



**LAWRENCE BERKELEY NATIONAL LABORATORY**  
**Radiation Protection Group**  
**Bldg. 075 Ext. 7652**

**SEALED SOURCE OR NON-DISPERSIBLE RADIOACTIVE MATERIAL  
 ON-THE-JOB TRAINING RECORD**

**Authorization(s):** \_\_\_\_\_

**Employee No./Employee Name:** \_\_\_\_\_

**Completion of Radiation Safety Training Requirements:**

It is LBNL's policy that each employee receives training and qualification commensurate with the hazards and work tasks associated with the use of radionuclides or radiation generating devices. It is recommended by the RPG that this form, or equivalent, be used to document site/operation specific training given to an individual performing work tasks under a Radiological Work Authorization. Additionally, this form or other documented OJT records of such training should be kept in the radioisotope journal (RIJ).

Worker will be using Sealed Sources (SSs) or Activated components.

Topics Covered (Worker to check "N/A" or complete as applicable)

N/A	Initials	Date Completed	
1. _____	_____	_____	ALARA (Distance / Shielding / Time)
2. _____	_____	_____	Labels / Markings (On source or container)
3. _____	_____	_____	Proper Handling of radioactive material (e.g. Fragile)
4. _____	_____	_____	Personal Protective Equipment
5. _____	_____	_____	Tracking / Logbook Completion
6. _____	_____	_____	Controls when not in use (Secure location for SS)
7. _____	_____	_____	Radioactive Material Areas for Accountable SSs and other required Postings (e.g. RMA, RCA & RA / Controls required)
8. _____	_____	_____	Off-Normal responses (Stop Work / Notify PI / Notify RPG)
9. _____	_____	_____	Lost or missing SS (Notify PI / Notify RPG)
10. _____	_____	_____	Shielding (e.g. Temporary / Fixed)
11. _____	_____	_____	Dosimetry (e.g. Whole body / Extremity Rings / EPD)
12. _____	_____	_____	Shipping / Receiving / Procurement of SSs
13. _____	_____	_____	On-Site movement of SSs
14. _____	_____	_____	Other Training (e.g. EHS0471)

Additional Controls / Requirements (Other Topics Covered):

\_\_\_\_\_

\_\_\_\_\_

Employee/Signature \_\_\_\_\_ Date: \_\_\_\_\_

Training Provided By  
 Name/Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FILE OJT IN THE RADIOISOTOPE JOURNAL**