

PERSONNEL FORM – NEW RADIATION WORKER

Date:

PROTOCOL INFORMATION	
RSC Approval #:	Principal Investigator:

PERSONNEL INFORMATION	
Name:	Email:

<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Post Doc
<input type="checkbox"/> Graduate student	<input type="checkbox"/> Undergraduate student	
Will this person be an emergency contact for this project?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this person be paid for the work they perform		<input type="checkbox"/> Yes <input type="checkbox"/> No

Training Required Through the Office of Laboratory and Field Safety (OLFS)		
	Course Title	Date Completed
<input type="checkbox"/>	Safety training form and training completed – verified by OLFS	

PROTOCOL-RELATED PROCEDURAL TRAINING RECORD

Personnel participating in activities with radioisotopes are required to receive hands-on training for the procedures they will be performing prior to being allowed to work independently. Documentation of this training demonstrates that personnel working with radioisotopes have been adequately trained to do so.

To add new rows to the tables, place cursor at last cell on right and press “tab” key.

Response to Spills and Emergencies	Date Completed	Verification Initials	
		Personnel	Trainer
<i>List procedures that will be performed in the lab to ensure that any spill involving radioactive material is promptly identified, that contamination is not spread beyond the immediate are of the spill and that clean-up of the spill is successfully accomplished.</i>			

Proper Use of Survey Instruments	Date Completed	Verification Initials	
		Personnel	Trainer
<i>Review the proper use of survey meters, liquid scintillation counters, etc.</i>			

Radiation Safety Procedures	<i>Date Completed</i>	<i>Verification Initials</i>	
		<i>Personnel</i>	<i>Trainer</i>
Material control and accountability			
Dosimetry			
Waste handling and disposal			
Record keeping			
Required protective clothing and equipment			
Demonstrated proficiency with the experiment without radioisotope – blanks			

Additional Procedures	<i>Date Completed</i>	<i>Verification Initials</i>	
		<i>Personnel</i>	<i>Trainer</i>
<i>List any other procedures that are not captured in the categories above.</i>			

One training sheet should be maintained for EACH person involved in the use of radioisotopes to document the training provided related to their assigned activities. **Submission of this form to the RSO is required prior to working with radioisotopes.**

Approved By _____ Date _____
 (Radiation Safety Officer)