



Radiation Safety



RADIATION PROCEDURES MANUAL PROCEDURE COVER SHEET

Procedure Title: Radiation Safety Training Record Management
Procedure Number: RS-18 Rev 0
Effective Date: May 1, 2021

Reviewed By: Mason Gaussi Date: 7-April-2021
Asst. Radiation Safety Officer

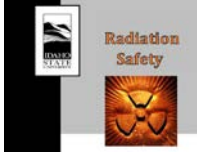
Approved By: John Longley Date: 13-April-2021
Radiation Safety Officer



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1. INTRODUCTION

Individuals working with or near radioactive materials or radiation producing machines are required to complete ISU Radiation Safety training annually. The Radiation Safety Department (RSD) has developed three radiation safety training modules, available through Moodle (Academic) and Moodle (Community), to ensure workers are properly training in the radiation safety as it relates to their job function. The radiation safety department will maintain records for all individuals required to take radiation safety training in accordance with this procedure.

2. PURPOSE

The purpose of this procedure is to ensure all radiation workers are training in radiation safety at the appropriate frequency and associated training records are properly managed.

3. SCOPE

This procedure provides instructions to the RSD staff on how to properly process radiation safety training requests, manage the training modules, and track and control radiation worker records.

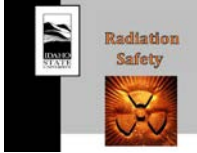
4. ROLES AND RESPONSIBILITIES

The Radiation Safety Officer (RSO) has the responsibility of managing the training programs and ensure the training records are stored appropriately.

Radiation Safety Staff have the responsibility of managing the training records in accordance with this procedure.

5. REQUIRED MATERIAL(S)

- Active Training Records Workbook
- RPR-1 Google Form and Spreadsheet
- Moodle (Academic) Access
- Moodle (Community) Access



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6. PROCEDURE

6.1. Definitions

Permanent Radiation Workers

A permanent Radiation Worker is any individual whose official duties or authorized activities include handling, operating, or working in the presence of any type of radiation source or radioactive material as a routine part of their job. This procedure will refer to permanent radiation workers as Radiation Workers. Radiation Workers are required to complete the initial radiation safety training module and a refresher training module each year thereafter. The RSD staff will track and manage Radiation Worker training records and send notifications when they are due for the annual refresher training.

Visiting Radiation Workers

Visiting researchers and students that work with or near radioactive materials or radiation producing machines must complete the appropriate ISU radiation safety training module. Their records will be stored, and training tracked but will not receive an annual training notification. Instead, if one year has passed since their initial training date, the individual will be archived and must take the appropriate training module if they return to work at ISU.

Awareness Training

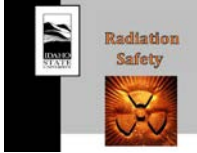
Students, visitors, co-located workers, and minimally exposed personnel (e.g., students who use small, non-dispersible radiation sources) and short-term visitors shall receive awareness training by the respective Authorized User.

The Radiation Safety Department provides specific awareness training to certain groups applicable to their role at the frequency specified below.

- Custodial personnel annual.
- Public safety personnel annual.
- Emergency response personnel biannual with reactor drill.
- Shipping and receiving personnel annual.
- Purchasing personnel annual

6.2. Processing Initial Training Requests

- 6.2.1. The individual requesting initial radiation safety training will submit a request through the RPR-1 Google Form on the Radiation Safety Department website. Upon submission of the form, a notification will appear in the radiation safety department email account (isuradsafety) and the RPR-1 Google spreadsheet will be populated with the requester's



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information. This information will be added to the list of Active Training Records workbook as outlined in Section 6.4.1.

- 6.2.2. The RSD staff member will review the individual's request and determine the appropriate radiation safety training module in which to enroll the individual.
 - 6.2.2.1. Individuals with ISU email accounts will be added to the Moodle (Academic) training modules. See Section 6.6.1.
 - 6.2.2.2. Individuals without ISU email accounts will be added to Moodle (Community) training modules once they have created an account. See Section 6.6.2.
- 6.2.3. The individual will be enrolled in either the Initial Radiation Safety Training or the X-ray Radiation Safety Training module.
 - 6.2.3.1. This can be determined by reviewing the department and/or authorized user specified in the request. In general, all individuals from dental hygiene, student health, Pocatello family dentistry, radiographic sciences, chemistry/geology, and IAC radiography will need to take the X-ray Radiation Safety module.
- 6.2.4. Once the individual has been enrolled in the appropriate training module, access the isuradsafety email account and send them an e-mail stating they now have access to the Moodle radiation safety training module.

6.3. Worker Refresher Trainings

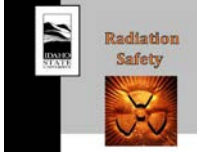
All radiation workers are required to take a refresher training each year following the completion of the initial radiation safety training.

- 6.3.1. Access the Active Training Records workbook – Active Workers tab and filter by training date. Select all individuals that are due or past due for training and enroll them in the Moodle training module, specified in Columns G and H.
- 6.3.2. Send the individual an email stating they have been enrolled in the radiation safety course and how to access the training module.

6.4. Records System Management

6.4.1. Adding Active Radiation Workers

- 6.4.1.1. All radiation workers and student workers need to be added to the Active Training Records workbook and their training needs to be tracked. This is done by entering the workers information (first name, last name, department, etc.), recorded on the RPR-1



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Google sheet, along with the date they completed the training, accessed through the Moodle gradebook, into the Active Training Records workbook – Active Workers tab.

- 6.4.1.2. Open the Active Workers tab in the Active Training Records workbook and enter the workers First name, Last name, Department, Training Date (completed), Class (training module name), Moodle Version (Academic or Community), Visitor (Y or N), and Archived (Y or N) at the bottom of the spreadsheet.
- 6.4.1.3. Ensure the Training Due date in Column E is properly showing the date 1 year from the Initial Training Date. The formula calculates the date the worker is due for their next training. The formula is: =IF(D2=ISBLANK(""), "", EDATE(D2, 12)). Where "D2" is appropriate cell for the Workers Initial Training Date.

6.4.2. **Updating Radiation Worker Records**

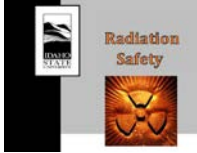
A training record must be generated and saved in the 'Records' tab each time a worker is re-trained (e.g., worker takes annual refresher training) prior to updating their training date.

- 6.4.2.1. Access both the Active Training Records workbook – 'Active Workers' tab and search for the worker's name.
- 6.4.2.2. Copy the row that includes all of the worker's information, access the 'Records' tab, and paste the worker's information at the bottom of the table. Ensure the data are aligned in the appropriate columns.
- 6.4.2.3. Return to the 'Active Workers' tab and update the workers training date.

6.4.3. **Archiving Radiation Worker Records**

Workers who no longer require training (i.e., no longer employed at ISU, change in job function, etc.) will need to be archived.

- 6.4.3.1. Access both the Active Training Records workbook – 'Active Workers' tab and search for the workers name. Toggle the Archived (column J) to Y.
- 6.4.3.2. Copy the row that includes all of the worker's information, access the 'Records' tab, and paste the worker's information at the bottom of the table. Ensure the data are aligned in the appropriate columns.
- 6.4.3.3. Return to the 'Active Workers' tab and update the filter on Column J to show only Active Workers (Archived ='N'). Save and exit the workbook.



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6.4.4. Visitor Training Records

- 6.4.4.1. Visitors that require radiation safety training are added to the appropriate training module as specified in Section 6.2 and added to the Active Training Records workbook as specified in Section 6.4.1, however the Visitor and Archived columns are toggled to 'Y'.
- 6.4.4.2. In some cases the visitor can fill out a paper or electronic copy of the RPR-1 form and submit it to the Radiation Safety Department. In this case, follow the steps in the RS-02, Dosimetry - Section 6.4, Radiation Worker Files. However, the visitor will still be added to the appropriate training modules and to the Active Training Records Workbook as specified above in Section 6.4.3.1.

6.5. Notifications

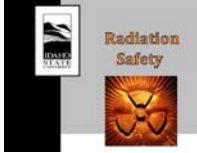
6.5.1. Radiation Worker Verifications

- 6.5.1.1. The RSD staff member will contact each Authorized User and/or department on an annual basis to verify the radiation workers in their respective departments. The list of workers will be compared to the Active Training Records Workbook for each specific department.
- 6.5.1.2. New Radiation Workers are added to the appropriate training module and their training records created as specified in Section 6.2 and Section 6.4.1, respectively.
- 6.5.1.3. Radiation workers that are no longer in the respective programs are archived as specified in Section 6.4.2.

6.5.2. Delinquent Radiation Worker Notifications

The Authorized User is to be notified of all Radiation Workers in their program who are delinquent in radiation safety training. Radiation workers are delinquent if they have an incomplete grade in the training module or have not accessed the training module one week after receiving a training notification. Notifications to the Authorized User are to start one week after the Radiation Worker has received a training notification and has an incomplete grade. These emails are to continue weekly for one month. After one month of delinquency, the RSO will notify the Authorized User that the worker is restricted from all radiation work until their training is complete.

The same applies to visitors and students, in which the visitor's ISU point of contact (normally an authorized user) or the student's professor is notified and the individuals is restricted from all radiation work or radiation-controlled areas until their training is current.



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6.5.2.1. The RSD staff member is to send training delinquency emails to the Radiation Worker and Authorized User weekly until the Radiation Worker has successfully completed the training or one month has passed without completion, whichever comes first. The RSO is to then be notified of the situation.

6.6. Moodle Maintenance

6.6.1. Adding Individuals to Moodle Academic

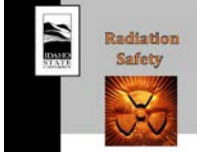
Individuals with ISU email accounts are added to the Moodle Academic version of the Radiation Safety training modules. Moodle Academic is accessed through Bengalweb and the RSD staff has an access level of teacher.

- 6.6.1.1. Access Moodle Academic through Bengalweb and select the appropriate training module.
- 6.6.1.2. Select Participants from the top left menu then click Enroll Users.
- 6.6.1.3. Type the requesting individuals name into the search bar and assign them a Student role.
- 6.6.1.4. Notify the requesting individual they have been enrolled in the training as specified in Section 6.2.4.

6.6.2. Adding Individuals to Moodle Community

Individuals with non-ISU email accounts are added to the Moodle Community version of the Radiation Safety training modules. Moodle Community is accessed through the following URL: <https://elearn.isu.edu/community/login/index.php>

- 6.6.2.1. Individuals must first create a Moodle Community account before they can be enrolled in a training module. The RSD staff member is to email the requesting individual from the isuradsafety email account and instruct them how to access and create an account on Moodle Community. This is done as follows:
 - Access Moodle Community through the above link.
 - Under the header, Is this your first time here? Select Create New Account.
- 6.6.2.2. Instruct the individual to reply to the email once they have created an account.
- 6.6.2.3. The RSD staff member can then access Moodle Community, logging in with their ISU account information, and add the individual to the appropriate training module as follows:



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- Access Moodle Community and select the appropriate training module.
- Select Participants from the top left menu then click Enroll Users.
- Type the requesting individuals name into the search bar and assign them a Student role.
- Notify the requesting individual they have been enrolled in the training as specified in Section 6.2.4.

6.6.3. Archiving Gradebooks

6.6.3.1. A member of the radiation safety department will download and archive each of the following Moodle gradebooks at the end of each quarter.

- Moodle Academic – RST-101: Initial Radiation Safety Training
- Moodle Academic – RST-102: Refresher Radiation Safety Training
- Moodle Academic – RST-103: X-ray Radiation Safety Training
- Moodle Community – RST-101: Initial Radiation Safety Training
- Moodle Community – RST-102: Refresher Radiation Safety Training
- Moodle Community – RST-103: X-ray Radiation Safety Training

6.6.3.2. Access the Moodle course grade book, sort by course completion, and note all individuals that have an incomplete in the course.

6.6.3.3. Each grade book is to be saved in the following Box folder: Records > Radiation Worker Records (70) > RST_Grade Reports > Year

6.6.3.4. The grade books are saved under the following format: YEAR_Q#_RST###A or C_Grades. The 'A' is for the Academic version and 'C' is for the Community version. Ex. 2021_Q1_RST101A_Grades.

6.6.3.5. Each respective Moodle course gradebook can then be purged of all workers who have successfully completed the course. See Section 6.5.2 for handling workers with incomplete grades.

7. REFERENCES

None.