



Module

SHIPMENT INSTRUCTION OF DEVICES UNDER PROFICIENCY TESTING

RNE.TD.DL.23.03

LMR/MOD.21.006 - agg. 1 del 2021-06-11

- Shipment address:

Politecnico di Milano
Dipartimento di Energia
Via La Masa 34 – ed. B18
20156 Milano - Italy
Reference: Ornella Tambussi
(+39 02 2399 6305).
“Proficiency Testing RNE.TD.DL.23.03”

1. Shipment deadline: **20/01/2024**
2. Devices for each group: **48 if track detectors**
3. Devices under test must be assembled in the same configuration as for normal use. When returned, the participant lab must process the devices using the standard routine.
4. If possible, please avoid sticking on the devices tags or labels that could identify the participant lab.
5. Each group is identified by a code formatted as DXY (where X and Y are numbers). Each participant lab will receive their identification code by email. Each device must be labelled with the identification code followed by a progressive enumeration [DXY-01, DXY-02,.....DXY-48 or DXY-28].
6. Prepare a list pairing the identification code in item 5 to the code normally used by the participant, using the module EN_LMR/MOD.21.010 “List of devices under test”.
7. Devices must be set up in a configuration “ready to be used”. The organizer is not allowed to manipulate the devices, except for an on/off mechanism.
8. Devices must be divided in 4 sets, 12 devices each set. Put the four sets in four radon proof bags.
9. Each of the four bags must be labelled with the identification code followed by the progressive enumeration of devices inside the bag (example: first bag from DXY-01 to DXY-12; second bag from DXY-13 to DXY-24;.....).

10. We encourage non-EU participants sending of some additional devices, sealed in separated radon proof bag, to value cosmic radiations during the flight. These devices will not be removed from the bags and will not be used for exposures.
11. Put the four bags in a proper packaging for the shipment. In addition to the devices, the package must contain: a) a label of the participant address, to be used by the organizer to return the devices; b) the module EN_LMR/MOD.21.010 (see item 6).
12. The package must be labelled with the organizer address indicated in page 1 of this document (the same address is also in the module EN_LMR/MOD.21.011). **Please do not stick on the package any code other than that of the evaluation test.**
13. Shipment cost to the organizer is up to the participants. The cost for returning the devices is up to the organizer.
14. Goods can be delivered to building B18, ground floor, from 9 to 17, from Monday to Friday. Reference people: Marco Caresana and Ornella Tambussi.
15. The Laboratory of Radiation Metrology will not accept additional cost for customs duties. The non-EU countries should have enclosed the **appropriate custom declaration** of “No commercial value” and to mark the field “Temporary” in the type of export.
16. Immediately after the shipment, please send an e-mail to ptp-deng@polimi.it with the device list (module EN_LMR/MOD.21.010, in PDF format without signatures and no scans) and the shipment waybill.
17. Modules EN_LMR/MOD.21.010 and EN_LMR/MOD.21.011 are available at the following link <https://www.metrorad.polimi.it/en/proficiency-testing/>.
18. The organizer will return the module LMR/MOD.21.010 along with the devices, reporting special notes, if any.
19. Instruction about the transmission of the results will be distributed together with the return of the devices, according to the test schedule (EN_LMR/MOD.21.004).
20. If other info is needed, please send an e-mail ptp-deng@polimi.it or call the Coordinator Prof. Marco Caresana (+39 02 2399 6336).