Badge Reassignment Form

To be used only when: an existing badge is worn by another person OR a spare badge is assigned
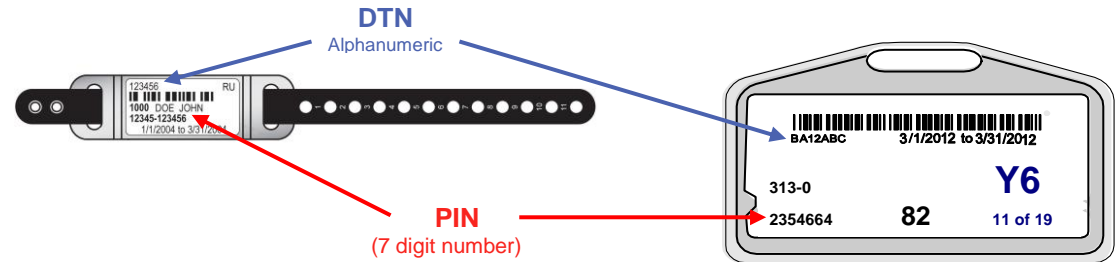
Account Number _____

Account Name _____

Contact Name _____

DTN — Alphanumeric

PIN (7 digit number)

BA12ABC   3/1/2012 to 3/31/2012   **Y6**   313-0   2354664   82   11 of 19

Assignment Codes	A -	A one-time assignment
	B -	First assignment for a new user
	C -	Assignment to a current user

Original Data		Enter Status		Data to be Reported (Actual Wearer)				Actual Wearer Information	
Name on Badge (Last, First)	**DTN** (6-7 alphanumeric characters on back of badge)	**Inactivate Original Wearer**	**Assignment Code**	**Group Number**	**PIN** (If Current, Previous, or Reactivated Wearer)	**Actual Wearer** (Last, First)		**Gender**	**ID** (DOB or Employee Number when applicable)
Example: Doe, John	*BA12ABC*	Yes ☒ No ☐	B	0	*N/A*	*Smith, Mary*		F	*23-Jun-67*
Example: Spare 001	*BA12ABD*	Yes ☐ No ☒	C	0	*2354663*	*Jones, Mike*		M	*ADHB-726450*
		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							
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		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							
		Yes ☐ No ☐							

Badge Reassignment Form

To be used only when: an existing badge is worn by another person OR a spare badge is assigned

Instructions: (Please read before completing form)

Enclosing this form with your blank/spare dosimeters will assist Radiation Detection Company (RDC) in assigning and reporting the results. All assignments need to be recorded on this form in order for the assigned identification to appear on your Dosimetry Report.

Original Data:

Information for the first two columns can be found on the badge label.

Enter Status:

Inactivate Original Wearer:

Check **Yes** to have the original badge inactivated. You will not receive this badge in future shipments.
Check **No** if you would like to continue receiving the original badge. This would be the option to choose when assigning a blank/spare badge to another wearer.

Assignment Codes:

A. Select Code **A** when making a one-time assignment, such as when issuing a visitor badge. One-time assignments are treated individually. **If you make a second one-time assignment to an individual, the dose from the first assignment will not be added to the dose from the second assignment** unless you specifically request it.

B. Select Code **B** when issuing a blank/spare badge to a new user, to begin monitoring before you receive their first normally assigned badge. **This form will add the new individual to your account.** The use of this code will cause RDC to add any dose from the badge to the record of the newly assigned individual.

C. Select code **C** when issuing a blank/spare badge to an individual who is already part of your regular service, previously active, or who is reactivated. This may be necessary to replace a lost badge or an assigned badge sent in for early processing. The use of this code will cause RDC to add any dose to the record of the current user.

Data to be Reported (transferred to the Dosimetry Report):

The **Group Number** identifies the group into which the results will be reported, regardless of where the badge was originally assigned. The **PIN (Personal Identification Number)** must be given if assignment code **C** is selected, to ensure proper accumulation of dose totals.

An **Actual Wearer** can be any individual, location, or other identifier.

Actual Wearer Information includes **Gender** and **Date of Birth** for the assigned wearer. This information, along with the RDC-assigned PIN, helps us to confirm the wearer's identity. This information will NOT be transferred to or viewable on the Dosimetry Report.

Please **DO NOT WRITE ON OR COVER BADGE WITH LABELS OR TAPE**. Doing so may interfere with the filtration and affect dose calculations. Badges altered this way will be reported with an estimated dose on the dosimetry report. Illegible and unreadable reassignments on form will be reported with the original badge PIN and name.

This form can be submitted via email to *sales@gmsnz.co.nz* or returned with badges. If you have any questions, please contact Customer Care at *0800.999.990*.