IsoTrack –Permit Link / Tab

The Permit Management Link or Permit Tab provides the University of MN laboratory personnel with a set of features to allow you to apply for, amend or manage your Radioactive Material Permit.

The functionality provided from this page of IsoTrack includes:

- **Apply for Radioactive Materials Permit:** Allows you to complete and submit an application for a Radioactive Materials Permit.
- **View My Radioactive Materials Permits:** Allows you to display all of your currently active permits and drafts, and to initiate an amendment to any existing permit.
- **Review/Reply to My Permit Violations:** Allow you to identify any violations associated with your permit, to correct and respond to them as appropriate.
- **Periodic Report:** Allows you to prepare and submit your Periodic (Quarterly) Report

The specific menu item selections and purpose are outlined within the remainder of this Quick Reference Help Text.

Table of Contents (Menu Selections)

Click on any of the table of content areas to obtain more detail relating to the general purpose and capabilities of these features.

APPLY FOR RADIOACTIVE MATERIALS PERMIT
Return to Table of Contents

This feature allows you to create an application for a Radioactive Materials Permit. The permit application includes a number of pages which are addressed in order, and will be submitted at your request when you have completed the application. You do not need to complete an application during a single period of time. You can stop and continue it at a later date if desired. If you stop an application, it will appear as a "Draft" copy for you which can be continued.

An application once submitted will be routed through the Radiation Protection Division (RPD) then the All University Radiation Protection Committee (AURPC) for review and approval. You will be notified of the status of your application via email. If your application is disapproved for any reason, it will be placed into draft mode to allow you to edit the application and resubmit it if desired. To complete an application for a Radioactive Materials Permit, the following information will be required:

- **Prospective User Information –** Includes building, office and contact information.
- **Radiation Safety Procedures Agreement** – you will be required to indicate agreement to abide by these rules to be issued a permit.
- **Identification of Isotopes** – you will be requested to identify the type of material (isotopes) and quantities that will be used (and authorized) for this permit.
- **Locations** – you will be requested to identify the locations (rooms/labs) which will be associated to this permit
- **Isotope Usage** – you will be requested to identify the specific room/lab in which each isotope on the permit will be used.
- **Lab Diagram** – you will be able to add a diagram of your lab space for each room/lab noted on the permit. RPD will work with you to develop and include these diagrams as needed. (**NOTE:** RPD will normally provide you with a copy of the appropriate lab diagram, or it will be associated to the lab/room you have selected, If you have any questions, please contact the RPD Help desk before attempting to upload a new diagram). This will not impact the permit approval process.
- **Lab Personnel** – you will be requested to identify (select) all personnel who will be associated to the permit, and authorized to work in the room/lab. You will also be allowed to assign a role to each participant which is used to control the system features that they will be allowed to access.
- **Create Protocol** – you will be requested to create each protocol which you will be performing within the labs as part of your permit application. The protocol definitions will require the following information to complete:
  - Protocol Tile (Name)
  - A short name for the protocol
  - Identification of the isotope and amount used per protocol
  - Identify the lab(s) in which the protocol can be run
  - Identify the frequency (estimate the number of times a protocol is run during the month)
  - Identify the waste distribution (percentages) resulting when the protocol is run
  - Identify any additional characteristics (hazards/usage) which exist as part of the protocol
- **Additional Protocol Information** – Once you have identified the protocol you will be requested to provide an upload document describing the protocol (Upload Protocol Document) in detail, and to identify the specific personnel associated with your permit who will be allowed to work with this protocol (Manage Protocol Users).
- **Training and Experience** – Once the protocol(s) are complete, you will be provided the ability to record any of your previous training information and work experience. **NOTE:** This information is relative to the permit holder. It is not considered to be your U of M Training record, or a replacement for it.

ALARA – You will be requested to provide a description (ALARA) for the methods / procedures you will be using within the labs associated to your permit to maintain the safety of lab personnel.

Once the information has been completed successfully, you can "Submit" your permit application. It will immediately notify the RPD that the permit has been submitted and is ready for the approval process to begin. Please note that any new permit must be approved by the following personnel:

- **RPD Health Physicist**
- **AURPC members**
- **AURPC Chairman**
- **RPD Radiation Safety Officer (RSO)**

VIEW MY RADIOACTIVE MATERIALS PERMITS

This feature provides the lab user the opportunity to review all of their existing permits and any draft permits which may be in process. From this selection the lab user may also submit any requests for changes, amendments or any other special requests relating to your permit. This will be described in detail as part of this document.

List of all Permits I Can Modify

When you first view this information you will see a complete list of all permits and draft information. The following information is displayed for each permit or draft.

- **Permit Selection Radio Button** – allows the user to select the specific permit record for further action
- **Permit Number** – Number assigned to this permit (This is a link which will display a PDF copy of the permit when clicked)
- **Permit Number Version** – appears in parenthesis immediately after the permit number (You do not need to be concerned with the version number).
- **Permit Holders Name** – (This is a link and will provide all of the permit holders contact information "name, phone, email etc." when clicked)
- **Contact Name** - (This is a link and will provide all of the contact persons contact information "name, phone, email etc." when clicked)
- **Permit Status** – displays the current state of the permit for example: approved, submitted, draft etc.
- **Changes** – This will appear as a link "Display" which will present a complete list of the changes applicable to this permit since it's issue
- **Amendment Type** – Displays the latest information relative to the type of permit. This will appear as "New Permit" if no amendments have been requested or will display the last amendment approved for the permit.
- **Start Date** – Displays the date on which the permit was issued
- **Expiration Date** – Displays the date on which the permit will expire (Permits are typically renewed every 4 years).
- **Approval Waiting for** – This area is used for new permits or permit amendments which are in process. The role of the individual currently reviewing the permit application or amendment will be displayed as either:
    - HP – Health Physicist

  – RSO – Radiation Safety Officer
  – AURPC Chairman
  – Technician (auditor, for some amendments)

The list of permits is displayed as shown below.

	List of all permits I can modify							
Permit Number	Permit Holder	Contact Person	Permit Status	Changes	Amendment Type	Start Date	Expiration Date	Approval Waiting for
⦿ 4 (5)	Fini, Tst4	Fini, Tst4	APPROVED	Display	New Permit	04/25/2012	06/01/2016	

Changes
Return to Table of Contents

As part of this feature you will be allowed to identify any changes which you would like to make to you permit. Changes which can be completed without any subsequent approvals include:

- **Change Contact Information** – Allows you to change any of the contact information related to the permit
- **Change Office Location** – Allows you to change the office location associated to the permit (NOTE: This location is considered your office space is not considered a lab on the permit)
- **Delete Draft Permit** – allows the user to select a draft and remove it. You will want to remove any old draft permit information to limit the number of items you are reviewing on this page
- **Submit Draft for Approval** – allows you to select a completed draft (request for change to a permit) and submit it for approval. This will change the Permit Status from "Draft" to "Submitted"

Amendments
Return to Table of Contents

The following amendments can be initiated, completed and submitted as part of this feature. These include:

- **Permit Renewal** – Used to request a renewal. This may be done with orr without changes to the permit. A simple renewal can be completed in a single action.
- **Modify Isotopes** – Allows you to add new isotopes or modify the ones currently associated with your permit. NOTE: You will be allowed to proceed to subsequent pages of the permit to complete other information relative to additions or changes to an isotope
- **Modify Locations** – Allows you to add or remove a location (Room/Lab) from your permit
- **Modify Possession Limits** – Allows you to change your possession limit associated to a specific isotope. This is the only information you will be able to change with this amendment.
- **Remove a Protocol** – Allows you to remove the protocol from the permit and lab where it is being used
- **Add/ Modify Protocol** – Allows you to create a new protocol or to modify an existing protocol on your permit

- **Maintain Permit Users** – Allows you to add or remove lab personnel from your permit, or to change the role assigned to this individual on your permit
- Maintain Protocol Users – Allows you to add or remove lab personnel associated with a specific protocol

Special Requests

Finally on this feature you are provided the ability to make special requests relating to your permit. These requests include:

- **Remove a Laboratory** – Allows you to request that a laboratory be removed from you permit (Lab Closure). This will initiate a set of steps which you will need to address to complete the request. Once completed, RPD will survey and complete the lab closure process.
- **Request Permit Inactivation** – This will initiate a request to RPD to inactivate your permit. Typically this is done for a short period of time and suspends the need to perform surveys, will no longer allow purchasing requests etc. A permit which is set to inactive will require a renewal at its normal expiration date.
- **Request Permit Termination** – This will allow you to request the termination of a permit. A permit which has been terminated cannot be re-instated. You will need to apply for a new permit.

The request for changes, amendments or special requests appears as a series of buttons as shown below.

Change Contact Information	Change Office Location	Delete Draft Permit	Submit Draft for Approval	Changes
Permit Renewal	Modify Isotopes	Modify Locations	Modify Possession Limits	Amendments
Remove a Protocol	Add / Modify a Protocol	Maintain Permit Users	Maintain Protocol Users	
Remove a Laboratory	Request Permit Inactivation	Request Permit Termination		Special Requests
Finished				

REVIEW/REPLY TO MY PERMIT VIOLATIONS

This feature is only visible if you have a permit assigned to you. The feature will provide you with a list of any current violations associated with your permit. If there are any violations indicated, you will be allowed to:

- Select the specific violation
- Review the type of violation
- Review a description of the violation
- Identify corrective action dates for the violation
- Respond to the violation
- Submit your corrective action and response to the violation to RPD

In general, this feature allows you to respond to and resolve any violations electronically.

PERIODIC REPORT
Return to Table of Contents

This feature is only visible if you have a permit assigned to you. The feature will provide you with the ability to review a history of all the periodic reports (aka Quarterly Reports) which you have submitted. Additionally, if it is time for you to submit a periodic report you will be allowed to create it from this selection.