



Radiation: Getting Started

About Radiation

Radiation is an online tool for managing the use of radioactive substances within labs from the initial use authorization to the final waste pickup. You can access the system at <http://ehs.ucop.edu/radiation>.

Radiation electronically manages your radioactive materials use. This means if you manage your inventory in the system, a paper usage log will not be necessary. Additionally, the system tracks all decay calculations for your radioactive materials in real time and validates against your lab's allotted limits, therefore manually tracking the calculations is also not necessary.

There are a few set up steps you will need to take in order to use the system effectively.

Step 1: Verify your RUA personnel

For compliance and access to the online system, it is important that your RUA has the correct people associated with it.

To verify the RUA roster:

- Log in to <http://ehs.ucop.edu/radiation>
- Select **View/Print RUA**
(Please note: Browser pop-up blockers will prevent the RUA from appearing. Please remove the pop-up blocker using your browser's tools or settings option.)
- Review the personnel section of the PDF

If you need to add or remove anyone from that list, it may require that you submit an amendment for your RUA, however, contact your Radiation Safety Office first for verification.

Step 2: Verify your Inventory

Your Radiation Safety Office staff will do a one-time entry (backfill) of your current inventory items. Before using the system, it is important to verify that the inventory is correct.

To review your inventory on-hand:

- Log in to <http://ehs.ucop.edu/radiation>
- The system will default to the RUA you are associated with, however, if you have more than one RUA, you will need to select the RUA you wish to add inventory to from the drop-down list
- Select **Use/Dispose Radioactive Materials**
- This will take you directly to your RAM Inventory

- Review listed inventory items and associated details (physical form, chemical form, activity, etc.) for accuracy
*(Please note: Any sealed sources will be listed under the **Sealed Sources** tab)*
- If there are any errors or discrepancies, contact your Radiation Safety Office
- Be sure to provide the correct information and any other details to help them correct the inventory item
- If there are no issues, your materials will now be available in the Inventory tab for you to use.

Step 3: Set up your Waste Containers

- Go to <http://ehs.ucop.edu/radiation>
- The system will default to the RUA you are associated with, however if you have more than one RUA, you will need to select the RUA you wish to add waste containers to from the drop-down list
- Select **Use/Dispose Radioactive Materials**
- Select the **Waste Containers** tab
- Select **Add Container**
- Complete the fields and **Save**
- Repeat for any additional containers

Now you are ready to start using the system for managing your inventory and hazardous waste pickups!



Radiation: Using/Disposing Radioactive Materials

Radiation electronically manages your radioactive materials use. This means if you manage your inventory in the system, a paper usage log will not be necessary. Additionally, the system tracks all decay calculations for your radioactive materials in real time and validates against your lab's allotted limits, therefore manually tracking the calculations is also not necessary.

Please note that after the initial backfill of inventory is complete, all future materials requests will go through your normal campus procurement process. If you are ordering for your PI, please be sure to include the name of the PI when placing the order with purchasing. Upon delivery to your campus, EH&S will input your ordered radioactive materials in the system, which will make it automatically available for you to use in the system.

To Use Materials

To use materials:

- Select the RUA you wish to document material use on
- Select **Use/Dispose Radioactive Materials**
- Select the **edit icon** located to the left of the radionuclide you wish to use
- Select **Use in Process**
 - Enter Process Name
 - Enter Amount to Use
 - Select the Use Remaining Amount? checkbox if you would like to use/dispose of the entire radionuclide and activity
 - Select the appropriate Use From type (Volume or Amount mCi)
 - Select **Save**

Radioactive material(s) in use will appear under the **In Process** tab.

If you wish to create stock vials with an inventory item:

- Select from the edit icon drop-down list **Create New Stock Vial**
 - Enter in Chemical Form
 - Enter Amount to Use
 - Select the **Use Remaining Amount?** checkbox if you would like to use/dispose of the entire radionuclide
 - Select the appropriate **Use From** type (Volume or Amount)
 - Select **Save**

To Dispose of Materials and Request Pickup

Radiation is integrated with the WASTE application and allows you to request pickup of your radioactive materials directly from your inventory section.

Dispose in Local Waste Container

- Starting from the Inventory tab, find the material you wish to dispose of
- Select the edit icon and choose **Dispose**
- Select the Waste Container the material is in
- Enter the Amount to Dispose - select the **Use the Remaining Amount?** checkbox if you would like to use/dispose of the entire radionuclide activity
- Select the appropriate Use From type (Volume or Amount)
- Select **Save**



Requesting EH&S Pickup of Waste

When you are ready for your waste to be picked up, you can request EH&S pickup through the system and EH&S will be notified of your request.

Request EH&S Pickup (Create waste tag for container)

- Go to <http://ehs.ucop.edu/radiation>
- Select the RUA associated with the waste
- Select **Use/Dispose Radioactive Materials**
 - Select **Request EH&S Pickup**
 - Select Building & Room
 - Enter in Waste location in lab
 - Select Waste Type
 - Enter pH amount
 - Enter Volume (in liters)
 - Enter additional comments as needed
- Select **Request EH&S Pickup**
- An updated tag will print and your waste will now appear in the **Pending Pickup** tab
- Tape the printed waste tag onto the appropriate waste container
- When your waste is collected from the lab, the system will automatically clear it from your inventory



Radiation: Amendments

Amend an RUA

When you need to **update personnel, rooms, radioactive materials limits** or **add a new radiation producing machine** to your RUA, you will need to perform a change request. If approved, this will result in an amendment to your RUA. Change requests can easily be made through the system and will be routed to the Radiation Safety Office for approval.



To perform an amendment

- Log in to <http://ehs.ucop.edu/radiation>
- Select the RUA you wish to request changes to
- Select **Change Request**, confirm its the right RUA and select **OK** to proceed
- Navigate to the tab where you wish to make changes

RUA General Tab

Under the RUA general tab you can add and remove locations.

- If adding a location, go to the **Lab Use Location** section and first search and select the building then do the same in the field below for the rooms you wish to add.
- If removing a location, go to the **Added Locations** section and select the red x of the room you wish to remove.

Personnel Tab

Under the Personnel tab you can add/remove individuals to the RUA, check their training, assign a Radiation Contact, and view assigned dosimetry.

- To add a person, select the **Add New Person** button
 - Search by the person's name - the more of a person's name you type, the more the results will narrow down
 - Select **Save**
 - When adding a person it is important to check to see if they have taken the correct training and also upload their Statement of Experience. If a person does not have proper training or a Statement of Experience on file, it could result in a delay of the person being added to the RUA.
 - To check a new RUA member's training records, select the **training icon**.
 - Statements of Experience can be uploaded in the **Documents Tab**
- To remove a person, scroll to the right and select the trash can icon
 - Confirm you wish to delete the person by selecting the **OK** button
 - Once you have requested the individual to be removed, you will see their name appear in the **Removed Personnel** table
- To assign someone as a Radiation Contact, find the

person in the list of active personnel and select the **edit icon**

- Select the box **Radiation Contact**
- Select **Save**

Documents Tab

In the documents tab you can add any relevant documents to your RUA. It is important to upload any Statements of Experience for active or new RUA personnel.

- To add a Statement of Experience select **Add Document**
- Select the file from your records or drag and drop it into the shaded area.
- Select the category **Other**
- Add the date the date the Statement of Experience was completed
- Title it [Name of Person SOE]
- You can add a more detailed description if you like, but it is not required
- Select **Upload**

Limits and SM/SNM Limits Tab

Under the Limits tab you can increase or decrease existing limits, request a new limit for a radionuclide, or delete a limit.

- To edit an existing limit select the **edit icon**
 - Edit the fields that you wish to change
 - Select **Save**
- To add a new limit, select the **Add New Limit** button
 - Complete the required fields
 - Select **Save**
- To delete a limit select the **trash can icon** on the left of the limit you wish to delete
- Confirm you wish to delete it by selecting the **OK** button

If you work with source material or special nuclear materials, you can perform the same functions under the SM/SNM Limits tab.

Submitting your Changes

Once you have made all of your changes, be sure to select the **Submit Change Request** button. Your RUA will appear under the Pending tab until approved. Please contact your Radiation Officer for additional assistance. You will be able to make edits to the RUA until it has been approved.