

UNIVERSITY OF MINNESOTA
RADIATION PROTECTION DIVISION

RECORD OF TRAINING

This form should be used to document the completion of training for:

- New employees who have access to restricted areas (radioactive material users and non-users)
- Minors (students under 18 years of age)
- Annual refresher training for radioactive material users
- Annual refresher training for individuals who have access to restricted areas (non-users)

Please contact the Radiation Protection Division (RPD) if you have questions on training content or radiation worker policies. This form should be kept by the supervisor in a radiation protection training file available for review by an RPD auditor or an NRC inspector. Initial training documentation (videotape questionnaire and cover memo) should also be kept in the same central file. Contact the RPD if you are missing training documents. Make copies of this blank form for future use.

Permit Holder: _____ Department: _____

Trainee	Trainer	Date	Type of training
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user
print name	print name		Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user
_____	_____		Minor <input type="checkbox"/>
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user
print name	print name		Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user
_____	_____		Minor <input type="checkbox"/>
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user
print name	print name		Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user
_____	_____		Minor <input type="checkbox"/>
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user
print name	print name		Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user
_____	_____		Minor <input type="checkbox"/>
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user
print name	print name		Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user
_____	_____		Minor <input type="checkbox"/>
signature	signature		
Topics to Include with Radiation Protection Training (applicable RPD Manual sections indicated)			
User and Non-user topics		User topics	
<input type="checkbox"/> General requirements (posting, training, security)		<input type="checkbox"/> Permit Holder responsibilities (Sec. VI)	
<input type="checkbox"/> Food and beverage prohibition		<input type="checkbox"/> Radioisotope purchasing and transfer (Sec. IV)	
<input type="checkbox"/> Proper laboratory attire (Lab Safety Plan)		<input type="checkbox"/> Radioactive waste management/disposal (Sec. XI)	
<input type="checkbox"/> Contamination surveys and instrumentation (Sec. V)		<input type="checkbox"/> G.M. operation and survey protocol	
<input type="checkbox"/> Radioisotope spills and emergencies (Sec. XII)		<input type="checkbox"/> Record keeping requirements (Apps. D, X, BB, CC)	
<input type="checkbox"/> ALARA considerations		<input type="checkbox"/> Personnel monitoring and dosimetry (Sec. X)	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Prenatal exposure guide (NRC Guide 8.13, App. S)	

Trainee	Trainer	Date	Type of training
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		
_____	_____	_____	New Employee <input type="checkbox"/> User <input type="checkbox"/> Non-user Annual Refresher <input type="checkbox"/> User <input type="checkbox"/> Non-user Minor <input type="checkbox"/>
print name	print name		
signature	signature		

Topics to Include with Radiation Protection Training (applicable RPD Manual sections indicated)
User and Non-user topics

- General requirements (posting, training, security)
- Food and beverage prohibition
- Proper laboratory attire (Lab Safety Plan)
- Contamination surveys and instrumentation (Sec. V)
- Radioisotope spills and emergencies (Sec. XII)
- ALARA considerations
- Other _____

User topics

- Permit Holder responsibilities (Sec. VI)
- Radioisotope purchasing and transfer (Sec. IV)
- Radioactive waste management/disposal (Sec. XI)
- G.M. operation and survey protocol
- Record keeping requirements (Apps. D, X, BB, CC)
- Personnel monitoring and dosimetry (Sec. X)
- Prenatal exposure guide (NRC Guide 8.13, App. S)