

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]

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