

REQUIREMENTS

Radiation Safety:

- Overview For Environmental Professionals
- Practical Applications
- Advanced for Environmental Professionals

FACILITY REQUIREMENTS

1. Classroom Space

Three rooms in close proximity to each other are required to present the course. The main classroom should be approximately 50×30 feet and should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed. The second room, used for equipment storage and miscellaneous exercises, should have dimensions of 50×30 feet. The third room must have approximately 30 linear feet of table space and seating for 15 persons. The classrooms should have adjustable lighting and adequate ventilation and electrical outlets. NOTE: When the Radiation Safety – Practical Applications course is not scheduled, only the one main classroom is required. Any deviation should be discussed with the course director.

2. Facility Access

ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure. The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact.

3. Audio-visual Equipment

The main classroom should contain the following materials:

- Computer projector. If not available, please discuss with the course director.
- Screen for showing visuals.
- White boards, markers, and erasers.
- One-half-inch VHS VCR with color monitor (minimum 19-inch diagonal).

This equipment should be in the main classroom at the start of the class. These arrangements should be made in a timely fashion to ensure availability. If the materials are not available at the facility, please notify the course director so alternate arrangements can be made.

4. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

5. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

6. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTP Training Registration and the course director 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map.

PARTICIPANT INFORMATION

This course is designed for:

- 1) Environmental professionals who are not health physicists or other radiation safety specialists, but require a basic knowledge and understanding of radiation safety.
- 2) Individuals who are responsible for reviewing and discussing radiological issues.
 - No special clothing is required; casual dress is encouraged.
 - The course lasts 1 day.
 - Class begins at 9:30 a.m. and ends at 3:45 p.m.
 - To receive an EPA course certificate, 100-percent attendance is mandatory.

No more than 30 participants may be enrolled in the course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Regions 1 and 6 should direct questions to the regional training contact).

SHIPPING REQUIREMENTS

1. Facility Contact

The name and telephone number of the facility contact should be provided to ERTTP Training Registration. The facility contact will be responsible for receiving a shipment of up to 40 shipping cases. The cases must be stored in a secured area for up to 4.5 days. Course instructors will require access to these materials at the time of course setup.

2. Equipment Delivery

Most of the course equipment will be shipped via a common carrier (ie: United Van Lines). Approximately 4 shipping cases will be shipped via Federal Express. The physical address (if different from the mailing address), telephone number, and hours of operations for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Equipment can not be delivered to a post office box or left after hours.

Equipment is usually delivered by noon on the day before the class begins. The course director will verify whether the shipments have been received at the facility. ERTTP staff will call the common carrier or Federal Express to trace the shipments, if necessary.

3. Shipping Equipment

Normal pick up for materials being shipped back to the ERTTP Training Center in Cincinnati, Ohio, is on Friday between 8:00 a.m. and 12 noon. Any deviations must be discussed with the course director.