

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. ~~AU~~ Give 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: _____