

RADIATION DOSIMETRY
LABORATORY SERVICES

The Safety, Health and Environment National Authority's (SHENA) Radiation Dosimetry Service Laboratory (RDSL) is set up to provide personal and environmental radiation dose monitoring services in Brunei Darussalam. It is part of our commitment to the safety and protection of workers who are potentially exposed to radiation.

WHAT SERVICES ARE OFFERED BY SHENA RADIATION
DOSIMETRY SERVICE LABORATORY (RDSL)?

The services offered are personal and environmental dose monitoring to radiation users for radiation safety. Registered users will be issued an **Optically Stimulated Luminescence (OSL) Dosimeter** to be worn for a certain monitoring period (up to a month).

After the end of the monitoring period, this Dosimeter must be returned to the SHENA Radiation Dosimetry Service Laboratory (RDSL) for analysis. A new dosimeter will then be issued to the Client. This process will continue throughout the Subscription Period. A dose report will be issued after Dosimeters are returned to the Lab. Clients may subscribe to our services for a subscription period of **three (3), six (6) or twelve (12) months**.

HOW WILL THE ISSUANCE AND
RETURN OF DOSIMETERS BE CONDUCTED?

Issuance and return of Dosimeters will be at:

SHENA RADIATION DOSIMETRY
SERVICE LABORATORY
No. 70, Jalan Perayaan,
Bandar Seri Begawan BB3513.

Currently, there is no delivery service provided.



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كصيحتن دان عالم سكيتر
Safety, Health and Environment
National Authority

SHENA
RADIATION
DOSIMETRY
SERVICE
LABORATORY



HOW TO REGISTER AND SUBSCRIBE
TO OUR SERVICES?

- 1
- Nominate a representative to handle all registration matters on behalf of the company/entity ("Client").
- 2
- Contact us at radtechservices@shena.gov.bn to request electronic forms and Terms & Conditions for our services.
- 3
- Fill in and sign the following documents:
i. **Terms and Conditions of Service**
ii. **Client Registration Form**
iii. **User Registration Form (one for each user)**
iv. **Area Monitoring Registration Form (if applicable)**
- 4
- Submit the documents via email at radtechservices@shena.gov.bn
- 5
- Once the application is processed, an invoice will be issued. Please ensure payment is made promptly to avoid delays in issuing dosimeters.
- 6
- Unless otherwise specified, the **subscription starts once payment is made** (usually on the first day of next month).

CAN NEW USERS
BE ADDED TO
AN EXISTING
SUBSCRIPTION?



New users may be added to an existing subscription using the same process. Their subscription will match the company's existing subscription validity period. **Payment of the registration fee** for each new user applies.

WHAT IS THE PROCESS
FOR USER TERMINATION?

- 1
- Client representative must fill in and submit the completed **Personal Dosimetry Monitoring Service Termination Form** through email to radtechservices@shena.gov.bn.
- 2
- OSL dosimeters shall be returned to the lab **no later than 30 days** after monitoring period ends. Failure to do so without justification will be considered lost and charges will be incurred.
- 3
- No refunds or credits** will be given for the remaining unutilized payment.

IS IT POSSIBLE TO REPLACE
A TERMINATED USER
WITH A NEW USER?

Yes, it is possible to do so, and the process is as follows:

- 1
- Submit the **Personal Dosimetry Monitoring Service Termination Form** for the terminated user with a **User Registration Form** for the replacement user through email **no later than 30 days** before the intended replacement or next monitoring period to ensure a seamless transition.
- 2
- Payment of the registration fee** for the new user is required.
- 3
- End-of-the-monitoring **OSL dosimeters** by terminated users shall be returned to the lab **no later than 30 days** after the monitoring period. Failure to do so without justification will be considered lost and charges will be incurred.
- 4
- New users** will be added to the current **subscription** without interruption if all requirements are met.
- 5
- No refunds or credits** will be given in the event of **delays from the Client's side** until the new user is processed.

WHAT IS THE PROCESS
FOR SUBSCRIPTION
RENEWAL?



Customer/client may submit the **Subscription Renewal Form** through email **no later than 30 days** before the subscription end date.



Payment must be made before the **end of the current subscription period** to avoid service interruptions.

ARE THERE
ANY CHARGES
FOR LATE RETURNS
OF DOSIMETERS?

There are **no charges** for late returns if the dosimeters are returned within one month after the end of the monitoring period. If the dosimeters are not returned more than three months after the end of the monitoring period, they will be treated as lost, and charges apply as per the service's Terms & Conditions.

WHAT ARE THE FEES FOR OUR SERVICES?

TYPES OF FEES	AMOUNT (BND)
New client registration (one-time fee for each entity)	50
New user/area (one-time fee for each user/area to be monitored)	25
Monthly analysis per user/area (subscription based)	35
New dosimeter holder (replacement)	40
Lost or damaged dosimeter	200
Re-analysis	35
Urgent analysis	75

COUNTER
SERVICE HOURS

Monday – Thursday
8:30 AM - 11:30 AM
2:30 PM - 4:30 PM

Friday
By appointment only

PHONE NUMBER
+673 270 4390

EMAIL ADDRESS
radtechservices@shena.gov.bn

LOCATION
No. 70, Jalan Perayaan,
Bandar Seri Begawan BB3513



+673 238 2000



www.shena.gov.bn



@shena.gov.bn



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