

Principal Investigator Tutorial

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.

Please Note: Do not use the back button. Select the tabs to navigate between sections.

Apply for an RUA

1. Log in to app.riskandsafety.com (Then select “Radiation” from “Apps” at the top)
2. Select **Apply for a new Radiation Use Authorization**
3. 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)”
4. Select **Submit**

Your RUA will appear under the Pending tab until approved. Please contact your Radiation Officer for additional assistance.

Use/Dispose Radioactive Materials

1. From the Radiation homepage, select the **Use/Dispose Radioactive Materials** button
2. Select the pencil-pad icon located to the left of the radionuclide you wish to use/dispose
 - **Print Label**
 - This provides a summary of the label (EH&S material number, radionuclide name, initial amount, lot #, and reference date) which can be printed and attached to the radionuclide container
 - Use Ctrl + P to print the label
 - Select **Close**
 - **Use in Process**
 - Enter “Process Name”
 - Enter “Amount to use”
 - Enter “In-Process Date”
 - Select the “Use Remaining Amount?” checkbox if you would like to use of the entire radionuclide
 - Select the appropriate “Use From” type (Volume or Amount)
 - Select **Save** (The radioactive material(s) “in use” will appear under the In Process tab)
 - **Dispose in Local Waste Container**
 - Select type of “Waste Container”
 - Enter “Amount to Dispose”
 - Select the “Use Remaining Amount?” checkbox if you would like to dispose of the entire radionuclide
 - Select the appropriate “Dispose From” type (Volume or Amount)
 - Select **Save**
 - **Create New Stock Vial**
 - Enter “Chemical Form”
 - Enter “Amount to Use”
 - Enter “Volume for New Vial”
 - Select the appropriate “Use From” type (Volume or Amount)

- Select **Save**
- **Change Location**
 - Select Building & Room from the dropdown menu
 - Enter the name of the new location (optional)
 - Select **Update Location**
- **Request EH&S Pickup (Create waste tag for container)**
 - Select Building & Room
 - Enter “Waste location in lab”
 - Enter “Waste Type” (along with any additional field details)
 - Add comments as needed
 - Select **Request EH&S Pickup**
 - The requested pickup container will now appear under your Waste Containers tab
- **Transfer Material**
 - If this material will no longer associate with an RUA on your campus, select the “Transfer to other institution?” checkbox
 - Enter the “Institution Name” where this material will be transferred
 - Select the “Use Remaining Amount?” checkbox or enter “Amount to Transfer”
 - Requests for Radioactive Materials transferred to your UA can be managed under the Pending Transfer tab
- **Update Lot Information**
 - Enter the new “Lot Number” and “Lot Description”
 - Select **Save**

Request Order Authorization

1. From the Radiation homepage, select the **Request Order Authorization** button
2. Select the drop-down list to choose an RUA if you are associated with multiple RUAs
3. Select the **Request Order Authorization** button
4. Select **Add Radionuclide to Material**
 - Select the Radionuclide(s)
 - Enter the required fields
 - Select **Add**
5. Enter “Chemical Form”

6. Enter "Storage Location"
7. Select the "Backfill Material" checkbox (if this is to backfill materials already in possession)
 - Enter the Initial Date
8. Select **Save**