

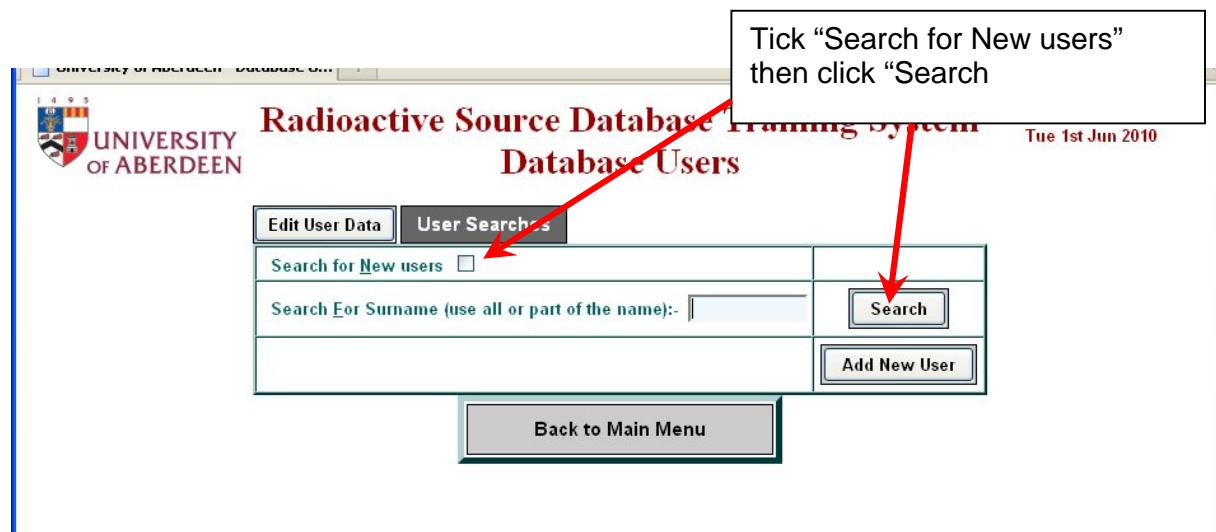
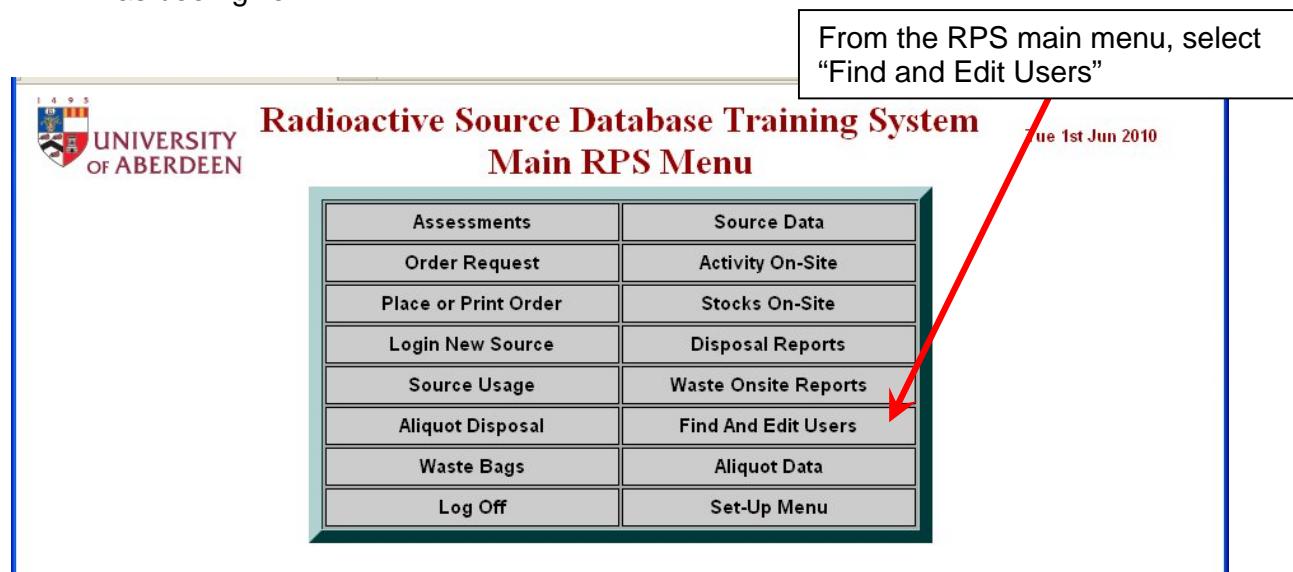
# RPS instructions for new Isoinventory system

1<sup>st</sup> June 2010

## New Users

New users must register themselves on the Isoinventory system for the use of radioactive materials, and the application must be approved by first the RPS and then the RPA.

The user must fill in the application form accessed from the login screen. Once they have done this, an email is automatically sent to the RPS, to tell them that the new user has registered. At this point, the RPS must log into the system in order to confirm that they approve of the user and that training has been given



Next, select the user from the list and click “Edit Selected Entry”

The next screen shows the information the user entered when they filled in the registration form. This starts with their personal information, before moving on to the work they will be carrying out and the training they have received. The RPS should check through this information then follow the steps below. Please ensure the user has the correct department, group and RPS selected, as these fields are required for the system to operate properly.

If you do not wish to approve the new user, please email the RPA who will reject the application.

Please append any further information which you feel may be of relevance to your radiation safety:

**USER DECLARATION** I agree to abide by the rules and conduct of work involving ionizing radiations, as laid down in the Code of Practice and Departmental Local Rules.  
I have received a copy of each and I have read and understood them. Please tick box.

**RPS DECLARATION** I have provided adequate instruction in the safe handling of radioactive materials to Dr N Name and will ensure that they are assisted by an experienced radiation worker until I am satisfied that they can operate safely and in full compliance with the Local Rules. Please tick box.

Body dosimeter:  Extremity dosimeter:  Student number:  Review Date:

A PERSON MUST NOT BEGIN WORK UNTIL PERMISSION HAS BEEN OBTAINED FROM THE RPA

Done

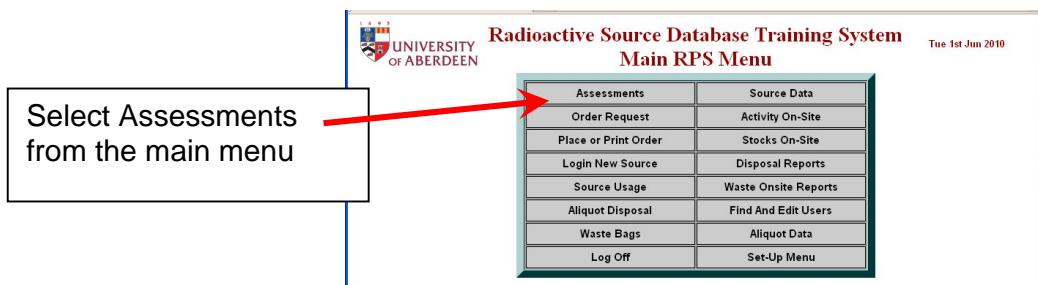
Once the data has been checked, the RPS should tick the declaration near the bottom of the page, then click “Send Data”

This step then sends an email to the RPA, who has final approval over a new user. Once the RPA has approved a user, notification emails are sent and the user may begin work.

### Assessments

Before new sources may be ordered or used, they must be linked to a risk assessment within the Isoinventory system. A new assessment may be created, or the order may be linked to an existing assessment provided this is for the same nuclide and work.

Any user can create an assessment, by selecting “Assessments” from the main menu then “New entry”. An assessment must be approved by the RPS before it can be used, and as such an email is sent to the RPS once an assessment has been completed. The RPS should then review the assessment and approve it using the following steps:



Assessment Data		Assessment List	
Select	Assessment Number	Nuclide	Compound
<input type="radio"/>	1	S-35	SJ1515- Methionine L-[35S]
<input type="radio"/>	2	P-32	PB10200- [ $\alpha$ P32]Adenosine Triphosphate
<input type="radio"/>	4	C-14	NEC279F Leucine
<input type="radio"/>	5	P-32	PHOSPHO32- Phosphorous 32
<input type="radio"/>	6	Cr-51	CJ16P- Sodium Chromate
<input type="radio"/>	7	C-14	149H- Diaminopimelic Acid
<input type="radio"/>	8	P-32	PB161- Gtp [ $\alpha$ P]
<input type="radio"/>	10	H-3	TRK998- Inositol Tetrakisphosphate

Select the risk assessment to be reviewed, then click on "Edit Selected Entry"

To make it easier to find an assessment, you can use the search boxes and the "List new" option to narrow down the list

**Edit Selected Entry**

**New Entry**

Search for:  All  List New

**Back to Main Menu**

Check through the assessment and make any changes required. Once this is done, tick the box at the bottom of the page and click “Save”.

Date Approved by RPA:	<input type="text"/>	Approved By:
Approved By RPS:	<input type="checkbox"/>	
<a href="#">Help</a>	<a href="#">Save</a>	<a href="#">Printable Version</a>
<a href="#">Back to Main Menu</a>		

An email is now sent to the RPA, who has final approval. Once the assessment is approved, it may be used in the appropriate step of the procedure for ordering sources within the system.

## New Users & Assessments

Any user needing to carry out work using a source will need to be named on the risk assessment for that source before they can use it. The user can do this themselves, by opening the relevant risk assessment for editing, and picking their name in the “new user” section:

Current Users:	<input type="text" value="Ms A User"/> <input type="button" value="▼"/>	Remove selected user: <input type="checkbox"/>
New User:	<input type="text"/> <input type="button" value="▼"/>	Add selected user: <input type="checkbox"/>

An email will then be sent to the RPS notifying them that the user has been added to the assessment.

## Waste

One of the most important functions of Isoinventory is tracking the location of radioactive waste produced by the University. In dealing with waste accumulation, the system has several steps which need to be followed.

When a user makes a disposal, they must assign the disposal to a waste bag (which is assumed to be in the place of work). Once the waste bag is ready to be disposed of, the user may then use the “Waste Bags” option on the main menu of Isoinventory to access the screen below:

The bag may then be selected and transferred to the “Department Waste Collection Area”

Select	List Bag Contents	Bag ID	Waste Type				
<input type="checkbox"/>		Bag S/N 5 - Scint - Radiochemical Lab	Scint	Radiochemical Lab			
<input type="checkbox"/>		Bag S/N 6 - Solid - Hot Lab	Solid	Hot Lab	183	3	No
<input type="checkbox"/>		Bag S/N 7 - Scint - Annex of Biomedical Physics	Scint	Annex of Biomedical Physics	183	2	No
<input type="checkbox"/>		Bag S/N 8 - Solid - Annex of Biomedical Physics	Solid	Annex of Biomedical Physics	182	1	No
<input type="checkbox"/>		Bag S/N 9 - Solid - Radiochemical Lab	Solid	Radiochemical Lab	145	4	No
Select All		Search by:	All	All	Search		
				Transfer Selected Bag/s to the Department Waste Collection Area			
				OK			

The waste collection area will vary – for some departments this is a store, but for some departments on the Foresterhill site (IMS, M&T, BMP), this is simply a preparation stage within Isoinventory: in this case, once the transfer is confirmed, the new location will simply read “Ready for transfer to IMS waste container”.

The next step of the disposal process requires the input of the RPS. The RPS must select the “Waste Bags” option from the Main Menu:

First, select the bag

It must then be sealed, to indicate it will no longer be used

Lastly, the bag should be Transferred to the Central Waste Area (The container outside the IMS on the Foresterhill site)

Select	List Bag Contents	Edit	Waste Type				
<input type="checkbox"/>			Scint	Radiochemical Lab			
<input type="checkbox"/>			Solid	Hot Lab			
<input type="checkbox"/>			Scint	Annex of Biomedical Physics	183	2	No
<input type="checkbox"/>			Solid	Annex of Biomedical Physics	182	1	No
<input type="checkbox"/>			Solid	Ready for transfer to IMS waste container	145	4	No
Select All		Search by:	All	All	Search		
Seal Selected Bag/s				Transfer Selected Bag/s to the Departmental Waste Collection Area			
OK				OK			
				Transfer Selected Bag/s to the University Central Waste Collection Area			
				OK			

At this point, the bag should be physically moved to the IMS store, and which point control will pass to the RPA, who will arrange to have the waste sent off-site via a contractor.