



Radiation Safety Management

[Radioactive Dashboard](#)

[Rad Site/Isotope](#)

[Establish Site Limits](#)

[Establish User Limits](#)

[Possession Summary Reports](#)

[Usage Logs](#)

[Disposal Logs](#)

[New Drum Records](#)



Radiation Safety Official

Responsible for...

- assigning limits for a site, user, and isotope
- Checking available to order limits
- Ensuring limits are never exceeded
- Managing disposals, decay and drums

Dashboard

The screenshot shows the 'Radioactive Materials' dashboard. At the top, there is a header 'Radioactive Materials' and a dropdown menu labeled 'drums' with the text '- select report -' and a downward arrow. Below this are several menu items, each with a grid icon: 'max site possession for period', 'max user possession for period', 'refresh cached balances' (with a refresh icon), 'site limits', 'site possessions summary', 'usage log', 'user limits', 'user possession summary', and 'waste'. Five callout boxes with red borders and arrows point to specific elements: 1. A box on the left points to the 'max site possession for period' and 'max user possession for period' items, containing the text 'Click to view a list of possessions that have been maxed out within an admin defined period'. 2. A box on the right points to the 'drums' dropdown arrow, containing the text 'Click the arrow to view/edit drums that are...' followed by a list: '- Waiting for more waste', '- Filled', and '- removed'. 3. A box below the right one points to the 'site limits' and 'user limits' items, containing the text 'Click to set/edit limits for site and user'. 4. A box at the bottom left points to the 'waste' item, containing the text 'Click to manage disposals and waste'. 5. A box at the top right points to the 'refresh cached balances' item, containing the text 'Click to refresh cached balances'.



Radiation Safety Official

How to Create a Rad Site

Step 1: From the Rad Site Record, Fill in the information defining the Rad Site then click save. The Rad Site will be added to the Rad Site list.

Radioactive Site Record	
Name	<input type="text"/>
Abbreviation	<input type="text"/>
Data Associations (* = strict association)	
<input type="button" value="cancel"/> <input type="button" value="save"/>	

How to Create an Isotope

Step 1: From the Isotope Record, fill in the information defining the isotope.

Give a name and abbreviations to organize the Isotope

Half-Life periods will be used when making real time activity calculations

Radioactive Isotope Record	
Name	<input type="text"/>
Abbreviation	<input type="text"/>
Half-Life	<input type="text"/> days ▾
Upload Fact Sheet	<input type="button" value="Choose File"/> No file chosen
Data Associations (* = strict association)	
<input type="button" value="cancel"/> <input type="button" value="save"/>	

Click to upload a fact sheet from your desktop







Radiation Safety Official



Establish Site Limits

Step 1: Click on the **site limits** link of the Radioactive Materials dashboard.

Step 2: Click on the  or  to edit or create new limits.

Step 3: Fill in the form shown to the right.

Radioactive Site Limit Record	
Start Date	<input type="text" value="YYYY-MM-DD"/> 
End Date	<input type="text" value="YYYY-MM-DD"/>  <i>leave blank if current limit record</i>
Rad Site	<input type="text" value="undefined"/> 
Isotope	<input type="text" value="undefined"/> 
Licensed Activity	<input type="button" value="refresh"/> <i>enter start date, site, isotope and click refresh</i>
<input type="button" value="cancel"/> <input type="button" value="save"/>	

Step 4: To create a rad site or isotope click on the  button next to the category to open the list. Click on the  button to open the new record page.









Radiation Safety Official

Establish User Limits


Step 1: Click on the [user limits](#) link of the radioactive materials dashboard.

Step 2: Click on the  or  to edit or create new limits.

Step 3: Fill in the form shown to the right.

Radioactive User Limit Record	
Start Date	<input type="text" value="YYYY-MM-DD"/> 
End Date	<input type="text" value="YYYY-MM-DD"/> 
Rad Site	undefined 
Isotope	undefined 
Permittee	 
Licensed Activity	<input type="button" value="refresh values"/> <i>enter start date, site, isotope, user, and click refresh</i>
<input type="button" value="cancel"/> <input type="button" value="save"/>	

Click to add the user receiving the permit

Step 4: To create a rad site or isotope click on the  button

next to the category to open the list. Click on the  button

to open the new record page.




Radiation Safety Official




Possession Summary Reports

Step 1: Click the [site possessions summary](#) or [user possession summary](#) link to view a table of the possessions summary reports.

Step 2: Review the data from the possession report. Activity reports can be calculated for a specific day using radioactive calculations.

Calculation Date 

Click to calculate the radioactivity for a user of a specific day

Radioactive User Possessions Result(s) (1 - 2) of 2   

Filter: [Possess (mCi)] >= 0

Sort: [Site], [User], [Isotope]

Site	User	Isotope	Max Activity (mCi)	Possess (mCi)
Se	Aaron, Marlen	I	0.0000	0.0000
Se	Abarca, Max	I	0.0000	0.0000



Radiation Safety Official

Usage Logs

Step 1: Click on the [usage log](#) link from the Radioactive Materials dashboard.


Step 2: Click the  or  to edit or Create a new record log.

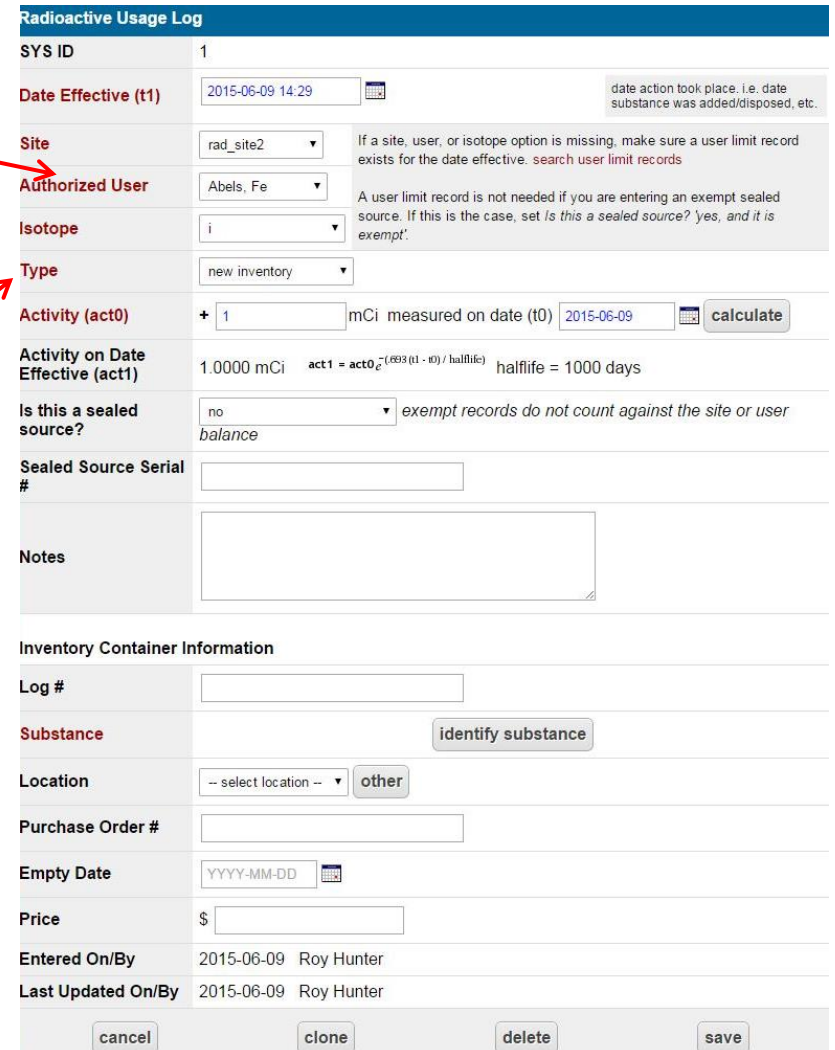
If there is not a user on the list, either is was not added to the Rad Users list, or the date of the permit documentations is incorrect

Step 3: Fill in all information about the Radioactive activity. Choosing different types will modify the form for that specific type.

Types Include:

Drain Disposal,
External Transfer,
Fume Hood Disposal,
New Inventory,
Rebalance, Residual
Loss, Return to
vendor, Waste
Disposal

Step 4: Click  when finished to add the radioactive usage log.



The screenshot shows the 'Radioactive Usage Log' form with the following fields and values:

- SYS ID:** 1
- Date Effective (t1):** 2015-06-09 14:29
- Site:** rad_site2
- Authorized User:** Abels, Fe
- Isotope:** i
- Type:** new inventory
- Activity (act0):** + 1 mCi measured on date (t0) 2015-06-09
- Activity on Date Effective (act1):** 1.0000 mCi
- Is this a sealed source?:** no
- Sealed Source Serial #:** (empty)
- Notes:** (empty text area)
- Inventory Container Information:**
 - Log #:** (empty)
 - Substance:** (empty)
 - Location:** -- select location --
 - Purchase Order #:** (empty)
 - Empty Date:** YYYY-MM-DD
 - Price:** \$ (empty)
- Entered On/By:** 2015-06-09 Roy Hunter
- Last Updated On/By:** 2015-06-09 Roy Hunter


Buttons at the bottom: cancel, clone, delete, save




Radiation Safety Official

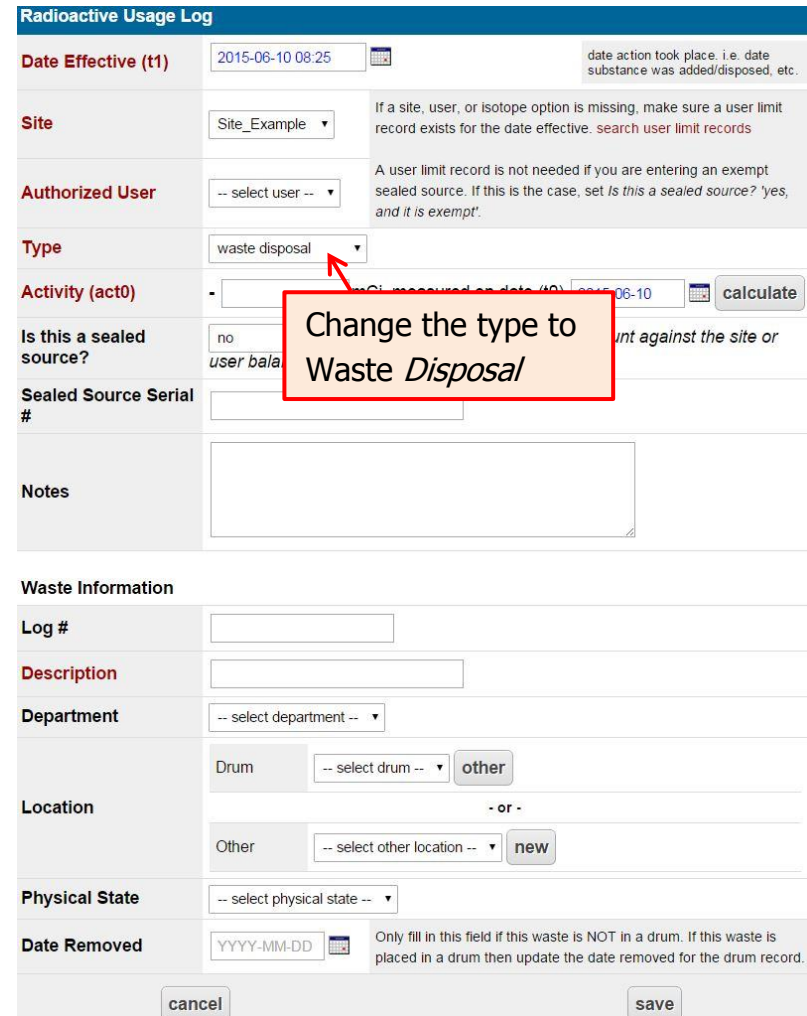
Disposal Log

Step 1: Click *All Drums* from the drums dropdown menu of the Radioactive Materials Dashboard.

Step 2: Select the  button next to the drum which contains the waste you would like to dispose.

Step 3: Review the drum record, then select the  of the Waste in Drum section at the bottom of the page.

Step 4: The disposal record form will look familiar to the radioactive log.




The screenshot shows the 'Radioactive Usage Log' form. A red callout box with the text 'Change the type to Waste Disposal' points to the 'Type' dropdown menu, which is currently set to 'waste disposal'. The form includes fields for 'Date Effective (t1)', 'Site', 'Authorized User', 'Activity (act0)', 'Is this a sealed source?', 'Sealed Source Serial #', and 'Notes'. Below the main form is a 'Waste Information' section with fields for 'Log #', 'Description', 'Department', 'Location', 'Physical State', and 'Date Removed'. A 'calculate' button is visible next to the 'Activity (act0)' field.




Radiation Safety Official




How to Create New Drum Record

Step 1: From the Radioactive Materials Dashboard, All Drums from the dropdown menu of the Radioactive Materials Dashboard.

Step 2: Click the  in the upper right corner of the screen to open up a blank drum record.

Step 3: Fill in the information about the new drum with the form shown to the right.

Step 4: Click the  button when finished to add the radioactive waste drum record.

Radioactive Waste Drum Record	
Drum ID	<input type="text"/>
Type	-- select type -- ▾
Status	-- select status-- ▾
Manifest #	<input type="text"/>
Isotope	<input type="text"/>
Date Started	2015-06-10 
Date Closed	YYYY-MM-DD 
Date Removed	YYYY-MM-DD 
Transfer To Drum	-- select drum -- ▾
Storage Location	-- select location -- ▾
Notes	<input type="text"/>
<input type="button" value="cancel"/> <input type="button" value="save"/>	

