

# Radiation Safety Training steps

Instructions for clients wishing to take Radiation Safety through the University of Utah's Radiation Safety Office.

1. You must be a U of U employee. If you are, move directly to step 2. If not, you do not have access to Bridge, which is where they you will the training. Lab staff will need to fill out an affiliate form <https://www.hr.utah.edu/forms/affiliate.php> on your behalf. You cannot fill it out for yourself.
  - a. Notify lab staff that you need training but are not a U of U employee. Send the following information with the email:
    - i. Current or past uID number
    - ii. Last full name
    - iii. First full name
    - iv. Birthday
    - v. Preferred email
  - b. Once staff have submitted that form, you'll receive a first email from "HR Application Server". It'll inform you that the affiliate form has been created and submitted. It does not indicate that the process is complete.
  - c. A second email will be delivered within about 3-4 business days from the first email. It'll inform you that the form has been accepted. You can now move onto step 2.
2. Click on this link: <https://utah.bridgeapp.com/learner/courses/57d2f5b7/enroll> and use your current CIS credentials (if you are a student or employee) or the username and password given to you by the HR Application Server.
3. Take the Radiation Safety Part I course. It'll take 1-2 hours to complete. At the end of the course, read the instructions listed and follow the steps.
  - a. Download the certificate that certifies that you finished Part I
  - b. Download the RPR1A form
    - i. Fill out the RPR1A form. For the MCL, use the following answers:
      1. Radiation Type: cabinet
      2. Responsible User: Kim Watts
      3. RU#: You may leave this blank
      4. The other sections on the form ask about yourself and your PI.
  - c. Send both the certificate and the filled-out RPR1A to the email listed in the instructions ([office@rso.utah.edu](mailto:office@rso.utah.edu))
  - d. Once the office has had a chance to look over your certificate and form, they'll assign the next part of the training to you in Bridge. You'll be assigned Part IIB.
4. Part IIB will take about 1 hour to complete. Instructions are on the last page of that training as well. Make sure to download the Part IIB certificate.
  - a. When the office has received word that your Part IIB training is finished, they'll you to the MCL Radiation Workers permit.
    - i. The office does not remove anyone from the permit. When your project finishes or you no longer need the XRD, please notify the lab so we can remove you from the permit.
  - b. For internal record keeping, please send your Part IIB certificate to [characterization.uofu@gmail.com](mailto:characterization.uofu@gmail.com).
5. Training should be retaken every year to maintain your status as a radiation worker in the MCL.