

User Incident Reporting Worksheet:

Name and Phone Number of User Submitting Report (Optional):	Address of User Submitting Report:
Cognizant RSO Name and Phone Number:	Unit Commander Name and Phone Number:
Item Involved (Nomenclature, NSN, Part Number):	
Date and Time of Occurrence:	
Names of Personnel Involved:	
RSO Notification Date/Time:	
Additional Comments:	

RSO Incident Report Checklist:

A. THE EVENT

- 1. Name and Phone # of Person Reporting
- 2. Date and time of occurrence
- 3. Item involved
- 4. Isotope and total activity involved
- 5. Where event occurred
- 6. Number of personnel involved

B. NOTIFICATIONS

- 1. Unit Commander
- 2. IRSO/CRSO as applicable
- 3. LRSO (Marine Corps Radcon)

C. ACTIONS TAKEN

- 1. Is item controlled? (i.e., bagged/placed in hood, etc.)
- 2. Have wipes of item been taken?
- 3. Has area been wiped? (including adjacent areas)
- 4. Has ventilation been wiped?
- 5. Is the area isolated? (if necessary)
- 6. What is the decon status?
- 7. Have bioassays been performed? (if NEEDED)
(only after 4 hours have elapsed)

D. INFORMATION ABOUT ITEM(S)

- 1. History of item (where it came from)
- 2. Condition of item upon receipt
- 3. What was done to the item after receipt?
- 4. Where was item stored?
- 5. Where was item worked?
- 6. What precautions were taken?
- 7. Was/is item illuminated?
- 8. How many people handled the item?
- 9. What caused the problem?
- 10. What corrective actions are planned?

E. PERSONNEL STATUS

- 1. Were personnel involved properly trained?
- 2. Were all personnel involved interviewed?
- 3. Were ALL persons involved BIOASSAYED?

- F. SUBMIT WRITTEN REPORT TO Marine Corps Radcon Staff within 15 day.