

# Radiation Safety Training Orientation Documentation

The Radiation Safety Orientation must be conducted by an Authorized User for each new person who will use radioactive materials. The orientation must be accomplished before the individual performs any work with radioactive materials. This form must be completed and sent to Training Office, Radiation Safety Branch, Building 21, Room 231.

Please print clearly below:

Authorized User \_\_\_\_\_ Date \_\_\_\_\_

Data on Individual Receiving Orientation:

Name \_\_\_\_\_ Title (Dr., Mr., Ms.) \_\_\_\_\_

Birth Date \_\_\_\_\_ SSN \_\_\_\_\_ Institute/C/D \_\_\_\_\_  
mo/day/yr

Work Phone \_\_\_\_\_ Work Address: \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_

Additional actions required prior to any use of radioactive materials by this individual (check following completion):

Register the individual on the Radiation Safety Branch database and schedule the individual in the next available course "Radiation Safety in the Laboratory" (496-2255). The above data are necessary for this registration. Please follow up to ensure that the individual attends the course.

RSB Identification Number Assigned to this Individual \_\_\_\_\_  Completed

Apply for and obtain radiation dosimetry badges (if appropriate). Note: Badges are essential for use of "P" materials.  Completed

*I certify that I have conducted the Radiation Safety Orientation for the above listed individual, registered the individual with the Radiation Safety Branch for exposure monitoring and training, and obtained the appropriate dosimetry badges for the individual.*

\_\_\_\_\_  
Signature of Authorized User RSB ID No.

*I certify that I have received the Radiation Safety Orientation from the above listed Authorized User.*

\_\_\_\_\_  
Signature of Individual User

Privacy Act Statement. The information collected by this form is essential for maintenance of records for employees potentially exposed to ionizing radiation, as required by Code of Federal Regulations, Title 10, Pars. 19 and 20, by U.S. Nuclear Regulatory Commission Materials License granted to NIH. Certain information is protected by the Privacy Act of 1974. HHS/NIH/ORS 09-25-0166 documents the system of records in which this information is used. Providing your social security account number and birth date is voluntary, however, failure to provide these items may result in your not being permitted to work in areas using radioactive materials. The information collected is used in a system of records to track your radiation exposure, use of radioactive materials, and training in radiation safety. The primary users of this information are the staff of Radiation Safety Branch, NIH. Routine uses may also include disclosure of some information provided on this form to a new employer, to contractors who assist or provide service to the Radioaction Safety Branch in performing its functions, to the Nuclear Regulatory Commission, to the Congress of the United States, or if necessary to defend the Government or its employee of DHHS in a lawsuit.

STAPLE HERE AFTER FOLDING

**TO:  
RADIATION SAFETY BRANCH  
BUILDING 21, ROOM 116**

FOLD  
HERE

FOLD  
HERE