

Inventory Control Instructions: Sealed Source RUAs.

This is a mass balance system: When 1 mCi comes in then 1 mCi must go out. The material coming in part begins with your materials purchase request, which is something that you are already doing. The material going out part comes from the material decaying, you disposing of it and/or transferring it. It's the "going out" processes that will be the focus of this training.

Purchase order requests

A quick review:

- Log on to the radiation safety section of our website at <http://ehs.berkeley.edu> and click on the "Radiation Safety Information Systems" link.
- Select the isotope limit that correlates to the material you wish to order.
- Enter the chemical form, physical form, amount, and any relevant comments.
- Click the "Add To Request" button at the top right of the page.

If your request is within RUA limits then you will receive an authorization e-mail. If your request exceeds your RUA limits then the system will alert you to that effect and no authorization number will be issued.

Use of the Online Inventory and Waste Tracking System (RSIS)

Beginning May 11th, you will begin referring to the online inventory as your inventory of record and to make source transfers or disposals. This training will familiarize you with how to log on and use the Radiation Safety Information System (RSIS).

The sealed sources currently in your possession will have already been entered into our on line inventory. Any sources received on or after May 11 will automatically be added to your online inventory before they are delivered to you in your lab.

ACTION: You must verify that the online sealed source inventory listing matches what you currently possess. Any discrepancies should be reported to radiation safety. Contact the radiation safety staff member who performed your last survey. You must also update the "source location". Instructions on how to do this are below.

The Basics on How to Use Our System:

The following is a step-by-step detailed review of how to use this system.

You'll use the same link to review your inventory that you would to put in a purchase request. Again, that is done by logging on to the radiation safety section of our website at <http://ehs.berkeley.edu> and click on the "RSIS" link. From here click on the Radioactive Material Inventory sub-tab.

From this page, you can view all the sources currently in your radioactive materials inventory. The only thing you need to do with these records is access them to do one of four actions:

- Change the location of the sealed source
- Transfer the sealed source to another RUA
- Transfer the sealed source to an off-campus user
- Request a pickup (as radioactive waste) from EH&S

The following is a step-by-step detailed review of how this is all done:

Choose which sealed source you are interested in by clicking the edit button next to the Material #. **The “Material #” should match the serial number on the sealed source itself.** This will take you to the “Item Details” page. This page displays the pertinent information about the sealed source and lists the various actions described above. After selecting the action you wish to perform you must then click the “Perform Action” button. The following are descriptions of each action.

Change location

The location of your sealed sources is documented in this section of the database. You will need to log on to our system and enter the physical location of all the sources currently listed in your inventory. This should also be one of the first things you do upon receiving a new sealed source. This is done by performing the “Change Location” action on the item details page. The “name” that you select for the location should be descriptive enough so that someone not familiar with your lab operations could easily locate the sealed source (e.g. in red pig in cave number two on the right in room 517). The location must be updated in the database anytime you change the source’s physical storage location.

Request an EH&S pickup

Once your sealed source has outlived its usefulness or is found to be leaking, you will need to have it disposed of as radioactive waste. To do this you will request an EH&S pickup. Once you have requested an EH&S pickup you will be contacted by EH&S to schedule a pickup and you will be given instructions on how to properly package the waste.

Transfer to another RUA

On occasion you may need to transfer a sealed source to another RUA. To do this, pick which sealed source you wish to transfer and select "transfer to another RUA" from the actions list. Enter the RUA you wish to transfer the materials to, and hit continue. Your transfer request will be checked within our system to ensure that the RUA you wish to transfer the material to is authorized to receive it. If they are in fact authorized to receive the material it will be transferred to a location in your inventory called “Radioactive Materials Pending Transfer from your inventory”, where it will remain until the other lab logs on to their inventory and agrees to accept the transfer. Until the other lab accepts material it will still count against your inventory totals.

Accept material pending transferring to your lab

If another lab has elected to transfer a sealed source to you, that will appear in a heading underneath your inventory. Select the sealed source you wish to accept and select "accept material" from the actions list. Select the RUA limit that you intend the material to be counted against. Please note that for multi-line sealed sources, multiple limits will apply. The system will then check on whether acceptance of the sealed source would cause you to exceed your RUA limits. If not, the system will place the sealed source in your inventory. If accepting of the sealed source would exceed your RUA limits, then the transfer would not be authorized by the system.

Transfer to another institution

If you have a sealed source that you need to transfer off campus to another institution you would use this action. Select which sealed source you would like to transfer and click the edit button. Select "transfer to another Institution" from the actions list and click the perform action button. Your transfer request will be sent to an EH&S specialist who will contact you right away for additional details on the shipment.

Don't forget, radioactive material shipping can be a complicated time-consuming process. Please give us as much advance notice for off-campus shipments as possible. At a minimum, you should call us at least five business days in advance. Don't forget, until the material is actually shipped off campus it will still count against your inventory totals.

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That covers the specific actions that you can take within our system. Below is a brief listing of the headings you might see on the front inventory page

Radioactive Material List (Sealed Sources)

The sealed sources listed in your inventory will appear under this heading.

Radioactive Materials Pending Transfer from your lab

When sealed sources are being transferred from your inventory list they will appear here until the transfer of the sealed sources is completed. This occurs when you request an EH&S pickup, when you request a transfer of a sealed source to another RUA, or you request a transfer of a sealed source to an off-campus location.

Radioactive Materials Pending Transfer to your lab

When another RUA is proposing a transfer of a sealed source to your RUA the transfer request will appear under this heading until you agree to accept the transfer.