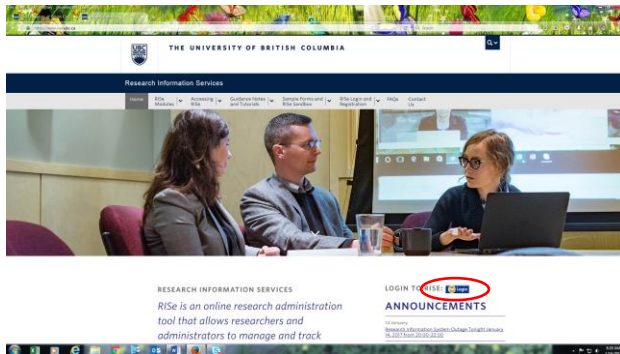
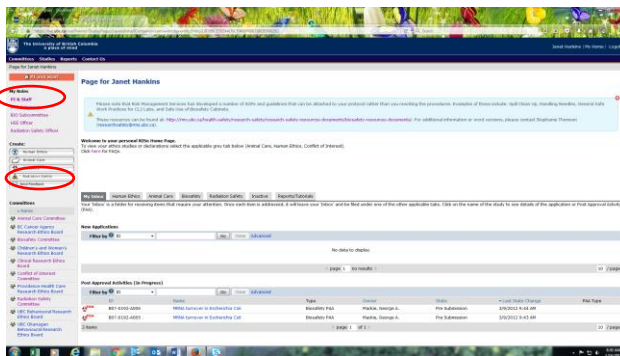


## Permit Application Steps for Open Source Permit

Go to [www.rise.ubc.ca](http://www.rise.ubc.ca) and login using your CWL.



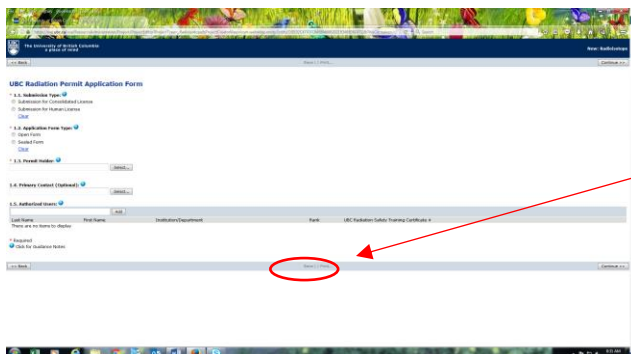
Check that the role “PI & Staff” is highlighted, if it is not – click on the letters. Then click “Radiation Safety” under the Create: menu on the left-hand side.



Page 1: Permit type and Personnel.

Choose submission type and application type. Please note that if you have both open and sealed sources, each type requires a separate permit application. The Permit holder must be a faculty member or have special permission authorized by the Radiation Safety Committee.

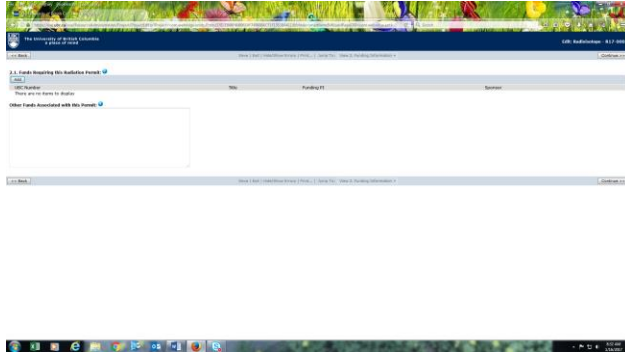
If your Authorized Users do not have a profile on RISE, they will need to [register](#). Training information is added by each Authorized User by clicking their name at the top right hand side of their home page on RISE.



As you work through the application, click save after entering data in each section to avoid data loss.

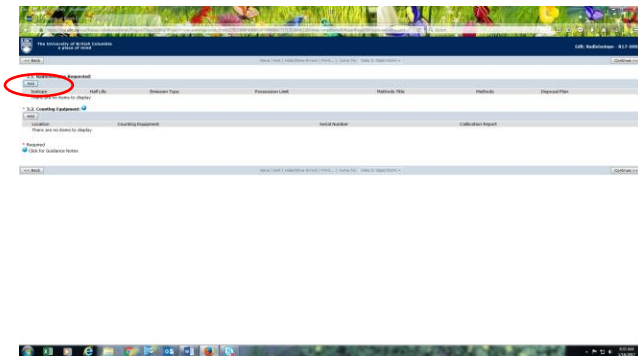
## Page 2: Funding.

Please add grant information that pertains to the work done on this permit. The comments box can be used to describe funds held by collaborators or centrally by departments.

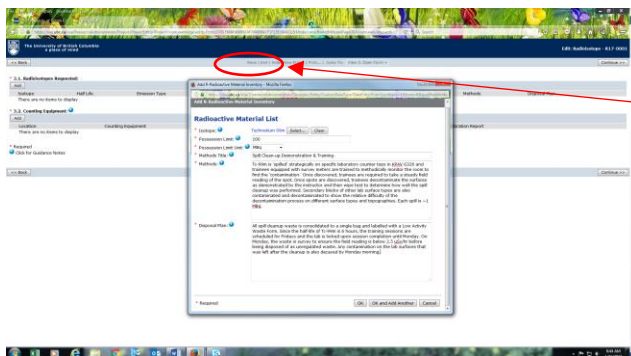


## Page 3: Radioisotopes & Counting Equipment.

Use the Add button to open up the window necessary to add an isotope.



This will lead to the popup window below. If your desired isotope is not in the list provided, then it is not on our institutional license. Contact [janet.hankins@ubc.ca](mailto:janet.hankins@ubc.ca) to arrange for its' addition.



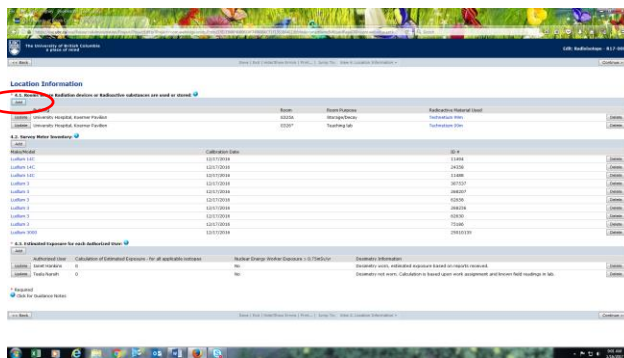
As you work through the application, click save after entering data in each section to avoid data loss.

#### Page 4: Locations, Survey Meters, & Exposure Estimation Calculations.

To add rooms, click the add button and search by building or room number for each room you wish to put on your license. If your room or building is not in the list, contact [janet.hankins@ubc.ca](mailto:janet.hankins@ubc.ca) to arrange for the addition.

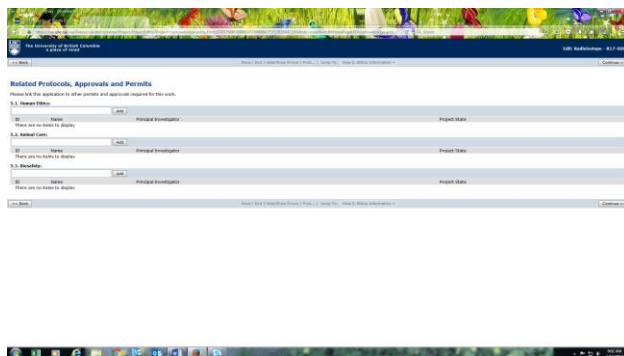
Survey meters are required for isotopes other than  $^3\text{H}$  and  $^{63}\text{Ni}$ . If the calibration date is not within the last 12 months, your purchasing access will be impacted.

Estimated exposure: this can be based on dosimetry reports, the emission characteristics of the isotopes used or calculated based on experimental set up. A numerical value – even if zero – must be entered prior to moving on.



#### Page 5: Connecting your Permit to your Ethics Approval, Animal Care Protocol and/or Biosafety Permit.

If the work described on Page 3 requires other approvals, please link them here to expedite review of your applications and prevent unnecessary provisos.



Last Page: Save & Close.



Back at your home page.

At this stage, you may still edit this application.

If you are ready to submit, please click submit. Once you do, a popup window asking you to choose your department and 'sign' the application. Once completed, your application is submitted for review by the Radiation Safety Committee and you will be notified of any questions, provisos and approval.

