

RPS instructions for new Isoinventory system

1st 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

From the RPS main menu, select "Find and Edit Users"

Radioactive Source Database Training System
Main RPS Menu

Assessments	Source Data
Order Request	Activity On-Site
Place or Print Order	Stocks On-Site
Login New Source	Disposal Reports
Source Usage	Waste Onsite Reports
Aliquot Disposal	Find And Edit Users
Waste Bags	Aliquot Data
Log Off	Set-Up Menu

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Tue 1st Jun 2010

Tick "Search for New users" then click "Search"

Radioactive Source Database Training System
Database Users

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Tue 1st Jun 2010

Edit User Data | User Searches

Search for New users

Search For Surname (use all or part of the name):-

Search

Add New User

Back to Main Menu

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.

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

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 Newman 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

Send Data

Return to Main Menu (without update)

Done

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:

Select Assessments from the main menu

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Radioactive Source Database Training System

Tue 1st Jun 2010

Main RPS Menu

Assessments	Source Data
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Radioactive Sources

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

Select	Assessment Number	Nuclide	Component	Assessment	Rad. Prot	10-02-2010	10-02-2010
<input type="radio"/>	1	S-35	SJ1515- Methionine L-[35S]	Ms A User	Rad. Prot	11-02-2010	11-02-2010
<input type="radio"/>	2	P-32	PB10200- [alpha P32]Adenosine Triphosphate	Mr T Test	Biomed Physics B7	12-03-2010	12-03-2010
<input type="radio"/>	4	C-14	NEC2795- Leucine	Mr T Test	Biomed Physics B7	12-03-2010	12-03-2010
<input type="radio"/>	5	P-32	PHOSPHO32- Phosphorous 32	Dr T Test	Rad. Prot	01-06-2010	01-06-2010
<input type="radio"/>	6	Cr-51	CJ150P- Sodium Chromate	Ms A User	Rad. Prot	02-06-2010	
<input type="radio"/>	7	C-14	T149H- Diaminopimelic Acid	Mr T Test	Biomed Physics B7	12-03-2010	12-03-2010
<input type="radio"/>	8	P-32	PB161- Gtp [alpha]	Dr T Test	Rad. Prot	01-06-2010	01-06-2010
<input type="radio"/>	10	H-3	TRK998- Inositol Tetrakisphosphate	Ms A User	Rad. Prot	02-06-2010	

Buttons: 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: Approved By:

Approved By RPS:

Buttons: Help, Save, Printable Version

Back to Main Menu

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: Ms A User

New User:

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:

Radioactive Source Database Transfer Waste Bags

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:

Waste Bags

Select	List Bag Contents	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 Include Transferred Bags

Seal Selected Bag/s Transfer Selected Bag/s to the Departmental Waste Collection Area Transfer Selected Bag/s to the University Central Waste Collection Area

OK OK 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.