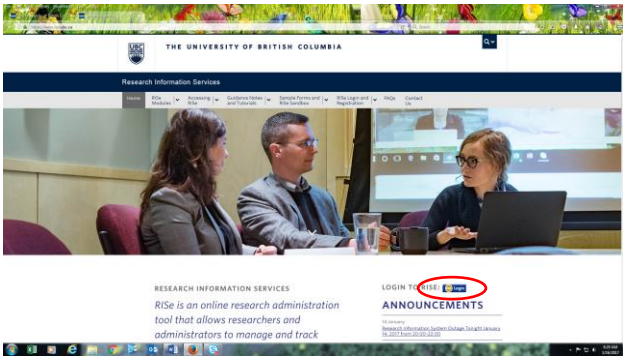
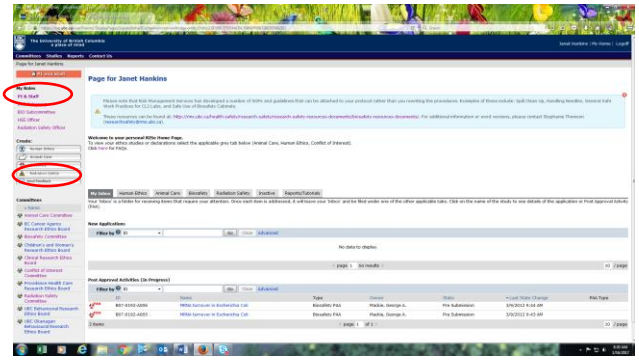
Sealed Source/Radiation Device Permit Application Guidance Document

Go to www.rise.ubc.ca and login using your CWL.



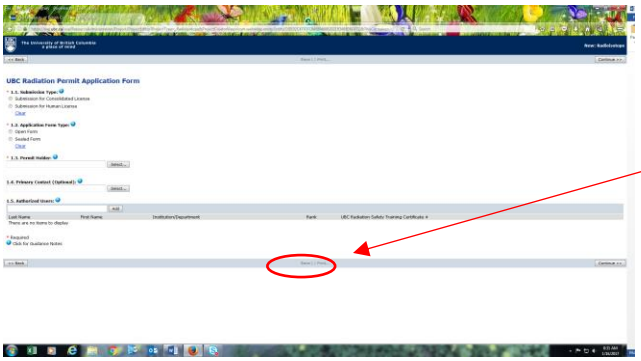
Check that the role “PI & Staff” is highlighted, if it is not – click on the letters. Then click “Radiation Safety” under the Create: menu on the left-hand side.



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.

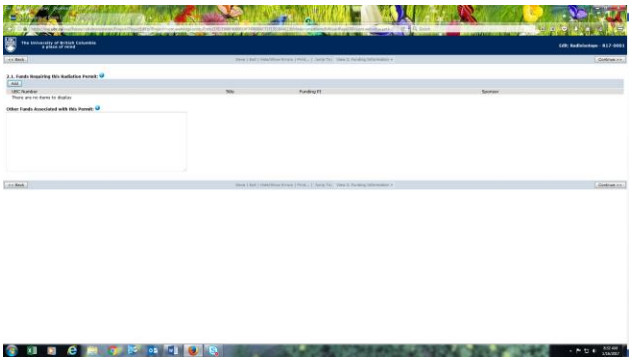
If your Authorized Users do not have a profile on RISe, they will need to [register](). Training information is added by each Authorized User by clicking their name at the top right hand side of their home page on RISe.



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

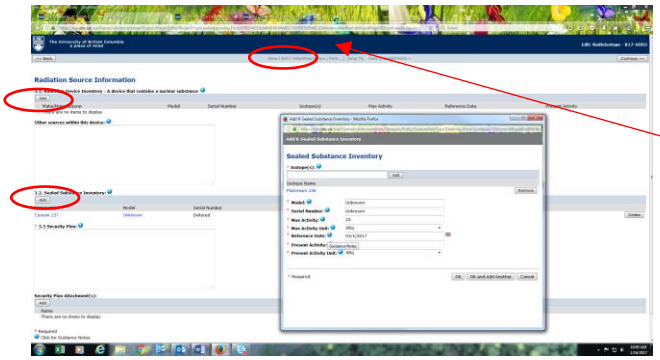
Page 2: Funding.

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.



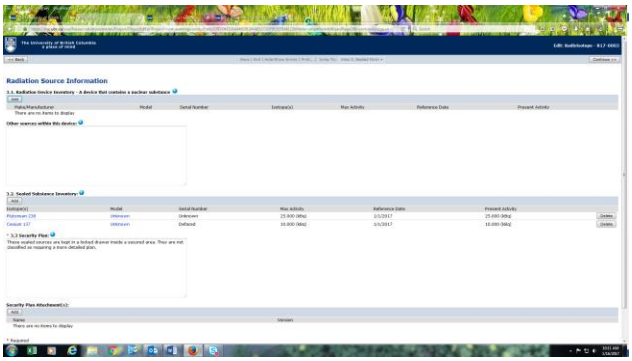
Page 3: Adding Radiation Devices & Sealed Substances

Use the Add buttons to add devices and sealed sources in each section. If your device or isotope is not in the list provided, then it is not on our institutional license. Contact 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.

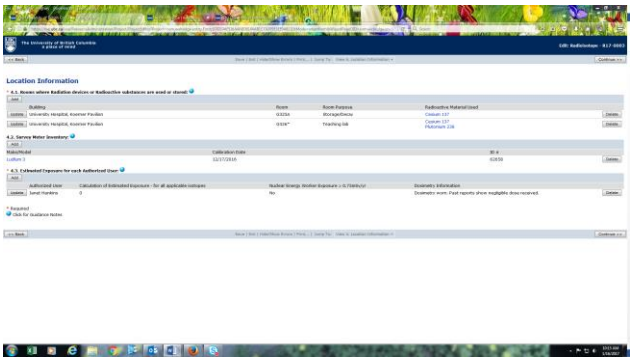
Your site security plan must detail the precautions taken to keep your radiation devices and sources secure from theft or misuse.



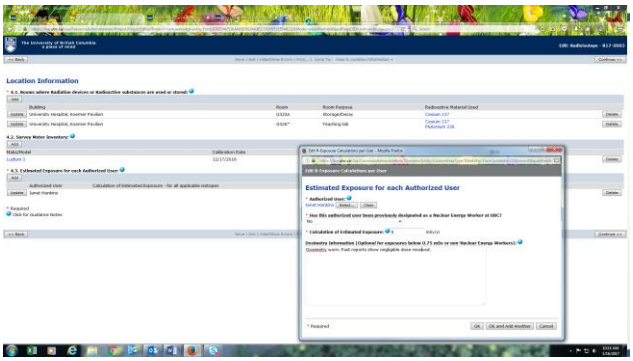
Page 4: Location Information

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 to arrange for the addition.

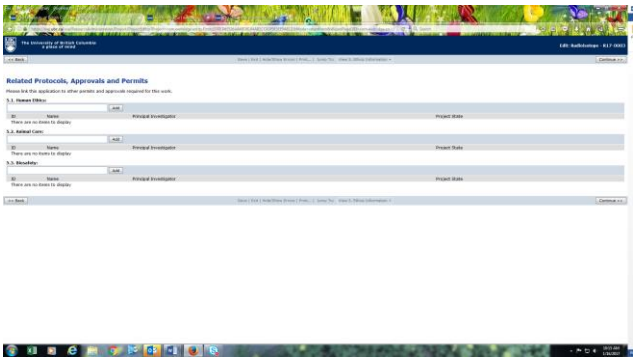
Survey meters are required for isotopes other than ^{3}H and ^{63}Ni. If the calibration date is not within the last 12 months, your purchasing access will be impacted.



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.



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

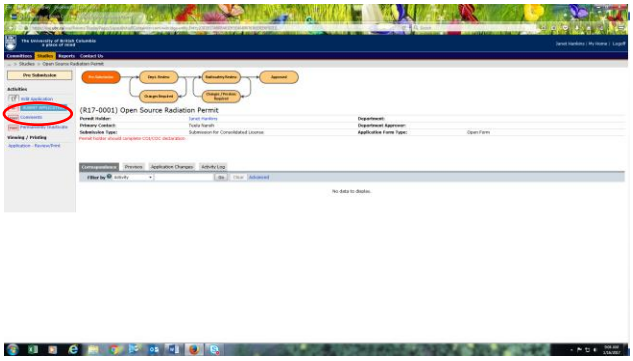


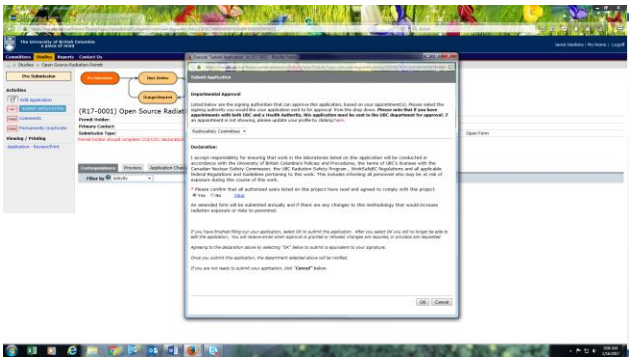
Last Page: Save & Close.

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.




Committees
Studies
Reports
Contact Us
Studies > Open Source Radiation Permit
Pre Submission
Activities
Edit Application
Submit Application
Comments
Permanently Inactivate
Viewing / Printing
Application - Review/Print
Pre Submission
Pre Submission
Open Source
Changes Required
(R17-0001) Open Source Radiat
Permit Holder:
Primary Contact:
Submission Type:
Permit holder should complete COI/COC declaration
Open Form
Correspondence
Previous
Application Chan
Filter by
Activity
Submit Application
Departmental Approval
Listed below are the signing authorities that can approve this application, based on your appointment(s). Please select the signing authority you would like your application sent to for approval from the drop down. Please note that if you have appointments with both UBC and a Health Authority, this application must be sent to the UBC department for approval. If an appointment is not showing, please update your profile by clicking here.
Radiocarbon Committee
Declaration:
I accept responsibility for ensuring that work in the laboratories listed on this application will be conducted in accordance with the University of British Columbia's Policies and Procedures, the terms of UBC's license with the Canadian Nuclear Safety Commission, the UBC Radiation Safety Program, WorkSafeBC Regulations and all applicable federal Regulations and Guidelines pertaining to this work. This includes informing all personnel who may be at risk of exposure during the course of this work.
* Please confirm that all authorized users listed on the project have read and agreed to comply with the project
Yes
No
Clear
An amended form will be submitted annually and if there are any changes to the methodology that would increase radiation exposure or risks to personnel.
If you have finished filling out your application, select OK to submit the application. After you select OK you will no longer be able to edit the application. You will receive email when approval or granted or refused, changes are required, or provided are requested.
Agreeing to the declaration above by selecting "OK" below is submit or equivalent to your signature.
Once you submit this application, the department selected above will be notified.
If you are not ready to submit your application, click "Cancel" below.
OK
Cancel