

RDC use only
CS:

Changes in Service – Existing Account

(please print or type)

Company Name and Address:

Company Authorization:

Company Name

Current Date

Contact Name

Account Number Group Number

Street Address or P.O. Box

Additions Start Date (7 business days unless otherwise specified)

City State Zip

Deletion Termination Date

Phone Number Email

Transfers Effective Date

Please check if change in address above and check the appropriate box below

Supply Report Invoice

See back of form for help: changes are also accepted by phone, fax, email, or MyAccount*

Pin #	Name (Last, First)	Gender	Date of Birth	** Social Security No.	Add	Del	Group	Transfer Group #		Type	Loc
								From	To		

**MyAccount provides online access to your dosimetry account and is available to all active customers free of charge*

Additional clip straps available (Sold in packs of 5 only)
(Please contact customer Service to place an order (408) 842-2700)
- This form is available @ www.radetco.com

Charge for lost, damaged or unreturned badges:	
Ring Badge	\$10.00
TLD Badge	\$10.00



radiation detection company . . . *The People Behind Your Badge*
8095 Camino Arroyo | Gilroy, California 95020 | 408.842.2700 | fax 408.847.2988 | www.radetco.com

In Order to ensure that changes are made in the most accurate and efficient manner, Radiation Detection Company (RDC) utilizes this "Changes in Service" form. The information provided must be as complete as possible in typed or printed form.

Please state the exact nature of the change in service on this form.
Requests submitted on scraps of paper or written on the badge labels will not be processed.

The following items should be included with each request:

1. **Company Name and Address**
2. **Current Date**
3. RDC **Account** and **Group #**
4. **Date** change is to take effect (for additions, deletions or transfers)
5. **Personnel Identification # (PIN)** (for deletions, transfers or reinstatements only)
6. Employee's **Name**
7. Employee's **social security number ****
8. Employee's **date of birth**
9. Employee's **gender**
10. If **Addition** or **Deletion**, place an X in the appropriate box
11. **Group #** (for those accounts with multiple groups)
12. If **Transfer From**: group Employee is leaving
13. If **Transfer To**: group Employee is transferred or reinstated into
14. **TYPE:**

B = TLD XBGN

TE = TLD XBGN/TE

R = TLD Finger Ring (plastic)

15. **LOCATION** (Please Specify):

HD = Head

RU = Right Hand or Upper Extremity

CL = Collar

LU = Left Hand or Upper Extremity

WS = Waist

RL = Right Foot or Lower Extremity

Fm = Fetal Monitor

LL = Left Foot or Lower Extremity

16. RDC **only charges** for **lost**, **damaged** or **unreturned** badges.

For answers to any additional questions, or to sign up for MyAccount, contact RDC's Customer Service department at (408) 842-2700 (Monday - Friday) 7:00 a.m. - 4:00 p.m. (Pacific Time) or email customerservice@radetco.com

** Check our website www.radetco.com or contact customer service 408.842.2700 for other personal identification numbers that may be used in place of a social security number. An important message about use of social security numbers (SSN): Nuclear Regulatory Commission (NRC) Regulatory Guide 8.7 *Instructions for Recording and Reporting Occupational Radiation Exposure Data* provides instructions for using the SSN to identify individual's exposure records. The NRC form 4, form 5, and electronic formatted exposure history all require the use of the SSN as an identification number. Without a valid SSN, RDC cannot complete NRC forms 4 or 5. California Code of Regulations Title17, Public Health, Division 1, Chapter 5, Subchapter 4, Radiation 30253 Standards for Protection Against Radiation requires and permits use of the SSN as a means to identify an individual and maintain their occupational exposure records. RDC procedures comply with the law in all regards and RDC offers additional reports that do not show SSNs that can be displayed publicly for a nominal fee.