



Republic of Uganda

ATOMIC ENERGY COUNCIL  
DOSIMETRY SERVICE

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**Terms and Conditions of Use of the Radiation Monitoring Service with effect from 1<sup>st</sup> September, 2016**

**1. WEARING PERIOD**

- a) The Radiation Monitoring Service is provided using a TLD badge. The badge consists of a TLD card and holder.
- b) The TLD badge must be worn for the wearing period indicated on the dosimetry quotation. The badges are issued on 3-monthly wearing period.
- c) In the dosimetry invoice issued to the customer, each wearer is allocated a card with a unique identification number. This helps in easy identification when processing and assessing doses received by the wearers. Wearers should ensure that they wear the cards assigned to them as per the invoice.
- d) As the institution pays for the monitoring service, it must ensure that wearers do not leave the institution with the badges. When not in use, all badges must be stored in areas where background radiation levels are low. Badges assigned to individuals in each department/section must be stored in a common place when not in use. This ensures that all TLD cards are exchanged and returned on time at the end of each wearing period, even in the absence of the wearer. This arrangement also reduces the possibility of badges being lost.
- e) From the time of issue, cards start accumulating background radiation. In order to keep the accumulated background radiation levels as low as possible, it is important that cards are returned to Council immediately after the exchange of cards is done.

**NB: A TLD Badge is used to monitor the amount of exposure to ionizing radiation and does not provide any protection against it.**

**2. EXCHANGE CARDS**

- a) The cards are issued on 3-monthly exchange periods.
- b) The customer will incur the replacement costs if non-receipt of the exchange cards is not reported to the council prior to the beginning of the wearing period for which the cards were intended.

**3. RETURN OF USED CARDS FOR ASSESSMENT OF DOSES**

- a) The cards for the wearing period that has ended should be returned to and received by the Council for reading of exposure levels **within seven (7) days** after the end of the wearing period. It is the responsibility of the institution to ensure that all cards are returned to the Council on time.
- b) Cards will be physically delivered to the Council by the licensee or representative of the facility.
- c) All cards that were issued for a specified wearing period should be returned to the Council after the end of that period even if they were not used.
- d) In the event of a suspected unusual dose being received by wearer(s), the Council should be contacted **within twelve (12) hours**. In such events, the cards for the concerned wearer(s) should be returned to the Council for rapid emergency processing.
- e) Cards returned to the Council **more than two (2) months** after the end of the wearing period **will not be read** of exposure levels.

**4. LOST OR DAMAGED BADGES**

- a) Badges are the property of the Council and are only loaned to the institution, for the purpose of monitoring workers of exposures to ionizing radiation. Where badges are damaged or lost while in the care of the customer, the customer shall be expected to pay a replacement charge for the badges.
- b) Once received by the institutions, the badges will remain in their care until they are returned to and received by the Council. Institutions should report to the Council, in writing, badges that have been lost or damaged as soon as possible. A used card will be considered **"lost"** if it is not

returned to and received by the Council **within thirty (30) days** after the end of the wearing period.

- c) Where an institution has informed the Council about terminating the **monitoring service**, badges will be considered **"lost"** if they are not returned to and received by the Council **within seven (7) days** after the termination date or the end of the wearing period, whichever comes first.
- e) In the case of **employees leaving the employ of the institution**, badges should be returned to and received by the Council **within seven (7) days** after the end of the wearing period; otherwise they will be assumed "lost".

**5. DOSE REPORTS**

- a) The Dosimetry Service shall issue 3-monthly report to the institution.
- b) Doses are reported in mSv, where mSv stands for milliSieverts.
- c) Doses above investigation levels will be printed in bold. The investigation levels are 0.5 mSv for Hp (10) and Hp (0.07).

**6. AMENDMENTS AND TERMINATION OF SERVICE**

Requests for amendments in the number of badges required by the user institution, addition or deletion of wearers or changes in addresses or termination of service should be communicated to the Council in writing **at least 21 days** before the beginning of the wearing period in which the amendments are to be effective.

**7. CHARGES**

- a) There is a three monthly monitoring charge for all badges issued to workers.
- b) All badges are charged for at the time of issue and there will be no credits for badges / cards returned unused.
- c) There is a replacement charge for lost or damaged badges.
- d) All charges listed below are subject to annual review and adjustments, if any, will take effect on 01<sup>st</sup> July of each year.

**Three Monthly monitoring charge per badge: 10,000/= per person**  
**Replacement Charge for lost or damaged badge: 100 Us dollars per badge**

- e) There shall be the normal charge for control badges.

**8. QUOTATIONS AND PAYMENTS**

- a) A quotation for the monitoring charge of all badges issued is prepared and collected by the institution. Charges for lost or damaged badges are included in this quotation.
- b) All quotations should be settled within 30 days of the invoice date.
- c) Institutions may opt to pay for the monitoring service in advance for up to one year.
- d) Payments may be made directly by Cash, EFT or Cheque using the details below:

Bank: Barclays Bank (U) Ltd, Kampala Road Branch  
A/C Title/name: Atomic Energy Council  
A/C No.: 6003621039  
Swift Code: BARCUGKX

For either method, please inform Council of the payment and provide a copy of the pay slip.

**10. SUSPENSION OF SERVICE**

The Council reserves the right to suspend the monitoring service if the invoices are not settled for sixty (60) days. Since the monitoring of workers for exposures to ionising radiation is a legal requirement under the Atomic Energy Act, 2008, the DS will notify the Secretary of AEC of any suspension of the service.

These terms and conditions of use will be reviewed annually and institutions will be notified in writing of any change

