

**U.S. Environmental Protection Agency**

**Name of EPA Organization**

**Street Address**

**City, State and Zip Code**

Month XX, 200X

SUBJECT: Radiation Health and Safety Training Documentation

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (RSO/SHEMP Manager or other designated position)

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (EPA emergency responder)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Removal Manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Health and Safety Program Contact)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Other applicable stakeholders)

EPA’s Safety, Health and Environmental Management (SHEM) Guideline No. 38 requires emergency responders to participate in radiation health and safety training. In order to meet the training requirements, EPA personnel must participate in training courses, take examinations, and attain a score of 80 percent or higher on the associated examinations.

Please be advised that (Name of EPA employee) has met the requirements for the following radiation health and safety training level:

**\_\_\_ Basic Radiation Safety Training Course**

* Name of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Location of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Date the course was taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Did the employee receive a score of 80 percent or higher on EPA’s Basic Radiation Safety Training Course examination? Yes\_\_\_\_ No\_\_\_\_. If “no,” did the employee review the test questions and course materials with his or her manager and subsequently demonstrate an adequate understanding of the course material? Yes\_\_\_\_ No\_\_\_\_.

**\_\_\_ Advanced Radiation Safety Training Course**

* Name of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Location of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Date the course was taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Did the employee receive a score of 80 percent or higher on the associated examination? Yes\_\_\_ No\_\_\_. If “no,” did the employee review the test questions and course materials with his or her manager and subsequently demonstrate an adequate understanding of the course material? Yes\_\_\_\_ No\_\_\_\_.

**\_\_\_ Refresher Radiation Health and Safety Training Course**

* Name of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Location of the course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Date the course was taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Did the employee receive a score of 80 percent or higher on the associated examination? Yes\_\_\_\_ No\_\_\_\_. If “no,” did the employee review the test questions and course materials with his or her manager and subsequently demonstrate an adequate understanding of the course material? Yes\_\_\_\_ No\_\_\_\_.