May 28, 2009

Dear [insert name of individual],

The Technical Safety Office has records that indicate your Radiation Safety Training is past due.

Your training was due on: [insert training due date from EH&S list]

Radiation Safety Training is required. It is not optional.

Please use this link to complete the online Refresher Radiation Safety Training course:

http://www.physics.isu.edu/health-physics/tso/ rad_training/radhowto.html

Note: If you feel you have received this message in error, because you are no longer working in or around an area where radiation dose is possible or are no longer a student, please email abbojenn@isu.edu or call (208) 282-2310 to be removed from the training list.

Thank You,

[insert your name]

Technical Safety Office
[insert your e-mail address]
x2310