

Contact Tutorial

Applying for a New Radiation Use Authorization (RUA)

This includes Materials Use Authorizations and Machine Use Authorizations.

1. From the Radiation homepage, select **Apply for a new Radiation Use Authorization**
2. In the text box, enter the following information about your new RUA request
 - “RUA Type” (choose “Radioactive Materials” or “Radioactive Machines”)
 - “RUA Number”
 - “PI” (First Name, Last Name, Email Address)
 - “Expiration Date”
 - “Survey Frequency”
 - “Lab Use Locations”- building(s) and room(s)
 - Each lab member (First Name, Last Name, Email Address)
 - Provide the name and limits for each “Radionuclide”
 - “Chemical form”
 - “Physical form”
 - “Experiment Limit (mCi)”
 - “Order Limit (mCi)”
 - “Possession Limit (mCi)”
 - Provide the name and limits for each SM/SNM “Radionuclide”
 - “Chemical form”
 - “Physical form”
 - “Experiment Limit (mCi)”
 - “Order Limit (mCi)”
 - “Possession Limit (mCi)”
3. Select **Submit**

Viewing an RUA

1. From the Radiation homepage, select the drop-down list to choose an RUA if you are associated with multiple RUAs. Then, select the **View RUA** button.
 - You can see the following information about RUA:
 - “General” details
 - “RUA Type” (“Radioactive Materials” or “Radioactive Machines”)
 - “RUA Number”
 - “PI” (First Name, Last Name, Email Address)
 - Other details
 - “Personnel” details
 - “Location” details
 - “Document” details
 - “Limits” details (Radioactive Materials Only)
 - “SM/SNM Limits” details (Radioactive Materials Only)
 - “RPM” details (Radioactive Machines Only)

Generate a Printable RUA

1. From the Radiation homepage, select the drop-down list to choose an RUA if you are associated with multiple RUAs. Then, select the **Generate Printable RUA** button.
2. A PDF of the RUA details will open in another tab. Download or print from this screen.

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.

To use materials from an Inventory item

1. From the Radiation homepage, select the **Use/Dispose Radioactive Materials** button
2. Under the **RAM Inventory** tab, select the **pencil-pad** icon to the left of the radionuclide material 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 “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 Dispose of Materials and Request Pickup

Dispose in Local Waste Container: For Items "In Process" or "Ram Inventory"

1. From the Radiation homepage, select the **Use/Dispose Radioactive Materials** button
2. Select the **Radioactive Materials** tab
3. Under the **RAM Inventory** or **In Process** tabs, select the pencil-pad icon to the left of the radionuclide material you wish to dispose
4. Choose “Dispose in Local Waste Container”
5. Select “Waste Container”
6. Enter the “Amount to dispose” or select the “Use Remaining Amount?” checkbox if you would like to dispose of the entire radionuclide
7. Select the appropriate “Dispose From” type (Volume or Amount)
8. 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 an EH&S pickup through the Radiation system and EH&S will be notified of your request.

1. From the Radiation homepage, select the **Use/Dispose Radioactive Materials** button
2. Select the **Radioactive Materials** tab
3. Under the **RAM Inventory** tab, select the pencil-pad icon to the left of the radionuclide material you wish to have picked up
4. Choose “Request EH&S Pickup”
5. Select “Building & Room”
6. Enter data into the “Waste location in lab” field as needed
7. Select “Waste Type” (along with any additional field details)
8. Enter additional “Comments” as needed
9. 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. From the Radiation homepage, select the **Use/Dispose Radioactive Materials** button
2. Select the **Waste Container** 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. Fill out/Update the following fields:
 - "Container Name"
 - "Current Use Location"
 - "Select the RUAs that can use this container"
5. Select **Save**

Request Changes to an RUA

1. From the Radiation homepage, select the drop-down list to choose an RUA if you are associated with multiple RUAs. Then, select the **Request Changes to RUA** button.
2. In the text box, enter the changes you wish to make to the RUA. If you are adding users, please include the First Name, Last Name, and Email Address of the individual.
3. Select **Submit**