all dosimeters issued and the issue of additional dosimeters cannot be guaranteed. Additional preparation fees may be charged for the issue of dosimeters on short notice. Notification of cancellation of the service, change of address, changes in the number of dosimeters required or staff changes can be given in writing or by telephone. Forms are available from the RPS for this purpose. Please note that all information written by the client on dosimeter labels will be ignored.

9. ADMINISTRATION FEES

Administration fees will be charged per dosimeter per wearing period and will include the following:

Dispatch of the dosimeter to the client, processing of the dosimeter after use, the issue of a dose report and entry into the RPS computerized National Central Dose Register. The administration fees are payable on all dosimeters issued, whether they are used by the client or not.

10. PRICES

Prices in respect of the dosimetry service will normally be adjusted annually and will take effect on 1 April of each year. Notice of price changes will be given at least thirty (30) days before they become effective.

11. INVOICING AND PAYMENTS

Administration fees will be accumulated until their total exceeds a threshold amount or until the date of the oldest amount is older than a threshold number of days. In effect this means that places receiving large quantities of dosimeters will be invoiced after every dosimeter issue event and places with fewer dosimeters will be invoiced less frequently. Damaged or lost dosimeters will be invoiced separately from the administration fees. Fees in respect of special services and special reports will normally be included with the administration fee invoices. Payments in respect of insufficient postage on returned dosimeters, plus a handling fee, will be charged to the client's account.

All fees, excluding replacement costs for lost or damaged dosimeters, will be payable through a debit order system. Statements of payment details will be issued for each debit order payment. Payments must be made within thirty days of date of invoice. Interest will be charged on overdue accounts. Payments will be used for the oldest outstanding invoices unless otherwise stated by the client. Clients may be required to pay for the dosimetry service in advance for up to a year. An application form for a credit account must be completed when a client's account is opened with the RPS.

12. SUSPENSION OF SERVICE

The RPS reserves the right to suspend the service to clients that consistently do not return their dosimeters or when payments are not made on time. Due to legal requirements, the RPS will notify the appropriate regulatory authority of the suspension.