



**University of Wisconsin  
Medical Radiation Research Center  
Radiation Calibration Laboratory (ADCL)**

Room B1002, WIMR  
1111 Highland Avenue  
Madison, WI 53705-2275  
Phone: (608) 262-6320 FAX: (608) 262-5012

**REQUEST FOR INSTRUMENT CALIBRATION**

***\*indicates required information***

**Date (mm/dd/yyyy):**

**PO Number\*:**

**Reporting & Shipping Address \*\***

**Physicist\*:**

**Institution\*:**

**Address\*:**

**City\*:**

**State\*:**

**Zip\*:**

**Country:**

**Phone\*:**

**Fax:**

**E-mail:**

**Billing Information**

**Billing Contact\*:**

**Institution\*:**

**Address\*:**

**City\*:**

**State\*:**

**Zip\*:**

**Country:**

**Phone\*:**

**Fax:**

**E-mail:**

**Return Shipping Instructions:** Your instruments will be returned to you via ***FedEx Economy*** unless otherwise requested. Please indicate the amount of insurance coverage desired. If you wish to use an alternate mode of transportation, please fill in the appropriate information below. The cost of shipping, handling and insurance will be prepaid and added to your invoice.

**International Customers:** If you are shipping from outside the USA, please call in advance to discuss international shipping requirements. All return shipments to international destinations require the use of your shipping account. The UWRCL will ***not*** prepay customs and duty charges.

**Alternate Shipping Method:**

**Insure package for\*:**

**To use your own Shipping Account, enter your Account Number here:**

**Vgt o u'qhUgt xleg:** The University of Wisconsin is not liable for any damage or loss of the instruments unless said damage or loss is due to negligence on the part of the laboratory personnel. On behalf of the ordering institution, I have read and agree to the UWMRRC Terms of Service as published on <http://uwmrrc.wisc.edu>.

**Note: You must accept the Vgt o u'qhUgt xlee in order to fill out the rest of the form.**

I accept the **Vgt o u'qhUgt xleg**

Instrument Submitted for Calibration				
Calibration Type		Model No.		Serial No.
Calibration Point	Calibration Point	Calibration Point	Calibration Point	

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Please check one or both of the following (page 4 for details):

I authorize the UW-ADCL to perform minor repairs or battery replacement, which may cost up to \$300.

Remove and do not replace electrometer battery if it is faulty and not required for operation.

**Comments:**

**Instructions for Completing the  
University of Wisconsin Radiation Calibration Laboratory  
Request for Instrument Calibration Order Form**

Thank you for using the UW – Radiation Calibration Laboratory Request for Instrument Calibration Order Form. If this form is filled out completely and correctly according to the instructions, we can significantly reduce the time required to process your calibration order. You may print out the form and fill it in manually if you have problems using the Acrobat interface. If you require calibration pricing information, please visit our website: [uwrcl.wisc.edu](http://uwrcl.wisc.edu).

**Page 1 Instructions**

**Adobe Acrobat Reader 5.0 or higher is required for correct functionality of this form!**

Be sure to fill out ALL fields outlined in red.

Enter “N/A” in the PO Number field if you do not use PO Numbers. You may also enter “N/A” if you use PO Numbers, but do not have one yet. However, we will need complete billing information before any calibrations are performed.

Phone and Fax numbers must be entered as numbers only, without spaces or other symbols.

Click the gray button beside the Billing Information area to copy the Physicist Information (except for the Billing Contact, please enter this information, or “N/A”, afterwards) to the Billing Information area.

If using your own Shipping Account, check the appropriate box and enter your Account Number in the field provided to the right of the checkbox.

**Page 2 Instructions**

Reset button – Deletes information in ALL fields of the form (Pages 1 and 2).

Reset Instrument Information button – Deletes information only for Page 2 of the form. Page 1 of the form remains intact. Use this button to enter new Instrument and Calibration Point information without removing any Physicist and Billing information.

Damage Claim Release

All required fields on Page 1 must be filled in prior to accepting the Damage Claim Release (by checking the box) and proceeding to fill out the rest of the form.

Choosing a Calibration Type

Once the Damage Claim Release is accepted, the Calibration Type drop-down boxes will appear. Only after a Calibration Type is chosen will the Calibration Point drop-down boxes be populated. To clear a Calibration Type, choose the first selection of the drop-down box (“Choose”) and then click on any of the empty Calibration Point drop-down boxes.

Choosing a Calibration Point

Pick a selection from one of the eight drop-down boxes. **Note: For Electrometers and Survey Meters, manually type in the Scale Name(s) [One Scale per drop-down box].** To clear a Calibration Point, choose the first selection of the drop-down box (the blank one) and then click on any of the empty Calibration Point drop-down boxes.

Adding more than eight Calibration Points to one instrument

Enter the same Model No. and Serial No. as in the original instrument information section. Choose a Calibration Type and the additional Calibration Points requested. You may repeat this procedure as many times as necessary to add even more Calibration Points to an instrument.



## UWADCL Service Charges for Non-functional Electrometers



In order to provide prompt and efficient service, minor repairs or battery replacement may be necessary to calibrate your electrometer. Examples of minor repairs include replacement of broken knobs, switches or connectors. More extensive repairs require sending the electrometer to the manufacturer or a qualified repair facility. UWADCL charges for repairs or battery replacement will not exceed \$300 without prior approval. These charges are typically added to the calibration cost. By checking the appropriate box on the order form or reminder letter, the customer formally authorizes the UWADCL to perform and bill for minor repairs or battery replacement.

To avoid incurring additional expense, please charge and/or check your batteries and replace them when necessary. We recycle defective batteries and install a new replacement as required for calibration and normal operation, unless instructed otherwise.

Some high voltage batteries have been discontinued by the manufacturer. The UWADCL has a small number of discontinued batteries and will install them while stock remains. We strongly recommend replacing high voltage batteries with an electronic bias supply (EBS) from a service provider such as CNMC Corporation.

<http://www.cnmc.co.com/services.html>

As listed below, *many electrometers will operate without the low voltage battery*. If you own such an electrometer and always plug it into a wall outlet, we recommend using your order form or reminder letter response to indicate that you **DO NOT** want us to replace your battery if and when it becomes defective. For these cases, we will remove and recycle the defective battery at no charge.

A low voltage rechargeable battery is present but may not be required in the following electrometers:

**CNMC 11, 11B, 33, 1100, 1150, MK602**

(CNMC models require 15V, 0.8A power adapter for operation without battery; cost is \$75)

**IBA Dose1**

**Keithley 614, MK614, 35614, 35614E, 35614EBS, MK35614**

**PRM SH-1**

**PTW Unidose, Unidose E, Weblin**

**Standard Imaging CDX2000B, Premier3000, MAX4000, MAX4001**

**Victoreen 530**

**Wellhoffer Dose 1**

***Disclaimer: The UWADCL shall not be held liable for voiding any manufacturer's warranty by performing minor repairs or battery replacement.***