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.