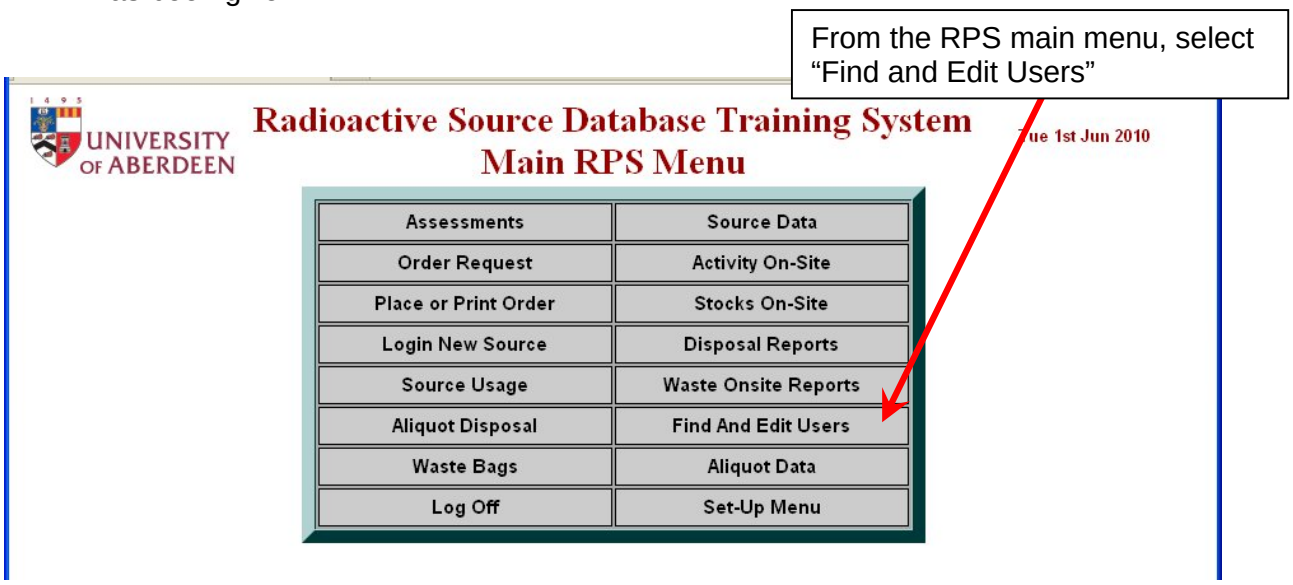
RPS instructions for new Isoinventory system

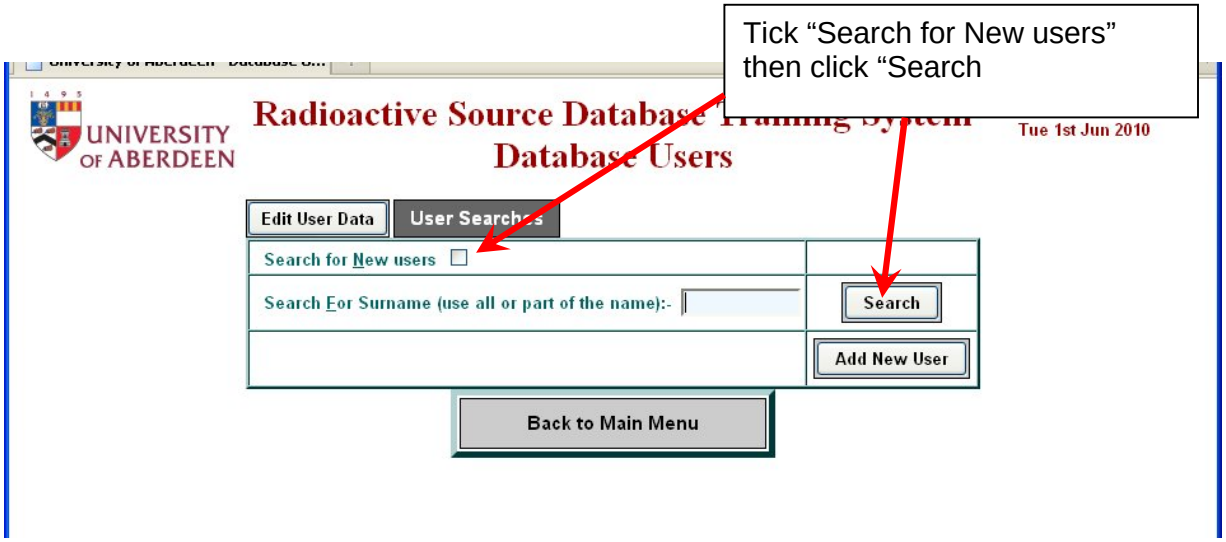
1st June 2010

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

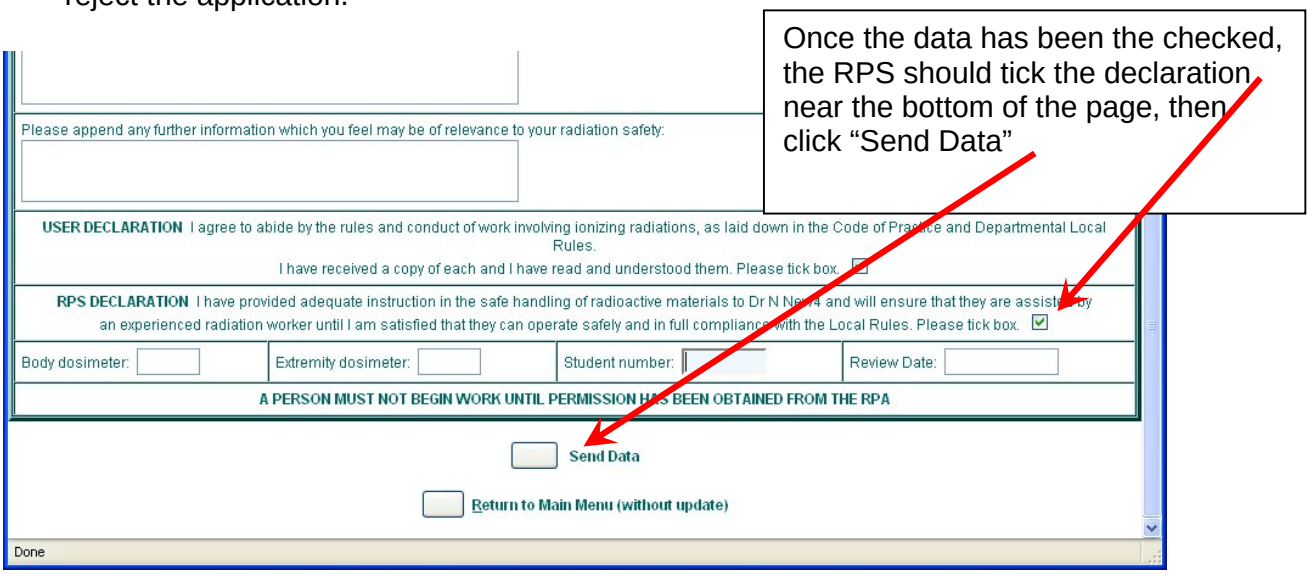




Next, select the user from the list and click “Edit Selected Entry”

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.

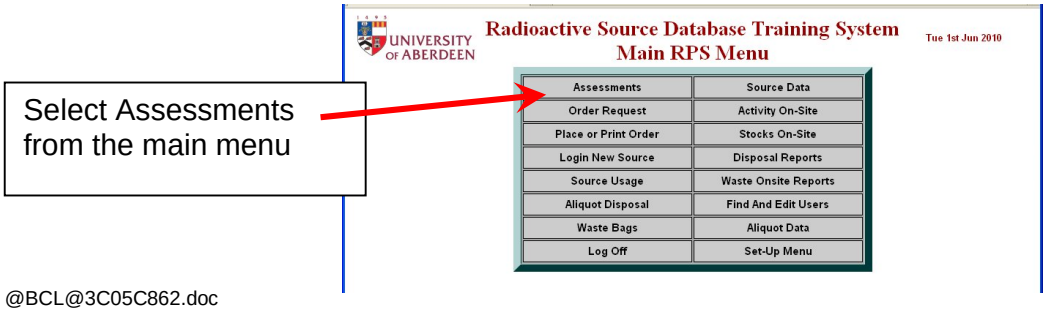


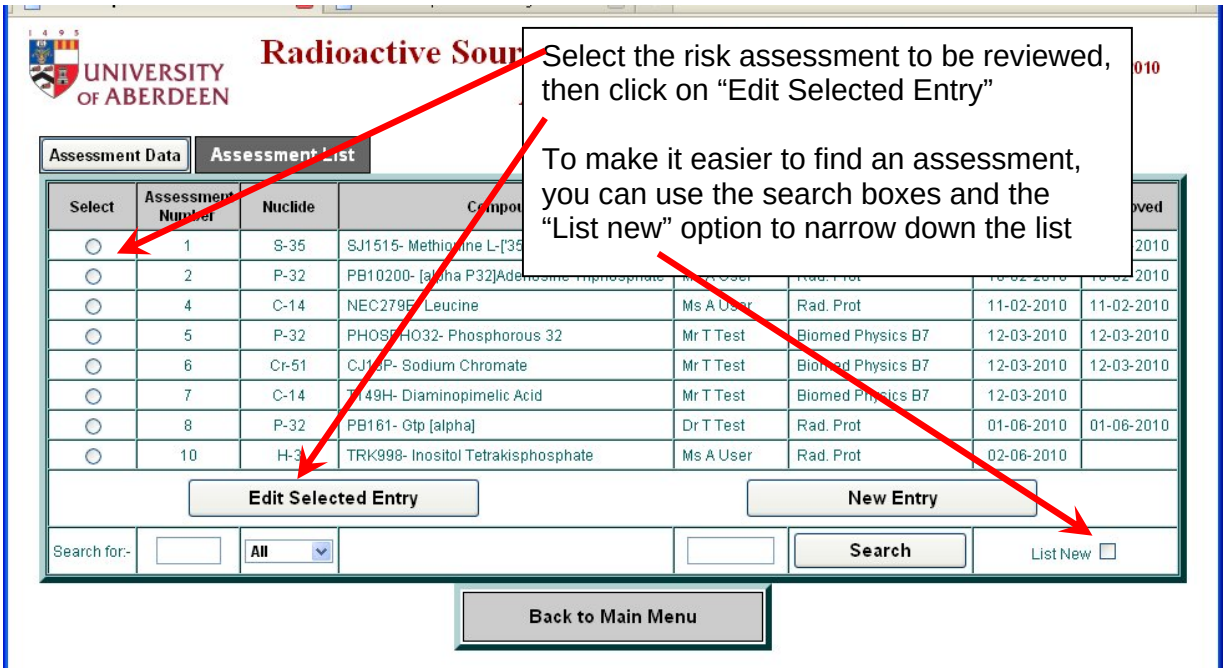
This step then sends an email to the RPA, who has final approval over a new user. Once the RPA has approved a user, notification emails are sent and the user may begin work.

Assessments

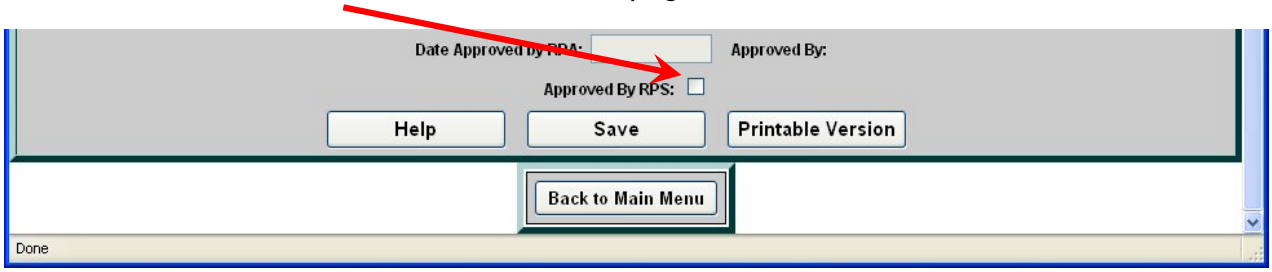
Before new sources may be ordered or used, they must be linked to a risk assessment within the Isoinventory system. A new assessment may be created, or the order may be linked to an existing assessment provided this is for the same nuclide and work.

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:





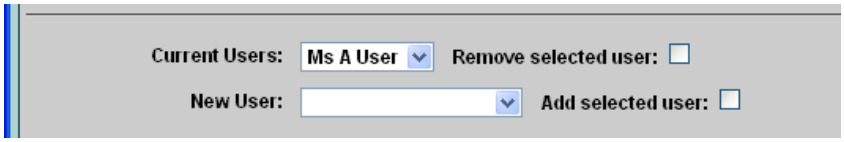
Check through the assessment and make any changes required. Once this is done, tick the box at the bottom of the page and click “Save”.



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:

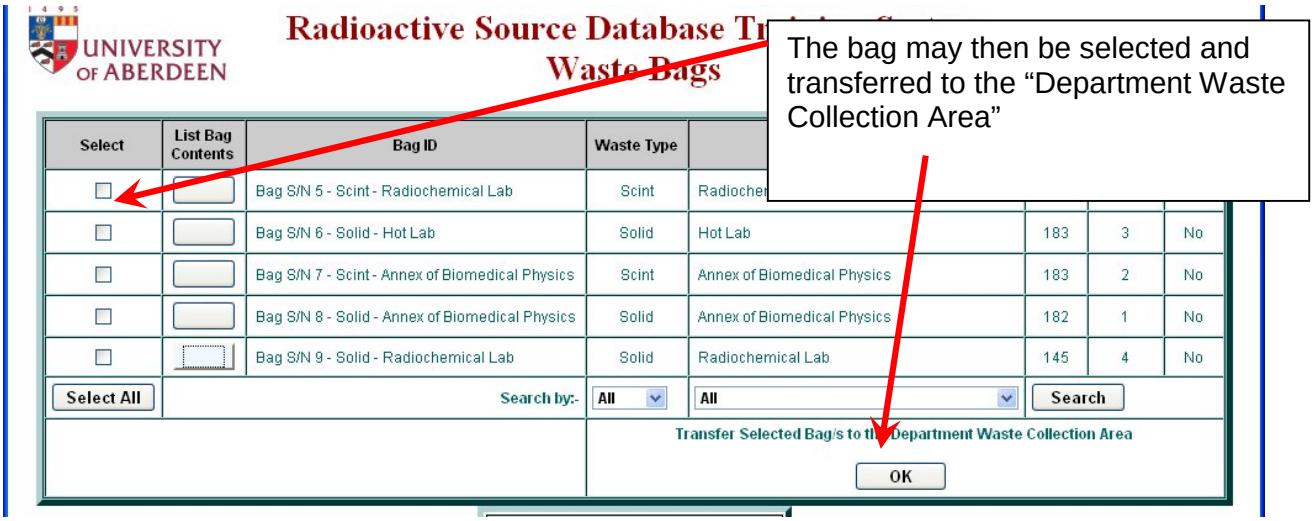


An email will then be sent to the RPS notifying them that the user has been added to the assessment.

Waste

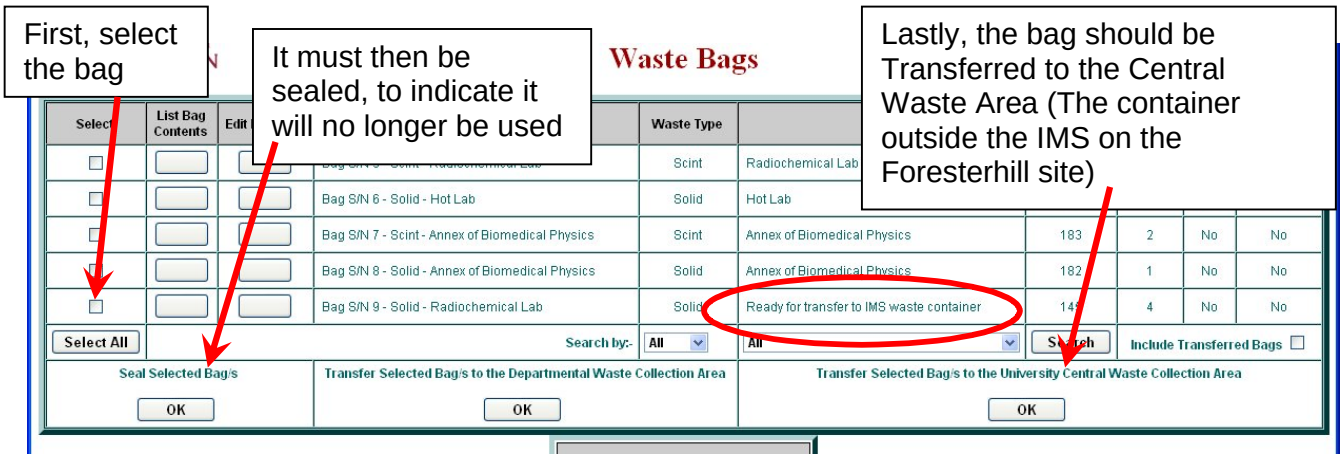
One of the most important functions of Isoinventory is tracking the location of radioactive waste produced by the University. In dealing with waste accumulation, the system has several steps which nee to be followed.

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 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:



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.