

Admin Tutorial

Creating, Amending and Reviewing Radiation Use Authorizations

Instructions on how to add, amend, and approve/decline Radiation Use Authorizations that are submitted by any user. This includes materials use authorizations and machine use authorizations.

Add/Amend/Review a new Radiation Use Authorization (RAM or RPM)

General Details (Note: The first 6 steps are for “Adds” only):

1. Select the **RUA** tab
2. Select the **Add Record** button
3. Select the “RUA Type” (choose “Radioactive Materials” or “Radiation Producing Machines”)
4. Enter the “RUA Number”
5. Enter the “PI” (use search functionality if needed)
6. Select **Save and Continue**
7. Update the following required data elements
 - “Status”
 - “Expiration Date”
 - “Survey Frequency”
 - “Lab Use Locations”
 - “Entered Date”
8. Update the remaining non-required fields as necessary
9. Select **Save**

Personnel Details:

1. Select the **Personnel** tab
2. Under “Active Personnel”, select **Add New Person**
3. Search for a person by name or email and select their name from the results
4. Update the following required data elements
 - “Date of Birth”

- “Date Added”
 - “Dosimetry” (**Note:** *One or more entries may be selected*)
 - “Dosimetry Issuance Group”
 - “Statement of Experience”
 - “Added to RUA”
 - “Exception”
 - “Comment”
5. Select **Save**
 - To edit an existing person, select the pencil-pad icon to the left of their name
 - To remove an existing person, select the trash can icon to the left of their name (Removed people will automatically be relocated to the “Removed Personnel” section)

Document Details:

1. Select the **Documents** tab
2. Use **Add Document** to upload any items related to the survey

Limit Details: (Radiation Producing Machines only)

1. Select the **Limits** tab
2. Select **Add New** Limit
3. Update the following required data elements
 - “Radionuclide”
 - “Chemical form”
 - “Physical form”
 - “Experiment Limit (mCi)”
 - “Order (mCi)”
 - “Possession Limit (mCi)”
4. Update any remaining fields as needed
5. Select **Save**

SM/SNM Limit Details:

1. Follow the same procedure as above in “Limit Details”

Changelog:

1. Select the **Changelog** tab if you wish to view the history related to the survey selected.

Surveys

This functionality allows users to view, update, and create survey detail records.

To add a new survey record:

1. Select the **Surveys** tab
2. From the **Survey Assignments** tab, select **Add Record**
3. Update the following required data elements:
 - “RUA #” (use the search functionality)
 - “Survey Type”
 - “Status”
 - “Survey Due Date”
 - “Assigned To”
 - “Date Emailed”
 - “Inspections”
 - “Performed By”
 - “Performed Date”
 - “Survey Text”
 - “Survey Comments”
4. Select **Save**

To edit an existing record:

1. Select the **Surveys** tab
2. From the **Survey Assignments** tab, select a survey (Use the column headers to filter)
3. Select the pencil-pad icon to the left of the record you wish to edit
4. Update the following required data elements:
 - “Survey Type”
 - “Status”
 - “Survey Due Date”

- “Assigned To”
 - “Date Emailed”
 - “Inspections”
 - “Performed By”
 - “Performed Date”
 - “Survey Text”
 - “Survey Comments”
5. Select **Save**
 6. While on this screen, select the **Email** tab to send a communication to the PI and Radiation Contact regarding the survey. If the survey was completed using the RSS Inspect product, a link to the inspection will appear in the email communication. Add others to the email communication (as needed).
 7. Select the **Documents** tab to upload any files related to the survey
 8. Select the **Changelog** tab to view transactional history related to the survey selected
*(Note: Use the **Survey List** tab to view existing and past surveys)*

Creating Dosimetry Groups

Dosimetry groups are created to organize the capture of dosimetry measurements amongst multiple personnel or locations.

To access Dosimetry Groups:

1. Select the **Dosimetry Issuance** tab
2. Select the **New Issuance Group** button to create a new group or the pencil-pad icon to the left of the group you wish to edit
3. Update the following fields
 - “Group ID”
 - “Delivery Frequency”
 - “Delivery Building”
 - “Delivery Room”
4. Select **Save**

Using and Disposing of Radioactive Materials

Radiation electronically manages your radioactive materials usage. 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 unnecessary. This procedure will track the usage of materials from inventory to disposal.

Note: *The number in the bubble next to the status name indicates the number of items in that queue.*

To Log Material Usage

To use materials from an Inventory item:

1. Select the **Radioactive Materials** tab. Search for the RUA you wish to access
2. Under the **RAM Inventory** tab, select the pencil-pad icon located to the left of the radionuclide material item you wish to use (The number to the right of "Ram Inventory" indicates the number of material items available)
3. Select "Use in Process"
4. Enter the "Process Name"
5. Enter the "Amount to use" or select the "Use Remaining Amount?" checkbox if you would like to use the entire radionuclide
6. Select the appropriate "Use From" type (Volume or Amount)
7. Enter the "In-Process Date"
8. Select **Save**
 - The Radioactive material(s) 'in use' will now appear under the In Process tab

To create stock vials from an Inventory item:

(This feature allows you to create stock vials from original source vials)

1. Select the **Radioactive Materials** tab. Search for the RUA you wish to access
2. Under the **RAM Inventory** tab, select the pencil-pad icon located to the left of the radionuclide material from which you wish to create a stock vial
3. Select "Create New Stock Vial"
4. Enter the "Chemical Form"
5. Enter the "Amount to use"
6. Enter the "Volume for new vial"
7. Select the appropriate "Use From" type (Volume or Amount)
8. Select **Save**

To Find the Material Hierarchy:

1. Open **Radioactive Materials** tab

2. Select **Search** tab
3. Select the pencil-pad icon next to the desired material record. This will open the individual material record
4. Select the **Material Hierarchy** sub-tab:
 - The hierarchy for the selected material will be listed:
 - Child materials are indented and listed beneath the parent material
 - Information regarding the selected material will be in bold

To Dispose of Materials and Request Pickup:

***Note:** Radiation is integrated with the WASTe application and allows you to dispose of radioactive materials and request pickup directly from your inventory section*

Dispose in Local Waste Container: For items “In Process” or in “RAM Inventory”

1. Select the **Radioactive Materials** tab. Search for the RUA you wish to access
2. Under the **RAM Inventory** or **In Process** tab, select the pencil-pad icon to the left of the radionuclide material you wish to dispose
3. Choose “Dispose in Local Waste Container”
4. Select “Waste Container”
5. Enter “Amount to dispose” or select the “Use Remaining Amount?” checkbox if you would like to dispose of the entire radionuclide
6. Select the appropriate “Dispose From” type (Volume or Amount)
7. Select **Save**

Request EH&S Pickup (including creating a waste tag for a container)

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

1. Select the **Radioactive Materials** tab. Search for the RUA you wish to access
2. Under the **RAM Inventory** tab or **Waste Containers** tab, select the pencil-pad icon located to the left of the radionuclide material item you wish to use
3. Select “Request EH&S Pickup” (If material has not been moved into a waste container, this option will not be available under the pencil-pad icons of the Waste Containers tab)
4. Select “Building & Room”
5. Enter data into the “Waste location in lab” field as needed
6. Select “Waste Type” (along with any additional field details)

7. Enter additional “Comments” as needed
8. Select **Request EH&S Pickup**
 - An updated tag in PDF format will be created and your waste will appear in the **Pending Pickup** tab
 - Print the waste tag and attach it to the appropriate waste item
 - When the waste is collected from the lab, the system will automatically clear it from your **Pending Pickup** tab

Adding/Editing Waste Containers

Use these procedures to create or edit virtual waste container details. These containers track waste material that has not been scheduled for pickup.

To Access Waste Containers

1. Select the **Radioactive Materials** tab. Search for the RUA you wish to access
2. Select the **Waste Containers** tab
3. Select the pencil-pad icon to the left of the container you'd like to edit, then select "Edit Container"
 - Or to create a new container, select **Add Container** in the upper right
4. Update the following fields:
 - “Container Name”
 - “Current Use Location”
 - “Select the RUAs that can use this container”
5. Select **Save**

Material Requests and Packaging

These procedures explain how to create records for new materials so they can be packaged and added to an existing user’s inventory.

To create a Material Request:

1. Select the **Radioactive Materials** tab
2. Select the **Material Requests** tab
3. Select the **New Material Request** button in the upper right
4. Search for the RUA for which you wish to create a material request
5. Select **Add Radionuclide to Material**

6. Select the Radionuclide from the dropdown menu
7. Enter the amount into the “Request Amount” and the “Request Volume” fields
8. Select **Add**
9. Repeat steps 5-8 for additional radionuclides
10. The radionuclide(s) will now be listed on the Material Request tab.
11. Update the remaining data fields as appropriate:
 - “Chemical Form”
 - “Storage Location”
 - “Sublocation”
 - “User Comments”
 - “Id Number”
 - “SS&D”
12. **NOTE:** Select the “Backfill Material” checkbox if you are adding material back into your inventory that was already received.
13. Select **Save** to complete the request

When you have created a Material Request and the material has physically arrived at your facility, a Package can be created to add the material to the inventory.

To create a Package:

1. Select the **Radioactive Materials** tab
2. Select the **Packages** tab
3. Select the **New Package** button in the upper right
4. Search for the RUA for which you wish to create a package
5. Update the follow required data elements:
 - “Package Number”
 - “Package Type”
 - “Vendor”
 - “Date Received”
 - “Checked By”
6. Update the remaining ‘non-required’ fields
7. At the bottom of the page, under **Package Materials**, update the “Reference Date” (date which begins the decay rate calculation of the material) and select the “In Package” checkbox

8. Select **Save**
9. The material is now added to the inventory for the selected RUA

Sealed Sources

This allows users to update details associated with sealed source records.

To edit an existing Sealed Sources record:

1. Select the **Sealed Sources** tab
2. Filter for the Sealed Source record you wish to select
3. Select the pencil-pad icon to the left of the sealed source you'd like to edit
4. Under the **General** tab, update the following data elements (if necessary):
 - “Initial Activity mCi”
 - “Initial Volume ul”
 - “Building and Room”
 - “Additional Location Info”
 - “Chemical Form”
 - “Do you want to conduct leak tests on this material” question
 - “Leak Test Frequency”
 - “Reference Date”
 - “Next Due”
 - “In Storage”
 - “Id Number”
 - “SS&D”
 - “Description”
5. Select **Save**
6. Select the **Leak Test** tab to update, view, or add Leak Test records
 - To update an existing record, select the pencil-pad icon to the left of the test date
 - To view a test, select the eye icon to the left of the test date
 - To add a new record, select **New Leak Test** in the upper right. Update the following data elements (if necessary):
 - “Test Date”

- “Test Result”
 - “Test By”
 - “Test Comments”
 - “Material Comments”
 - Select **Save** (if updates were made to the record)
7. Select the **Material Hierarchy** tab to view material details and relationships associated with this sealed source
 8. Select the **Documents** tab to upload any items related to the sealed source
 9. Select the **Changelog** tab to view transactional history related to the sealed source selected

To Update Leak Tests:

1. Select the **Overdue Leak Tests** tab to view or edit any sealed source records with overdue leak tests
 - Select **Print Leak Tests List** in the upper right to print a listing of not completed leak tests
 - Select **Batch Update Leak Tests** in the upper right to enter the leak test records for multiple RUA numbers and/or Material Id records. The results entered must be identical for all records.
 - Select the “RUA Number(s)” and “Material Id(s)” records
 - Add test result details using the **New Leak Test** steps in the previous section

Seeds

This functionality allows users to update details associated with Seeds records

To edit an existing Seed record:

1. Select the **Seeds** tab
2. Filter for the Seed record you wish to select
3. Select the pencil-pad icon to the left of the seed you wish to edit
4. Update the following required data elements (if necessary):
 - “Initial Activity per Unit (mCi)”
 - “Original # of Units”
 - “Source Mfg. Serial #”
 - “Leak Test Frequency”
 - “Vendor”

- “Leak Test Date’
 - “Source Model”
 - “Next Test Date’
 - “Lot Number”
 - “Performed By”
 - “Reference Date”
5. Update any remaining ‘non-required’ fields as necessary
 6. Select **Save**

Radiation Producing Machines

Radiation Producing Machines (RPM) are items that generate radiation. Some examples include: x-ray machines and irradiators. These procedures describe how to add or edit details associated with these items.

To add a new RPM:

1. Select the **Radiation Producing Machines** tab
2. Select **Add New RPM**
3. Update the following required fields:
 - “Select Voltage Unit”
 - “RUA #”
 - “Current Use Location”
 - “Machine ID”
 - “Type”
 - “Manufacturer”
 - “Model”
 - “Maximum Current (mA)”
 - “Maximum Voltage ()”
 - “Normal Current (mA)”
 - “Normal Voltage ()”
 - “RPM Uses”
4. Update the remaining non-required fields (as necessary)
5. Select **Save**
6. Select the **X** icon in the top right corner to close the window

7. The RPM has been added to your institution's inventory of machines

To edit an existing RPM:

1. Select the **Radiation Producing Machines** tab
2. Filter for the RPM you wish to select
3. Select the pencil-pad icon to the left of the RPM you wish to update
4. Update the fields:
 - "Select Voltage Unit"
 - "Current Use Location"
 - "Machine ID"
 - "Type"
 - "Manufacturer"
 - "Model"
 - "Maximum Current (mA)"
 - "Maximum Voltage ()"
 - "Normal Current (mA)"
 - "Normal Voltage ()"
 - "RPM Uses"
5. Update the remaining non-required fields (as necessary)
6. Select **Save**
7. Select the **Documents** tab to upload any items related to the RPM
8. Select the **Changelog** tab if you wish to view transactional history related to the RPM selected
9. Select the **X** icon in the top right corner to close the window

Instruments and Instrument Calibrations

View, update, and create instrument and instrument calibration detail records.

To add a new record:

1. Select the **Instruments** tab
2. Select **Add Record** in the upper right corner
3. Update the following required data elements:

- “RUA #”
 - “Manufacturer”
 - “Model”
 - “Serial Number”
 - “Scale”
 - “Calibration Frequency”
 - “Instrument Status”
4. Update the remaining non-required fields (as necessary)
 5. Select **Save**

To edit an existing record:

1. Select the **Instruments** tab
2. Select the pencil-pad icon to the left of instrument you wish to edit
3. Update the following required data elements:
 - “RUA #”
 - “Manufacturer”
 - “Model”
 - “Serial Number”
 - “Scale”
 - “Calibration Frequency”
 - “Instrument Status”
 - Update the remaining non-required fields (as necessary)
4. Select **Save**
5. Select the **Calibrations** tab to update, view, or create calibration records
 - To view or update an existing record, select the pencil-pad icon to the left of the calibration.
 - To add a new record, select **New Calibration** in the upper right corner. Update the following data elements (if necessary).
 - “Calibrated By”
 - “Calibration Date”
 - “Probe Type” (multiple entries may be added)
 - “Entry Date”
 - “Batteries OK?”

- “Audio OK?”
 - “Cable OK?”
 - “General Condition OK?”
 - “Background”
 - “Voltage”
 - “Calibration Type” (along with dynamic fields) - only one selection per record
 - “Calibration Source”
 - “Comments”
6. Select **Save**
 7. Select the **Documents** tab to upload any items related to the instrument
 8. Select the **Changelog** tab if you wish to view transaction history related to the instrument selected

NOTE: Use the **Print Certificate** button in the upper right to print a PDF certificate of the selected instruments displayed in the view.

Audits

This allows a user to view audits (reports) associated with their institution’s license and inventory details.

To review Audits (reports):

1. Select the **Audits** tab
2. Select the respective Audit report tab:
 - **RML Limit Audit** (This displays all of your institutional license information)
 - **Inventory Audit** (This displays all of your current institutional isotope inventory by radionuclide)
 - **Building Report** (This displays all of your current institutional isotope inventory by radionuclide within each building/room)

Admin Functionality

The Admin feature within the Radiation product allows users with the Admin role to access functionality with respect to global functionality within the application.

To access the Admin functions

- Select the **Admin** tab. Select the following tabs (see below) to access specific functionality.

Radionuclides

- View listing of Radionuclides associated with the institutional license (along with relevant details).

HGV Hazard Class

- View or define current Hazard Class Values
- Use the **Edit** button to edit or add “Floor Values” and “Ceiling Values”. Select **Save** (if updates are made). These values will now be associated with your institution's RUA records.

Settings

- Update the following setting options:
 - “Backfill Inventory”
 - “Request Materials”
 - “Validate Trainings”
 - “Validate SOE”
 - “Show State Certifications”
 - “Print Dosimetry Routine Issuance - One Group / Page”
 - “Display Subject Type”
 - “Health System Features”
 - “Radioactivity/Volume in MilliCuries/Milliliters”
 - “Renewal Survey Assignment”
 - “Routine Survey Assignment”
- Select **Save**

Email Templates

- View Radiation Email Templates associated with your institutional records

Role Management

- Access to your institution's Role Management features

Email Message Signatures (for Radiation Notifications)

- Add and edit signatures

- To add a signature, select the **Add Signature** button in the upper right corner. Fill out the required fields: Description and Text. Select **Save**.
- To edit a signature, select the pencil-pad icon to the left of the signature you'd like to edit. Make the required change(s) and select **Save**.

List Management (for vendors)

- Add or edit the list of vendors
 - Enter a "Vendor Name" and select **Add Vendor**
 - Use the trash can icon(s) on the right-hand side to remove existing vendors