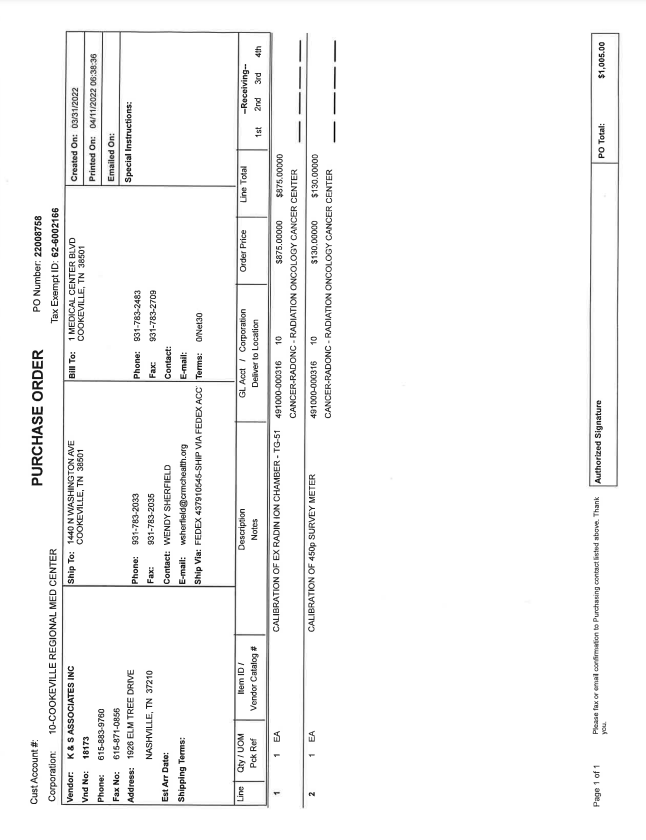
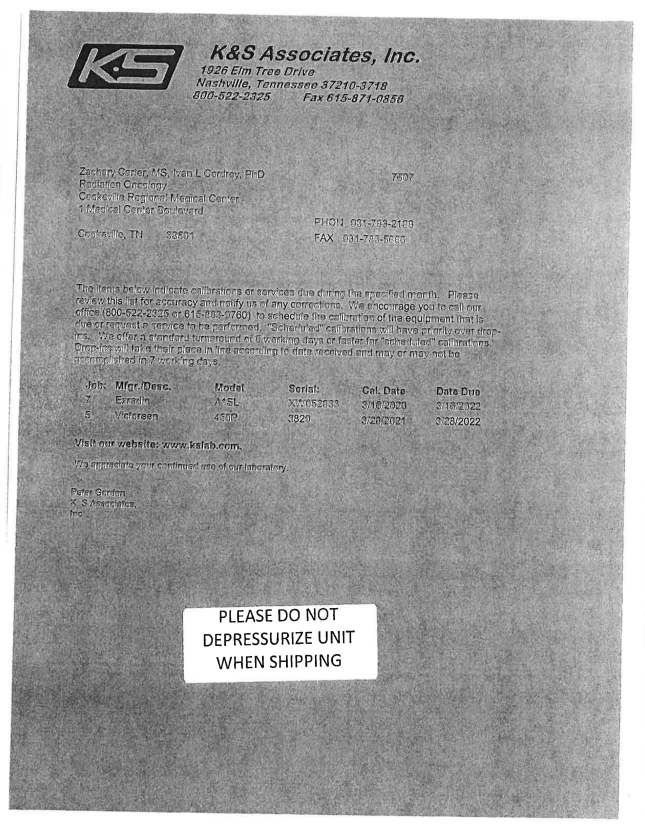
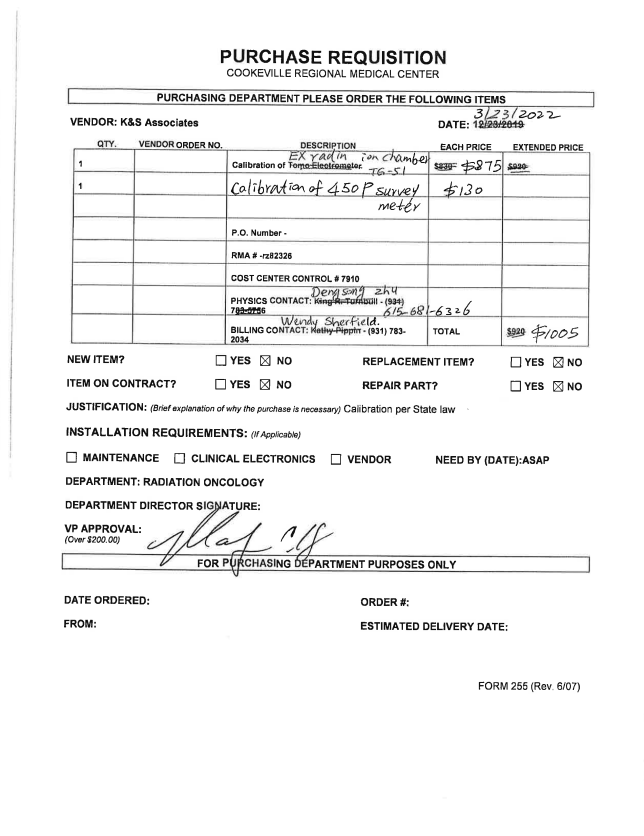
Send Instruments for Calibration

Here is how to mail instruments, such as ion chambers and survey meters, to labs (usually K&S) for periodic calibration.

1. Get the shipping boxes from the hot lab. The boxes are filled with shaped Styrofoam to conform to their contents. The boxes are labelled by the instrument they are for. If there is not a labelled box for your instrument and no other box in the hot lab will fit your instrument, you may get a box from the recycling pile outside the infusion room. Check in the afternoon for the best available selection.
2. Print out as many copies of the PO, PR, and, if you have it, the notice of calibration due dates, as there are boxes.



**PO**



**cal notice**

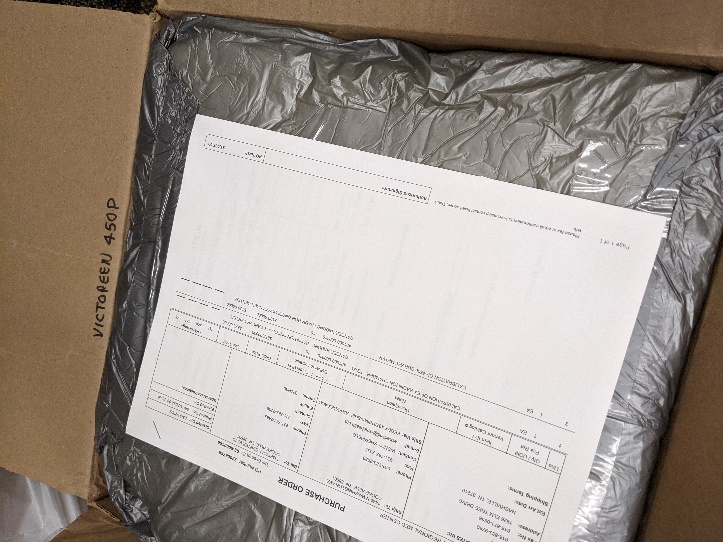
**PR**

Staple together each set of papers.

1. If your box has no shaped Styrofoam, pack the instrument with bubble wrap and/or Styrofoam; K&S will send the box back with shaped Styrofoam. Otherwise, place each instrument in its box and cover with the Styrofoam “lid.”



1. Add the papers to each box.



1. Seal each box with packing tape and affix a shipping label.
2. Take the boxes to the front office for the manager to mail to the lab. There should be a shipping label on the box. Tell the mailer to send the package to simply switch the “from” and “to” addresses for the new shipping label. You may need to change the CRMC physicist name, though.