

ON THE JOB TRAINING FORM (OJT)

**Health Physics
Stanford University**

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Date:

Memo to:

CRA:

Department:

From: ***Training Coordinator***
Health Physics Training Coordinator

Subject: Completion of Radiation Safety Training for _____

This individual completed formal radiation safety orientation on (date of training). This two-day, eight contact-hour course was designed for scientists using radioactive materials in the biochemistry environment. It provided a condensed survey of radiation safety fundamentals. The course, comprised of two four-hour sessions taught by two senior health physics staff, provided 3 hours physics, 1 hour biology, 2 hours hazards and protection, 1 hour regulations, and 1 hour monitoring. Students were evaluated by multiple-choice homework after session 1 and multiple-choice open-book quiz after session 2.

Will you please complete the training by providing On-The-Job training in all the indicated tasks, plus demonstration of each radioactive materials protocol this individual will perform. Document this training on this form, and file it in your Radioisotope Journal at Tab 6.

Please call for additional information on irradiator training.

Training was provided by _____ on _____.

- Ordering radioactivity
- Receiving, checking, and storing new material
- Defacing packages
- Radioisotope Use Log and Waste Log
- Lab surveys
- Personnel monitoring
- Project records and the Radioisotope Journal

Nuclide	$\mu\text{Ci} / \text{run}$	Protocol Title	Date	Instructor