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.

Create Project		×
Project Title* (Max 200 characters)		
Project Uranium 92		
Form*		
Radiation Safety Application	~	
		Create Close

3. You will arrive at the following page:

Project	Create Sub	&+ Roles	Project Uranium 92	2			0417
Completeness Check	Form	Refresh	Project Tree Project Uranium 92 Radiation Safety Application				
			Action Required on Form	Status	Review Reference	Application Type	Date Modified
			Yes	Not Submitted	N/A	N/A	23/11/2022 22:28
			Navigation Document		llaborators Submissions	Correspondence History	Show Inactive Sections
			Section		Questions		
			Before you start		Before you start		
			New Application / Modification Request		New Application / M	Iodification Request	
			Application Details		Application Details		
			Attachments		Attachments		
			Declaration		Declaration		
			Submission		Submission		

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.

<u>Note:</u> 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.

Project	Create Sub Form	& + Roles	Project Uranium 92			
		a	Project Tree			
Completeness Check		Share R	toles			\times
•	$\mathbf{\Sigma}$	Sharing a for	n enables others to view/edit the same form depending on the level of	f access you give them. Please select the users you wish to share this form with:		
View as PDF	Correspond	collaborator	1@unsw.edu.au	Read & Write 🗸	÷	
		collaborator	2@unsw.edu.au	Read	= =	
		collaborator	3@unsw.edu.au	Read & Write	= •	2
		Note: This	form has not yet been shared with anyone			
					Share Role	Close

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**.

Previous) Next	✓ Navigate	Radiation Safety Application	417 Version: Beta
View as PDF	Documents	D Signatures	Before you start	0
Save	L+ Roles	Collaborators	Note: Below is some helpful guidance completing this form. Please note that the session will time out after 30 minutes of inactivity. It is advised that you regularly save to ensure no accepts plain text only (no special formatting). You can upload attachments to the form if special formatting is required (e.g. charts, illustrations etc.)	content is lost. The form
Completenes Check	s Submit		To save your form progress select the 'Save' button. Note: iRECS sessions will expire after 30 minutes of inactivity.	
			To return to the form navigation screen select the 'Navigate' button. Here you can see all information associated with the project in of submissions, correspond with RECS secretary and create sub forms.	ncluding the history
			To share access to this form select the 'Roles' button or select 'Assign Role' at any personnel questions. You can choose what per write, or submit) each user receives.	ermissions (read,
			To view which users currently have access to this form select the 'Collaborators' button. This will show what level of access each form.	users has to your
			To perform a completeness check (checks mandatory questions are answered), select the 'Completeness Check' button.	
			View as PDF To view your form as a PDF, select the 'View as PDF' button.	
			To submit your completed form, select the 'Submit' button.	
			Previous page Next page	

7. Select New Application and click Next Page.

New Application / Modification Request)
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.	r
 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 Project Approval Ionising Radiation Apparatus/Laboratory Registration 		
 Ionising Radiation Project Approval 		
	Previous page	Next page

 The following sections will differ depending on the application type that you chose: <u>Tip</u>: 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**.

Apparatus/Laborato	ry Custodian	9				
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. Acsign 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. 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.

Laser Details		
List here information of all Class 3B & 4 lasers in the	laboratory or intending	j to purchase
Laser Specifications		
Class	Please Select	~
Type (eg YAG)		
Maximum Energy (include units)		
Wavelengths (nm)		
Operation Type	$^{\circ}$ CW	\bigcirc Pulsed
NOHD/NSHD		

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**.

Room Layout
Please attach a plan of the laboratory showing the layout of the room/s (including, curtains, block-out shutters, warning system, etc.) and the orientation of the lasers.
Upload Document

• For Laser Project Approval

<u>*Tip*</u>: 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 Personne			0
The RSC recommend information on training	-	uthorised activities for appropriate access level. Please see our website https://research.unsw.edu.au/lasers for n	nore
Access Level	Authorised Acti	tivities	
Project Supervisor		Overall authority & responsibility for project personnel's H&S & make recommendation to LSS to grant a user appropriate access upon atisfactory completion of training (induction, laser courses, on the job training)	
Laser Safety Supervisor	Provide general	Provide general supervision and lab induction to lab users & grant access control to lab users upon Project Supervisor's recommendation	
Operator	Access to laser l	lab & controlled lasers & can provide direct supervision to Trainee	
Trainee	Access to laser l	lab but not controlled laser. Must be under direct supervision at all time	
job training) Note: Below is some helpfo	ul guidance on complet	onnel's H&S & make recommendation to LSS to grant a user appropriate access upon satisfactory completion of training (induction, laser cou ating the personnel section of the form. Use the 'Search User' field to prefill iRECS users information. Ietails. Select 'Assign Role' to share the form. This enables others to view/edit the same form depending on the level of access you give then	
T W (z	@unsw.edu.au)		Assign Role
Title		Dr	
First Name		T	
Surname		W	
Faculty / Division		UNSW Canberra	
School / Centre / Unit	t	School of Engineering & IT	
Training Record		HSELS1, HSELS2, HSELS3	
Email		z @unsw.edu.au	
zID		z	
Add Another			
Is there a Laser Safet	ty Supervisor othe	er 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 analy 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 ultiple 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

<u>*Tip*</u>: 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, mediumand 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.

For Ionising Radiation Project Approval

<u>*Tip*</u>: 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	$\mathbf{\mathcal{P}}$
Project Supervisor	
Note: Below is some helpful guidance on comple	ting the personnel section of the form. Use the 'Search User' field to prefill iRECS users information.
Assign Role After specifying the contact of	etails. 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	Т
Surname	W
Faculty / Division	UNSW Canberra
School / Centre / Unit	School of Engineering & IT
School / Centre / Onit	School of Engineering at t
Training Record	HSELS1, HSELS2, HSELS3
Email	z @unsw.edu.au
zID	z

Next, complete the **Other Project Personnel** 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 Re
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.
- 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 (<u>Note</u>: 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 <u>submission</u> 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 the and the hazards involved.



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	

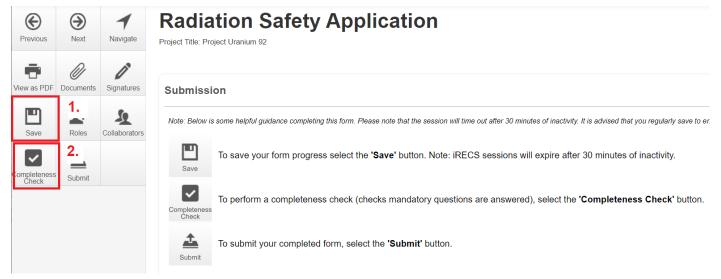
Head of School/Centre

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.

<u>Note</u>: 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.

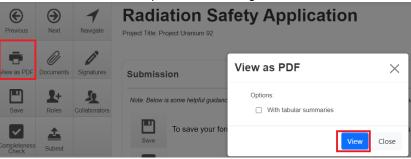


13. Should the completeness check indicate that your application is complete, click **Submit** to submit your application.

<u>Note</u>: 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.

Previous) Next	1 Navigate	Radiation Safety Application
View as PDF	O Documents	Signatures	Submission
Save	Roles	L Collaborators	Note: Below is some helpful guidance completing this form. Please note that the session will time out
Completeness	L Submit		To save your form progress select the 'Save' button. Note: iRECS s
Ċheck	Custin		Completeness Check
			To submit your completed form, select the 'Submit' button.

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: <u>humanethics@unsw.edu.au</u> Animal Ethics: <u>animalethics@unsw.edu.au</u> Gene Technology: <u>genetechnology@unsw.edu.au</u> Radiation Safety: <u>radiationsafety@unsw.edu.au</u>