

**Alabama Department of Public Health
Office of Radiation Control**

**INDUSTRIAL RADIOGRAPHY
PROCEDURES TO REPLACE A LOST OR
MISPLACED CARD**

LOST OR MISPLACED RADIOGRAPHER'S QUALIFICATION CARD...

Call the Office of Radiation Control (334) 290-6244 or 1-800-582-1866 (in Alabama) as soon as the qualification ID card is discovered missing.

Within 24 hours, send a written request to the Office of Radiation Control containing the following information:

- * date of request;
- * your full name, mailing address, telephone number, social security number and radiographer identification number;
- * your current employer, mailing address, and telephone number;
- * a brief statement on what happened to the card; and
- * a non-refundable replacement fee of \$20.00 (check, money order, cashier's check) made payable to the Alabama Department of Public Health.

WHERE TO SUBMIT YOUR REQUEST AND MONEY...

U.S. Postal Service: Alabama Department of Public Health, Office of Radiation Control, P.O. Box 303017, Montgomery, Alabama 36130-3017, ATTN: Cason Coan

Overnight courier: Alabama Department of Public Health, Office of Radiation Control, 208 Legends Court, Office 144, Prattville, AL 36066, ATTN: Cason Coan

WHAT DO YOU DO THEN?

You **MUST** carry a copy of your letter requesting a replacement card while performing industrial radiography activities in Alabama.

The letter is only good for 60 days from its date.

WHAT HAPPENS NEXT?

When the letter is received requesting a replacement card, the qualification ID card will be processed and sent by certified mail to the address given in your letter.

WHAT HAPPENS DURING AN INSPECTION?

You should **NOT** be cited if you are carrying a copy of your letter.

If you do not notify the Office of Radiation Control when you lose your qualification ID card and continue to work as a radiographer, you will be in violation of the rules and subject to enforcement actions.