



**Troxler Radiation Monitoring Services**  
*A division of Troxler Electronic Laboratories, Inc*  
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## HOW THE TLD BADGE SERVICE WORKS

### General

- Badges should arrive before the monitoring period start date shown on the badge. If the badges are not received within one week of the start date, notify Troxler. If timely notification is not received of badges lost in shipment, the customer will be charged for the badges as lost.
- Check each badge shipment upon receipt and notify Troxler immediately if any discrepancies are found or if additional badges are needed. Replacement badges will be shipped if necessary.
- A control badge may be supplied with your badge shipment to measure the background radiation exposure received by personnel badges during transit and storage periods. Do not use the control badge as a spare or replacement badge. Store the control badge in a low radiation area away from all radioactive material or sources.
- If you need a replacement for a lost badge or additional personnel badges, contact Troxler. Rush orders should be placed by 2 p.m. EST the day before the badges are needed. An extra charge will be added for overnight delivery.
- Return all badges, including control badges, promptly at the end of the monitoring period. The mailer envelope in which the badges were received may be reused. Please make sure the envelope is securely sealed. Customers are responsible for badges lost in the mail.
- A late fee will be charged for each badge that is not returned to Troxler within 90 days of the end of the monitoring period.
- Badges returned in damaged condition are subject to a damaged badge fee.
- All badges will be processed upon return and the dose readings reported.
- Normal business hours are 7:30 a.m. to 4:00 p.m. EST, Monday through Friday.

### Badge Use and Handling Instructions

- Wear the badge on the front of the body between the waist and chest with the front (label side) facing away from the body when working with radioactive material or near radiation sources.
- Keep badges clean, dry, and free from radioactive contamination.
- Keep personnel badges with the control badge, if provided, when not in use.
- Never store the personnel or control badges near radioactive material or radiation sources. Avoid storing badges in extremely hot or humid locations.
- Do not tamper with or disassemble a badge. The TLD elements are sensitive to light and loss of dose information may result.
- Notify Troxler if a replacement badge is needed. If lost or missing badges are found, return them to Troxler promptly.
- If a badge is lost or damaged, you may estimate the dose received for the monitoring period and supply the estimate to Troxler for inclusion in the individual's dose record. A dose estimate form can be downloaded from the Troxler website.