NAVIGATING iRECS
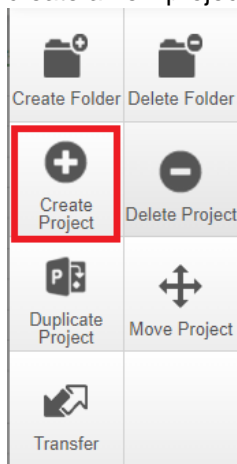
New Project (Application) – Radiation Safety

1. To create a new project (application), click on **Create Project** on the left-hand navigation panel.

2. Enter your **Project Title** (i.e. research project name) and select **Radiation Safety Application**, click **Create**.

3. You will arrive at the following page:

4. **Optional – Invite Collaborators**: At this stage, you can invite collaborators to complete the application form by clicking on **Roles**. A pop-up will appear, enter each collaborator's **name**/**email address**, and their **access type** (*'Read', 'Read & Write' OR 'Read, Write & Submit'*). Click on the **+** button to add another collaborator to the list, repeat the process until all collaborators are added. Click **Share Role** to complete the process.

   *Note: Only the **Project Lead/Supervisor** should be granted **'Read, Write & Submit'** access.*

   Note: Ideally, the Project Lead/Supervisor should be the one creating and submitting each iRECS application, as they are responsible for what is declared in each application. If you are filling in the iRECS application on behalf of a Project Lead/Supervisor, you need to transfer the record to the Project Lead/Supervisor to complete the necessary declarations and review the application before submission. See "Transferring iRECS Projects" for transfer instructions.
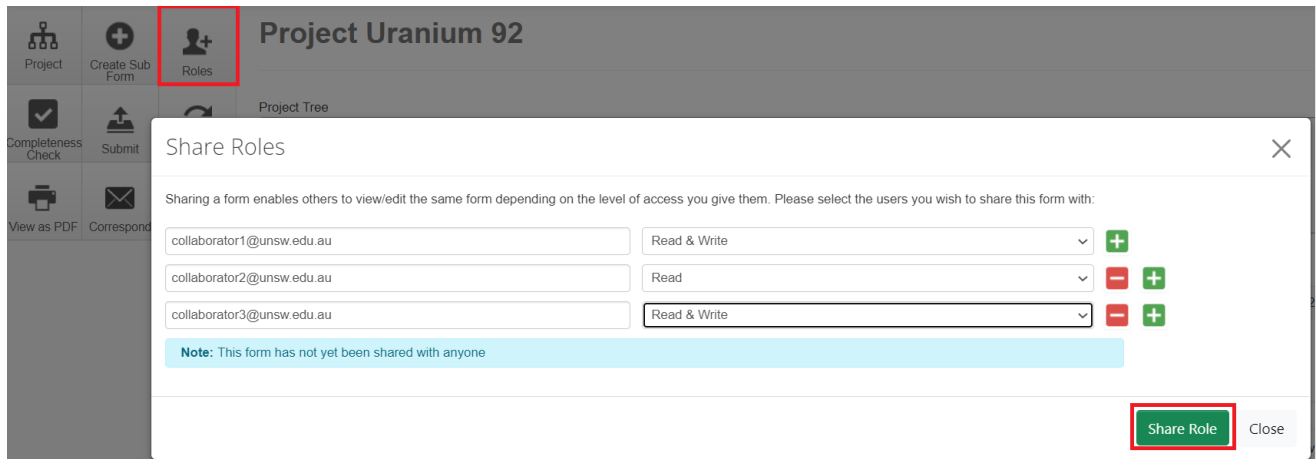
5. To commence your application process, click on the **Before you start** hyperlink.

   ## Radiation Safety Application

Section	Questions
Before you start	Before you start
New Application / Modification Request	New Application / Modification Request
Application Details	Application Details
Attachments	Attachments
Declaration	Declaration
Submission	Submission

6. Note the different functionalities on the page. You can navigate to the next page by clicking on **Next page/Next** or **Previous page/Previous** buttons at the bottom or left-hand panel of the screen. Click **Next page/Next**.
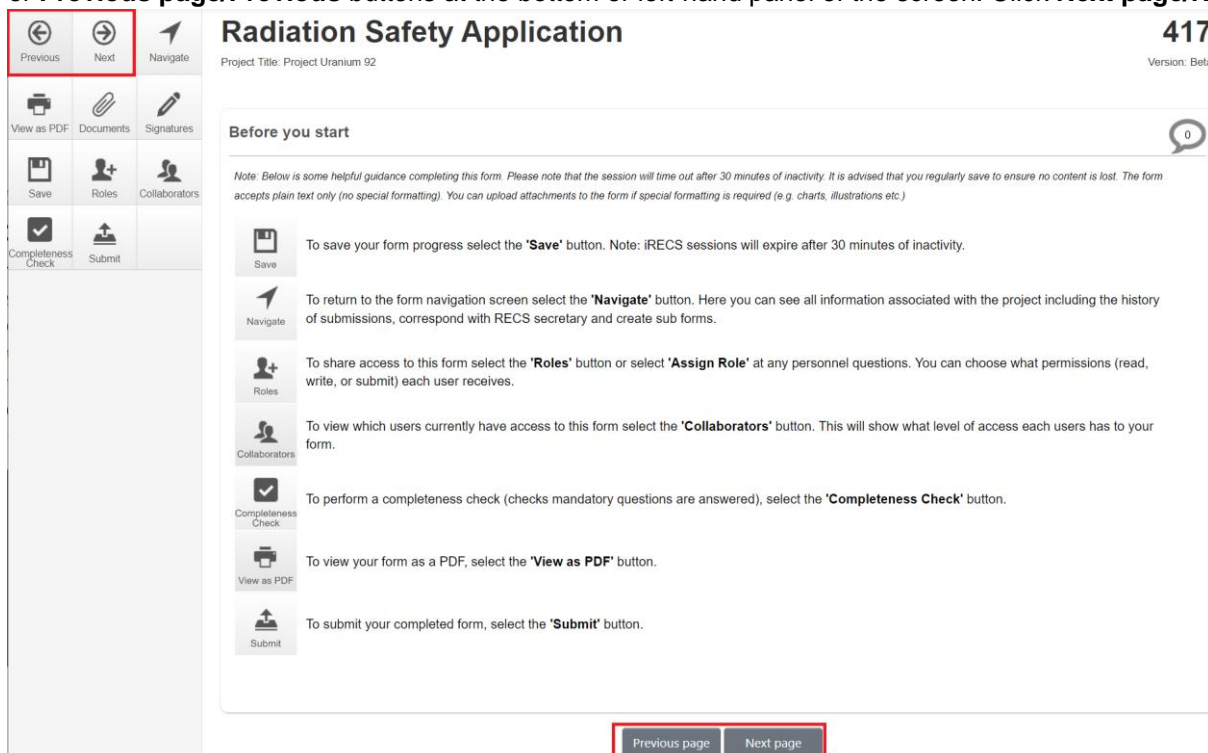
7. Select **New Application** and click **Next Page**.

New Application / Modification Request　　　　　　　　　　　　　　　　🗨 0

If this is the first time you are completing this form or if it has not been reviewed and approved please select 'New Application'. To modify the application after approval select 'Modification' and provide a brief summary of the requested modifications.

- ● New Application
- ○ Modification

　　　　　　　　　　　　　　　　　　　Previous page　　　Next page

8. For the **Application Details** section of the web form, select your **application type**. Click **Next page** once complete.

Application Details

Project Title/Laboratory Name

Project Uranium 92

Does this application refer to:

- ☐ Laser Laboratory Registration
- ☐ Laser Project Approval
- ☐ Ionising Radiation Apparatus/Laboratory Registration
- ☐ Ionising Radiation Project Approval

　　　　　　　　　　　　　　　　Previous page　　　Next page

9. The following sections will differ depending on the application type that you chose:

   Tip: Save your progress by clicking on the "Save" button on the left-hand panel to save your progress and/or complete your application next time.

   - For **Laser Laboratory Registration**
     i. Specify the **Location of Apparatus/Laboratory,** then click **Next page.**

         Location of Apparatus/ Laboratory

         | Room no. | |
         | Level | |
         | Building | |
         | School/Centre | |

ii. For the **Apparatus/Laboratory Custodian** section, enter the custodian's name into the search box, the custodian's details will then auto-populate in the details fields. Click **Assign Role** to confirm the role assignment, then click **Next page**.

iii. For the **Laser Details** section, enter the **Class 3B & 4 laser(s)** in the laboratory OR you intend to purchase. Click **Add Another** to add another laser, and repeat the process until all lasers are added. Click **Next page**.

iv. For the **Room Layout** section, **Upload** a floor plan of your lab, showing the **layout** of the room and the **orientation of all lasers**. Click **Next page**.

- For **Laser Project Approval**

  Tip: Save your progress by clicking on the "**Save**" button on the left-hand panel to save your progress and/or complete your application next time.

  i. Complete all relevant fields of the **Project Details** section of the web form, then click **Next page**.

  Project Details

  Is this a new or existing project?

  ii. For the **Project Personnel** section, enter the **name** of the **appropriate Project Personnel** into the **search box**, the personnel's details will then auto-populate in the details fields. Click **Assign Role** to confirm the role assignment. Click **Add Another** to add another person to the project, and repeat the process until all key personnel have been added. Complete the **remaining screening questions**, then click **Next page**.

  Project Personnel

  The RSC recommends the following authorised activities for appropriate access level. Please see our website https://research.unsw.edu.au/lasers for more information on training & access level.

Access Level	Authorised Activities
Project Supervisor	Overall authority & responsibility for project personnel's H&S & make recommendation to LSS to grant a user appropriate access upon satisfactory completion of training (induction, laser courses, on the job training)
Laser Safety Supervisor	Provide general supervision and lab induction to lab users & grant access control to lab users upon Project Supervisor's recommendation
Operator	Access to laser lab & controlled lasers & can provide direct supervision to Trainee
Trainee	Access to laser lab but not controlled laser. Must be under direct supervision at all time

  Project Supervisor

  Overall authority & responsibility for project personnel's H&S & make recommendation to LSS to grant a user appropriate access upon satisfactory completion of training (induction, laser courses, on the job training)

  *Note: Below is some helpful guidance on completing the personnel section of the form. Use the '**Search User**' field to prefill iRECS users information.*

  Assign Role *After specifying the contact details. Select '**Assign Role**' to share the form. This enables others to view/edit the same form depending on the level of access you give them.*

  T___ W___ (z___@unsw.edu.au)   **Assign Role**

Title	Dr
First Name	T___
Surname	W___
Faculty / Division	UNSW Canberra
School / Centre / Unit	School of Engineering & IT
Training Record	HSELS1, HSELS2, HSELS3
Email	z___@unsw.edu.au
zID	z___

  Add Another

  Is there a Laser Safety Supervisor other than the Project Supervisor?

  ○ Yes
  ○ No

iii. For the **Laser Details** section, enter **all lasers** to be used in your project. Click **Add Another** to add another laser, and repeat the process until all lasers are added. Click **Next page**.

Laser Details

Lasers involved in this project:

List here information of all the lasers to be used in the project.

Description

Manufacturer

Model #

iv. Complete all fields in the **Laser Safety Management Plan (LSMP)** section. Click **Next page** when done.

Laser Safety Management Plan (LSMP)

This section ensures the hazard management strategies that you have in place are justified, relevant and appropriate. All laser classification and hazard analysis is to be in accordance with AS/NZS IEC 60825 Safety of laser products Part 1 & Part 14. If this project is conducted in a facility that contains multiple lasers from multiple groups, this LSMP should be developed in consideration of risks from and for all other users in the space.

- For **Ionising Radiation Apparatus/Laboratory Registration**
  Tip: *Save your progress by clicking on the "Save" button on the left-hand panel to save your progress and/or complete your application next time.*

  i. Specify the **Location of Apparatus/Laboratory**, then click **Next page**.

  Location of Apparatus/ Laboratory

  Room no.

  Level

  Building

  School/Centre

  ii. For the **Apparatus/Laboratory Custodian** section, enter the custodian's name into the search box, the custodian's details will then auto-populate in the details fields. Click **Assign Role** to confirm the role assignment, then click **Next page**.

  Apparatus/Laboratory Custodian

  Apparatus/Laboratory Custodian

  Note: Below is some helpful guidance on completing the personnel section of the form. Use the **'Search User'** field to prefill iRECS users information.

  Assign Role *After specifying the contact details. Select **'Assign Role'** to share the form. This enables others to view/edit the same form depending on the level of access you give them.*

  T███W███z███@unsw.edu.au)   **Assign Role**

  Title   Dr

  First Name   T███

  Surname   W███

  Faculty / Division UNSW Canberra

  School / Centre / Unit   School of Engineering & IT

  Training Record   HSELS1, HSELS2, HSELS3

  Position   █████████

  Contact Number   ██████

  Email   z███@unsw.edu.au

  zID   z███

iii. Advise the **Proposed use of Apparatus/Laboratory** in the box provided. Click **Next page**.

Proposed use of Apparatus/Laboratory

Proposed use of Apparatus/Laboratory

iv. Specify the **Radiation Type(s)** for your application (check all that apply), then click **Next page**.

Radiation Types

Identify the types of Ionising Radiation for this application (check all that are applicable)

- ☐ Ionising Radiation Apparatus
- ☐ Sealed Source Devices
- ☐ Unsealed Radiation Source

v. Complete **additional questionnaires** for **each radiation type** you specified.

vi. For the **Laboratory Classification** section, specify the **risk category** (low, medium, or high) of all laboratories utilised by the project. Click on **Add Another** to add another laboratory, and repeat the process until all laboratories are accounted for. Complete the **shielding questionnaire** and click **Next page** once done.

Laboratory Classification

According to *NSW EPA Radiation Guideline 7: Radiation shielding design assessment and verification requirements, laboratories are divided into three main categories of risk: low, medium* and *high. Where there are two or more different sources that are kept or used at the same location, they must be aggregated in accordance with Schedule B of the Code of Practice for the Security of Radioactive Sources.*

The category of risk of this laboratory is:

Room No.   View As

vii. Complete the **Room Layout** section by **uploading** a **floor plan** that meets the specified requirements. Click **Next page** when done.

Room Layout

Please attach a plan of the laboratory showing the dimensions of the room/s and the location of the radiation apparatus or self-shielded device, or where the radioactive substances are to be used.

Upload Document

- For **Ionising Radiation Project Approval**

*Tip: Save your progress by clicking on the "**Save**" button on the left-hand panel to save your progress and/or complete your application next time.*

i. Complete all relevant fields of the **Project Details** section of the web form, then click **Next page**.

Project Details

Is this a new or existing project?

ii. For the **Project Personnel** section, specify the **Project Supervisor/Lead** by entering the **supervisor's name** into the **search box**, the supervisor's details will then auto-populate in the details fields. Complete the **EPA User License** details, then click **Assign Role** to complete the assignment process.

Project Personnel   💬 0

Project Supervisor

Note: Below is some helpful guidance on completing the personnel section of the form. Use the **'Search User'** *field to prefill iRECS users information.*

[Assign Role] *After specifying the contact details. Select* **'Assign Role'** *to share the form. This enables others to view/edit the same form depending on the level of access you give them.*

T⬛⬛ W⬛⬛ (z⬛⬛@unsw.edu.au)   [Assign Role]

Title	Dr
First Name	T⬛⬛
Surname	W⬛⬛
Faculty / Division	UNSW Canberra
School / Centre / Unit	School of Engineering & IT
Training Record	HSELS1, HSELS2, HSELS3
Email	z⬛⬛@unsw.edu.au
zID	z⬛⬛

Next, complete the **Other Project Personne**l section by entering the **name of all researchers and/or students** involved in the project into the **search box**, the project personnel details will then auto-populate in the details fields. Click **Assign Role** to complete the assignment process. Click **Add Another** and repeat the above process until you have all project personnel added.

Other Project Personnel

Note: For staff and student that do not have a user licence, a written approval for exemption must be prepared by a GE1 licence holder. This approval will be: given to each person to whom it relates to and conspicuously displayed at each place in which the regulated material to which the approval relates are proposed to be used.

Note: Below is some helpful guidance on completing the personnel section of the form. Use the **'Search User'** *field to prefill iRECS users information.*

[Assign Role] *After specifying the contact details. Select* **'Assign Role'** *to share the form. This enables others to view/edit the same form depending on the level of access you give them.*

Search User   [Assign Role]

Title	
First Name	
Surname	
Faculty / Division	
School / Centre / Unit	
Training Record	
Email	
zID	
Role in team	Please Select...
EPA user license?	○ Yes ○ No

[Add Another]

viii. Specify the **Radiation Type(s)** for your application (check all that apply), then click **Next page**.

Radiation Types

Identify the types of Ionising Radiation for this application (check all that are applicable)

- ☐ Ionising Radiation Apparatus
- ☐ Sealed Source Devices
- ☐ Unsealed Radiation Source

ix. Complete **additional questionnaires** for **each radiation type** you specified, then click **Next page**.

10. For the **Attachments** section, click on **Upload Document** to attach the requested forms/procedures/user license details (requirements vary between different application types), along with any additional **supporting documents** for your project. Click **Next page** once complete.

Attachments

Attach any additional supporting documents here.

Upload Document

11. For the **Declaration** section, indicate whether you **accept the declaration** (**Note: Project Supervisor/Lead should be the one making the declaration**). Enter the name of the **relevant Radiation Safety Supervisor (RSS)** and **HoS/Centre** into the **search box**, the RSS and HoS/Centre details will then auto-populate in the details fields. The nominated HoS will be notified upon submission of your application. **Do not click Assign Role (unless the RSS and/or HoS are collaborators in the research project).** Click **Next.**

Declaration

By submitting this application, I, the project supervisor declare that I:

- Certify that the information provided in this application is true and accurate.
- Will provide a copy of the approval to all project personnel.
- Will ensure that each person who is involved with this research has received training or instruction related to equipment and procedures specific to th and the hazards involved.

☐ Accept

School's Radiation Safety Supervisor

Please nominate your school's radiation safety supervisor to be notified upon approval of this application.

Search User

Title	
First Name	
Surname	
Department	
Email	

Head of School/Centre

Please nominate your head of school/centre to be notified upon approval of this application.

Search User

Title	
First Name	
Surname	
Department	
Email	

12. You have now completed your application. To save your application, click **Save**, then click the **Completeness Check** button to ensure all sections have been completed.

    Note: *If you are filling in the iRECS application on behalf of a Project Lead/Supervisor, you need to transfer the record to the Project Lead/Supervisor at this stage to complete the necessary declarations, review and then submission. A Project Supervisor is ultimately responsible for what is declared in each submitted application. See "Transferring Records" transfer instructions.*

13. Should the completeness check indicate that your application is complete, click **Submit** to submit your application.

    Note: *If you are filling in the iRECS application on behalf of a Project Lead/Supervisor, you need to transfer the record to the Project Lead/Supervisor at this stage to complete the necessary declarations, review and then submission. A Project Supervisor is ultimately responsible for what is declared in each submitted application. See "Transferring Records" transfer instructions.*

14. **Optional**: You can download a copy of the completed application (you can also do this pre-submission) by clicking on the **View as PDF** button. A pop-up will appear, **check/uncheck** the **With tabular summaries** option, then click **View**. A PDF report will then be generated.

FURTHER SUPPORT

- If you have any iRECS login or technical issues, please contact UNSW IT Services at itservicecentre@unsw.edu.au or (02) 9385 1333.

- For any queries, regarding the iRECS Human Ethics, Animal Ethics Gene Technology or Radiation Safety application approval and/or review process, please contact:
  Human Ethics: humanethics@unsw.edu.au
  Animal Ethics: animalethics@unsw.edu.au
  Gene Technology: genetechnology@unsw.edu.au
  Radiation Safety: radiationsafety@unsw.edu.au