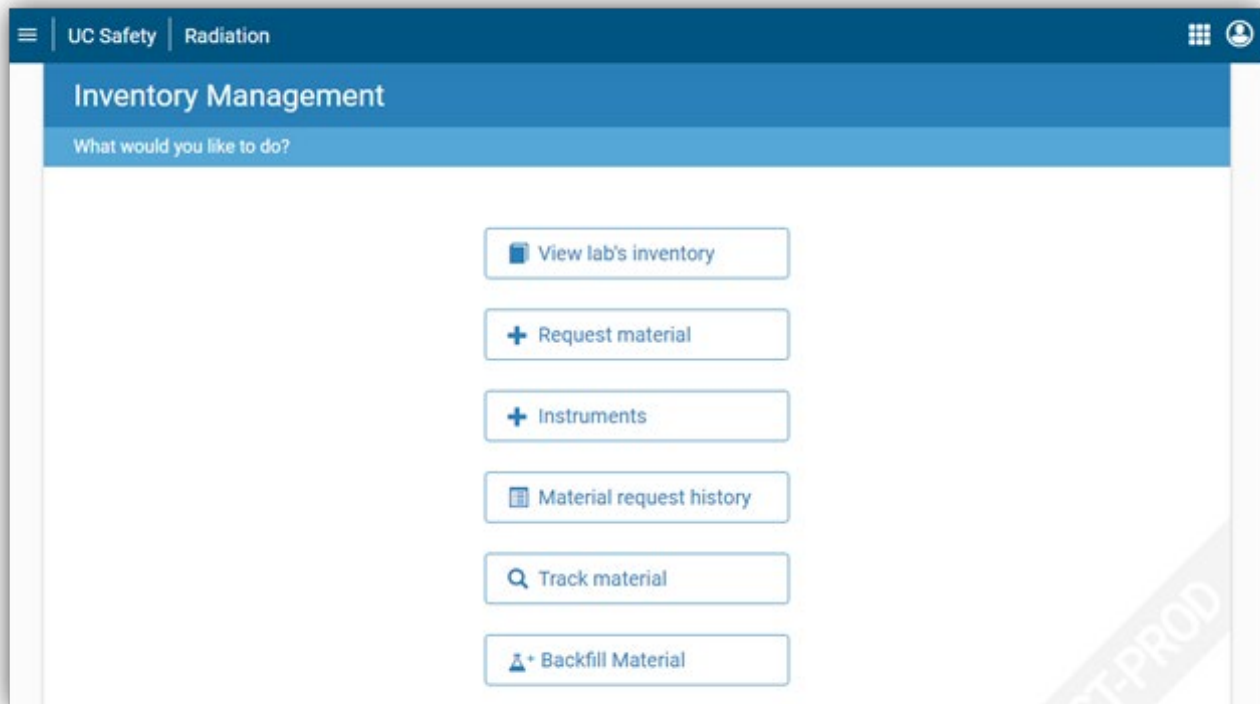


Before you can begin using UC Radiation, you must enter your current physical inventory into the system.

- To do this, log in to Radiation at <https://ehs.ucop.edu/radiation>
- From your homepage
 - Select **Inventory Home**
 - Select **Backfill Material**
 - Complete all the fields for each isotope in your existing inventory
 - Select the **Backfill Material** button when complete
 - Repeat process for all isotopes



- Once you have entered all of your isotopes, you'll be taken to a screen that shows you have requested this material be added to your inventory
- The Radiation Safety Officer or someone from the radiation safety team at your EH&S department will receive notice that an inventory needs to be approved
- The RSO will review it and if no further information is needed, will select **Approve Materials**
 - If more information is needed, the Radiation Safety Team will contact you outside of the system
- Once your inventory has been approved, you can view it by selecting **Inventory Home** from your homepage
 - It will appear in the **Available** tab
 - From here you can begin documenting use of this specific isotope

For more information about Radiation, contact service@riskandsafetysolutions.com