

# Ancillary Worker Training: “Who needs it??”

- **Anyone who has access to your radioactive materials (RAM) but does not use RAM.** Examples include:
  - Researchers with laboratory access not performing RAM work
  - Students with laboratory access not performing RAM work
  - Building Coordinators
  - Administrative/office staff
  - Custodial Staff (trained by EHS)
  - Campus Facilities Staff (trained by EHS)
- Please use the *Training Guide for Ancillary Personnel* found on the MU EHS website:  
<http://ehs.missouri.edu/rad/forms/trainancillary.pdf>
- Return the form to MU EHS for entry into our database







**It is the Authorized User's or his/her designee's responsibility to train and document training for Ancillary Workers in his/her laboratory.**

## TRAINING GUIDE FOR ANCILLARY PERSONNEL

The following checklist of training items is a suggested format for the required training for all ancillary personnel under the Authorized User's (AU's) authority *prior* to working, without direct supervision, in an area where radioisotopes are used. The training should be performed by the AU but can be delegated to laboratory supervisors approved as RW's. Training records must be documented, signed, dated and retained in the AU's records for a minimum of 3 years.

**The following items should be covered for all personnel frequenting area where radioactive materials are used (students, secretaries, custodians, radiation workers, etc.):**

DATE	TOPIC
_____	Demonstration of the types of radioactive materials used in the lab; this can be done by using survey meters or other suitable measuring equipment.
_____	Show personnel where radioactive materials are used, stored and disposed.
_____	Instructions regarding the requirement of no eating, drinking and other hygienic use issues while in lab.
_____	Show some examples of various signages they might encounter and explain the meaning of these signs.
_____	Explain the actions and use of the procedures necessary in the event of a spill or other unusual occurrence. Who to notify and how to control access.

1. Circle the radiation symbol.                                    
2. Is it alright to eat your lunch at your desk in a radiation laboratory? \_\_\_\_\_
3. Who should be notified in the event of a spill in this area? \_\_\_\_\_

**The above items have been described and understood by me.**

Print Name: \_\_\_\_\_ Employee/Student Id: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Trainer's Name: \_\_\_\_\_ Employee/Student Id: \_\_\_\_\_

Trainer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized User Name: \_\_\_\_\_ Au #: \_\_\_\_\_

Course Id: \_\_\_\_\_ Course Hx: \_\_\_\_\_ Date Entered: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_