

**Radiation Safety Office
Annual In-Laboratory Radiation Safety Training Record**

1. The purpose of this training is to ensure that **ALL** personnel granted unsupervised access, including all students and personnel accessing the authorized laboratory but not working directly with radioactive material; are annually reminded about regulatory and license requirements and, if applicable, current procedures for working with radioactive material..
2. All personnel and students currently accessing the authorized laboratory or room unsupervised must complete annual retraining by January 31st of each year.
3. For personnel not working directly with radioactive material, topics must include:
 - a. Storage, transfer and use of radiation in the authorized laboratory, how to identify radioactive materials (labeling) and never to touch any labeled container or area posted with “Caution – Radioactive Material”; the health protection problems associated with exposure to radiation or radioactive material, precautions and procedures to prevent exposure and the purpose and function of any protective devices utilized; instructed in and instructed to observe, within the workers control, the applicable provisions of DHEC regulations and licenses for the protection of personnel to radiation and/or radioactive material (show required DHEC postings in the laboratory and review thoroughly); instructed of their responsibility to report promptly to the University Radiation Safety Office any condition involving radiation that is questionable or could lead to compromises in radiation safety, clear non-compliance of license conditions and DHEC regulations, or could lead to unnecessary exposure to radiation and/or radioactive material; instructed in the appropriate response to warnings made in the event of an unusual occurrence or malfunction that may involve exposure to radiation and/or radioactive material, and be advised as to their radiation exposure in the laboratory that will not exceed typical background radiation exposure in South Carolina unless the above procedures are not followed. Review the general rules for safe use of radioactive material.
4. For trained authorized users working directly with radioactive material, annual retraining shall include all topics in item 3.a. above (with the exception of not touching labeled items or areas and exposure reports if dosimetry is worn), and a review of all current procedures for working with radioactive material in the laboratory.
5. Authorized PIs and their authorized users working directly with radioactive material are responsible for ensuring that all personnel and students granted unsupervised access have completed the appropriate UofSC initial radiation safety class.
6. Authorized PIs may delegate responsibilities for training and completion of this form to an authorized user working under the auspices of the PIs authorization and authorized to work with radioactive material independently.

All annual re-training documentation must be completed on this form and submitted to Radiation Safety by January 31st.

For each ancillary personnel granted unsupervised access to an authorized laboratory by the PI; training documentation shall be completed on this form immediately upon granting access and submitted to Radiation Safety.

Please fax or email all completed forms to Radiation Safety at 803-777-5275 or radsafe@mailbox.sc.edu.

A copy of this training record must be maintained in the laboratory for review by the Radiation Safety Office.

PI:	DEPARTMENT:
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BUILDING :	LABORATORY ADDRESS:
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By signing below you hereby certify that you have received and understand the instructions provided and will abide by all instructions and, if applicable, current procedures for working with radioactive material.

	Signature	First Name Last Name (Please Print)	Completed USC Radiation Safety Class: (Yes or No)	Currently working with Isotopes : (Yes or No)	Date
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	Signature	First Name Last Name (Please Print)	Completed USC Radiation Safety Class: (Yes or No)	Currently working with Isotopes : (Yes or No)	Date
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