

Radioisotope Management Module - Registrations  
Quick Start Guide – Researchers



**Prepared by BioRAFT Professional Services**

*Proprietary – Not for External Distribution*

Last updated: April 30, 2018

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## Starting a Radioisotope Materials Registration

### Knowing when a Registration is Due

You will be asked to complete a Registration if you:

1. Have a lab in BioRAFT which is newly rad-enabled
2. Have a rad-enabled lab in BioRAFT with a permit which has expired

Upon login, you will see a prompt alerting you to this requirement. Select "Start Now" to begin completing the Registration.

The screenshot shows the BioRAFT user interface for Renato H Adams. The top navigation bar includes the Earth Institute logo and the text "Welcome, Renato H Adams" with links for "Home", "Support", and "Logout". A left sidebar contains navigation options: "Adams Lab", "Research Tools", "Training", "Equipment", and "My Account". The main content area is titled "Welcome to BioRAFT" and features a prominent alert box with a red border and a warning icon. The alert states: "The 'Radioisotope Material Registration Wizard' is incomplete for the Adams Lab. [Start Now](#)". Below this, another alert indicates that the "Biological Registration Wizard" is approaching expiration and also provides a "Start Now" link. A third alert notes that training in the "Radiation Safety - Web" course is overdue, with a "Launch Course" link. The interface also includes sections for "Announcements" (dated 02/17/2017), "Compliance E-Mail Inbox" (listing reports from 06/27/2017 and 04/07/2017), "Required Training" (a table of courses with renewal dates), "Compliance Summary for Adams Lab" (showing status for Biological, Radiological, Chemical, Training, and Equipment), and a "Chemical Lookup" search bar.

**Welcome to BioRAFT**

⚠️ The "Radioisotope Material Registration Wizard" is incomplete for the Adams Lab. [Start Now](#)

⚠️ The "Biological Registration Wizard" is approaching expiration for the Adams Lab. [Start Now](#)

⚠️ Your training in the following course is overdue: Radiation Safety - Web [Launch Course](#)

**Announcements**  
**02/17/2017: Hazard Identification Training**  
 New Hazard training courses will be available in November. Stay tuned for more information!  
[View All Announcements](#)

**Required Training**

	Course Name	Renewal Date
⚠️	X-ray Equipment Safety - Web	09/01/2015
⚠️	Radiation Safety - Web	06/23/2017
⚠️	Biological Safety Level 2 (BSL2) - Web	07/14/2017
⚠️	Zoonosis - Web	07/19/2017
✅	Hazard Communication - Web	09/23/2019
✅	Laboratory Safety - Classroom	Never
✅	Biological Safety Level 2 (BSL2) - Classroom	Never
✅	Introduction to Laboratory Safety - Web	Never
✅	Radiation Safety - Classroom	Never

**Compliance E-Mail Inbox**

06/27/2017	<a href="#">Lab Inspection Report - 05/18/2017</a>
06/27/2017	<a href="#">Lab Inspection Report - 04/01/2017</a>
06/16/2017	<a href="#">Overdue On Training</a>
04/07/2017	<a href="#">Update Lab members</a>

[View Entire Inbox](#)

**Compliance Summary for Adams Lab**

Biological: ✅  
 Radiological: ⚠️  
 Chemical: ✅  
 Training: ⚠️  
 Equipment: ⚠️

[View Full Report](#)

**Chemical Lookup**  
 Chemical Name:



## Registration Welcome Page

The Welcome page of the Registration will give you basic information about what to expect. On this page, you may:

1. Choose to delegate the task of completing the Registration to a trusted member of your laboratory, or
2. Select "Continue" to fill out the Registration yourself.

**EARTH INSTITUTE** Welcome, Renato H Adams  
Support | Logout

### Radioisotope Material Registration Wizard

Radioisotope Material Registration Wizard Welcome

- Confirm Your Lab Members
- People & Isotopes
- Equipment
- Radioisotope Materials Registration Review
- Sign and Submit
- Thank You

### Welcome to the Radioisotope Material Registration Process

Principal Investigators are required to submit an application for use of Radioactive Materials before they are allowed to order, possess, or work with radioactive materials.

This wizard will guide you through:

- Identifying the isotopes that you wish to be authorized to order.
- A series of questions pertinent to your areas of research.
- Indicating the radiation detection equipment that you have available to you.
- Which personnel you wish to have on your permit.
- Confirm your training and experience with radioactive materials, as well as the personnel you wish to be authorized to work with radioactive materials.

Depending on your research this process will take between 30 minutes to 2 hours for initial population of your profile

You will need to update your submissions or add additional forms for future re-registrations, mid-year modifications, or before new research projects begin to ensure your profile data is up to date.

If you would like, you delegate this process to another member of your lab: [Delegate Now](#) **1**

**2**

## Delegating the Registration to a Lab Member

If you choose to delegate this task to a trusted member of your lab, you will see this page. Here, you may

1. select one of the members of your lab from the dropdown, or
2. add a new member to your lab if you do not see them available.

**EARTH INSTITUTE** Welcome, Renato H Adams  
Home | Support | Logout

### Delegation

Please indicate below the lab member that you would like to delegate to.

Smith, Jane 1

2 [Enter new lab member](#)

#### Delegate Registration Responsibilities

Before delegating the responsibility of registering your use of radioisotopes to your lab member(s) please read the following carefully.

What your delegee(s) will have to do:

- Identify the people in your lab that should have authorization to work with radioisotopes.
- Identify the radioisotopes you wish to have authorization to work with.
- Explain the procedures that you plan to perform using radioisotopes and safety equipment available.
- Provide any supplemental training or experience information about you or the members of your lab.

What you will still have to do:

- Review the summary of the information entered once it is complete (We will notify you.)
- Certify & Submit the summary to the Radiation Safety Office.

(Please ensure that your delegee(s) knows enough of the scientific details about your research to answer the questions.)

Once you are finished, select “Delegate” to complete the process. A message will be sent to your chosen delegate to notify them of this assignment.

## Filling Out the Registration

### Lab Members

The next step of the Registration will ask you to confirm the accuracy of the members of your laboratory in BioRAFT. Here, you may add or remove members as appropriate before moving on to the next step. When you are done, or if no changes are required, select “Done Adding Members” to proceed to the next step.

**EARTH INSTITUTE** Welcome, Renato H Adams  
Support | Logout

**Radioisotope Material Registration Wizard**

Radioisotope Material Registration Wizard Welcome

**Confirm Your Lab Members**

People & Isotopes

Equipment

Radioisotope Materials Registration Review

Sign and Submit

Thank You

### Lab Members

Please update any changes to your lab's personnel below. When you are finished, click "Done" to proceed on.

Name	Email	Designation	
Adams, Renato	Renato.H.Adams@bioraft.org	Principal Investigator	<a href="#">Edit</a>
Agg, Claud	Claud.T.Agg@bioraft.org	Graduate Student	<a href="#">Edit</a> <a href="#">Remove</a>
Buzzard, Kip	Kip.I.Buzzard@bioraft.org	Technician	<a href="#">Edit</a> <a href="#">Remove</a>
Howe, Howard	Howard.A.Howe@bioraft.org	Staff Scientist	<a href="#">Edit</a> <a href="#">Remove</a>
Rummel, Annamarie	Annamarie.C.Rummel@bioraft.org	Technician	<a href="#">Edit</a> <a href="#">Remove</a>
Smith, Jane	Jane.Smith@bioraft.com	Visiting Researcher	<a href="#">Edit</a> <a href="#">Remove</a>
Smith, Paul	Paul.Smith@bioraft.org	Co-Investigator	<a href="#">Edit</a> <a href="#">Remove</a>

[Definitions and Policies](#)

— Add a member —

**Name:**

**Designation:**  
Select

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. **Please only click Add Once.** Thank you for your patience.

Done Adding Members

## Radioisotope Users

This step contains most of the information that will be collected in the Registration. The first sections gather information about the people in your laboratory.

Please complete these sections with information about:

1. the License Holder/Authorized User (you, lab's Principal Investigator),
2. the users within your laboratory that you would like to be authorized to work with radioisotopes on your permit,
3. and indicate if you would like any of these individuals to have permission to place Rad order requests.

**Radioisotope Material Registration Wizard**

Radioisotope Material Registration Wizard Welcome

Confirm Your Lab Members

**People & Isotopes**

Equipment

Radioisotope Materials Registration Review

Sign and Submit

Thank You

### People & Isotopes

#### Radioisotope Users

Please complete the following fields to provide information about the applicant (Principal Investigator) as well as any personnel requested for authorization to perform radioactive material procedures.

License Holder

**Principal Investigator:** Renato H Adams 1

**Department:** Medicine

**Office Location:** Beyrent School of Medicine - 224

**Contact Information:** 617-475-9203

Briefly describe your previous work experience with radioactive materials to indicate your ability to administer your proposed radioisotope program. Include radioisotopes and maximum amounts used, as well as dates of experience.

**Experience Description: \***

I performed RIA assays using serum samples from clinical research subjects to evaluate adipokine levels. In my post-doctoral research I was an authorized user.

Authorized Radioisotope Users

List all individuals requested by the Principal Investigator (PI) to perform the procedures outlined in this registration.

Name	Designation	Authorized	Rad Order Requests
Renato H Adams	Principal Investigator	<input checked="" type="checkbox"/> <span style="color: red; font-weight: bold; font-size: 1.2em;">2</span>	<input checked="" type="checkbox"/> <span style="color: red; font-weight: bold; font-size: 1.2em;">3</span>
Claud T Agg	Graduate Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kip I Buzzard	Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Howard A Howe	Staff Scientist	<input type="checkbox"/>	<input type="checkbox"/>
Annamarie C Rummel	Technician	<input type="checkbox"/>	<input type="checkbox"/>
Jane Smith	Visiting Researcher	<input type="checkbox"/>	<input type="checkbox"/>



## Training Certificates, Requested Radioisotopes, and Experimental Procedures

1. If your Organization has the BioRAFT Training Module licensed, the training that you and your lab members have completed in BioRAFT will auto-populate on the Registration summary page. If you do not have the Training Module or you would like to upload your Biosketch, CV, or any additional training materials you may upload them here.
2. Select the Isotope(s) that you would like to be authorized to work with from the dropdown. Indicate the chemical form, possession limit in mCi, as well as whether this isotope will be used with animals and/or as a sealed source.
3. Summarize the procedures that you will be performing with all isotopes listed in the section above.
4. Upload any Standard Operating Procedures that you would like to include in addition to the Experimental Procedures listed in the section above.

**1** **Additional Documentation**

Please upload any additional files, such as the PI's biosketch or certifications for training relevant to this application.

**Attach new file:**  
 rhadams\_cv.docx

Allowed extensions: *txt doc docx pdf*

### Requested Radioisotopes

**2** **Isotopes**

Please list the isotopes you are requesting permission to use.

Isotope name	Chemical Form	Possession Limit	Animal Use	Sealed Source
Iodine 125	antibody	10	<input type="checkbox"/>	<input type="checkbox"/>
<Select>			<input type="checkbox"/>	<input type="checkbox"/>
<Select>			<input type="checkbox"/>	<input type="checkbox"/>
<Select>			<input type="checkbox"/>	<input type="checkbox"/>
<Select>			<input type="checkbox"/>	<input type="checkbox"/>

**3** **Experimental Procedures**

Please summarize the procedures that the requested radioisotopes will be used for, including radiological aspects of other experiments. Provide justification for the requested amount of the radioisotope, and why an alternative procedure is not available or preferred. Be sure to note any procedures that might result in aerosol such as heating, stirring, centrifuge, etc.

We will collect de-identified blood samples from IRB exempt protocols, extract serum and plasma, and perform standardized Millipore RIA assays to evaluate post-prandial Adiponectin and Leptin levels in humans with T2DM during various stages of weight loss.

**4** **Standard Operating Procedures**

**Attach new file:**  
 Millipore RIA SOP.pdf

Allowed extensions: *txt doc docx pdf*





## Rooms and Spaces, Safety Equipment

1. All spaces identified in your BioRAFT profile will be listed in the Rooms and Spaces section. Indicate whether any of these spaces will be used for work with and/or storage of radioisotopes. If you do not see any of your spaces listed, contact your EHS department to update them.
2. Indicate the types of safety equipment that you will have available to people working with radioisotopes in your laboratory. Select the appropriate isotope(s) from the dropdown, as well as details about the kind of PPE or equipment that will be used.

**1**

**Rooms and Spaces**

Please identify the rooms and spaces where work will be conducted and experimental models and reagents will be stored. If any spaces are not listed below, please contact EH&S in order to have them added.

Rooms and spaces within your laboratory that will be used for this project:

Building	Room #	Work	Storage
Cohn Center for Science and Fusion Research	Research lab 6700 - Benches 10A-13B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**2**

**Rad Safety Equipment**

Please indicate the type(s) of rad safety equipment that will be required and available to lab workers while working with radioactive materials.

**Shielding**

**Additional Details:**

**Selected Isotopes:**

**Gloves**

**Additional Details:**

**Selected Isotopes:**

**Lab Coats**

**Selected Isotopes:**

**Booties**

**Safety Glasses**

**Selected Isotopes:**

**Survey Meter**

**Fume Hood**



## Radioactive Waste

Here, you will be asked to indicate the types and volumes of contaminated radioactive waste that you expect will be generated in your laboratory. Select the method of disposal from the dropdown for each kind. This is the last part of this step of the Registration. When you are finished, select the "Submit" button to continue to the next step.

**Waste Generated**

For each isotope above, please specify the anticipated radioactive waste generated from its usage, the associated annual waste volumes, and method of disposal. Please remember to minimize waste whenever possible.

	Waste Type	Annual Volume	Method of Disposal
<input type="checkbox"/>	Liquid Scintillation		<Select>
<input checked="" type="checkbox"/>	Liquid	10mL	Sewer Disposal
<input type="checkbox"/>	Solid		<Select>
<input type="checkbox"/>	Biohazardous		<Select>
<input type="checkbox"/>	Sharps		<Select>

**Additional Information:**

Trace amounts of buffer washes will be poured down the drain.

Examples of types of waste would include: dry solids, aqueous liquids, non-aqueous or hazardous liquids, animal waste or carcasses, liquid scintillation, sharps, and metals.

Cancel Submit



## Equipment

On this step, you will be asked to review the Radiation Detection Equipment and Sealed Sources that you have in your inventory. You may add any missing Radiation Detection Equipment to your inventory on this page (When you add a new piece of equipment, you have the option to add a certification record for the device). If there are any Sealed Sources not listed, please contact your EHS Department to add them. Once you are finished, select “Next Step” to proceed.

- If you have added a new Geiger Counter or Scintillation Counter to your inventory, please use the browser back button to return to the Registration.

**Radioisotope Material Registration Wizard**

Radioisotope Material Registration Wizard Welcome

Confirm Your Lab Members

People & Isotopes

**Equipment**

Radioisotope Materials Registration Review

Sign and Submit

Thank You

### Equipment

Radiation Detection Equipment

Type	Manufacturer	Model	Serial Number	Building	Room #	Expiration		
Geiger Counter	Ludlum	3	<a href="#">1133</a>	<a href="#">Earth University Hospital</a>	112	12/18/2016	<a href="#">View</a>	<a href="#">Remove</a>

[Add Geiger Counter](#)  
[Add Scintillation Counter](#)

Sealed Sources

Type	Manufacturer	Model	Serial Number	Building	Room #	Expiration		
Sealed Source	Sealed Sources of America	432	<a href="#">5363</a>	<a href="#">Theys Institute</a>	542	N/A	<a href="#">View</a>	<a href="#">Remove</a>
Sealed Source	ICN	000-01	<a href="#">9876</a>	<a href="#">Cohn Center for Science and Fusion Research</a>	543	N/A	<a href="#">View</a>	<a href="#">Remove</a>

*When finished please click "Next Step" to proceed*

[Previous Step](#)
[Next Step](#)



## Registration Review

Here, you will be asked to review the information that has been entered for your Registration. If you would like to make any changes, you may go back to the appropriate step using the menu on the left.

<b>Radioisotope Material Registration Wizard</b>
Radioisotope Material Registration Wizard Welcome
Confirm Your Lab Members
People & Isotopes
Equipment
<b>Radioisotope Materials Registration Review</b>
Sign and Submit
Thank You

## Radioisotope Materials Registration Review

License Holder

**Principal Investigator:** Renato H Adams  
**Department:** Medicine  
**Office Location:** Beyrent School of Medicine - 224  
**Contact Information:** 617-475-9203

**PI Experience:**  
 I performed RIA assays using serum samples from clinical research subjects to evaluate adipokine levels. In my post-doctoral research I was an authorized user.

Authorized Radioisotope Users

Name	Designation	Authorized	Rad Order Requests
Renato H Adams	Principal Investigator	X	X
Claud T Agg	Graduate Student	X	X
Kip I Buzzard	Technician	X	
Howard A Howe	Staff Scientist		
Annamarie C Rummel	Technician		
Jane Smith	Visiting Researcher		
Paul Smith	Co-Investigator		

Training for Authorized Radioisotope Users

Training course	User	Email	Lab(s)	Date Taken	Expires
<a href="#">Radiation Safety - Web</a>	Howe, Howard	Howard.A.Howe@bioraft.org	<a href="#">Adams Lab</a>	07/03/2016	07/03/2017
<a href="#">Radiation Safety - Web</a>	Adams, Renato	Renato.H.Adams@bioraft.org	<a href="#">Adams Lab</a>	06/23/2016	06/23/2017
<a href="#">Radiation Safety - Classroom</a>	Adams, Renato	Renato.H.Adams@bioraft.org	<a href="#">Adams Lab</a>	05/30/2014	N/A
<a href="#">Radiation Safety - Classroom</a>	Howe, Howard	Howard.A.Howe@bioraft.org	<a href="#">Adams Lab</a>	06/01/2011	N/A

Additional Documentation  
[rhadams\\_cv\\_1499475...267.docx](#)



If you are the PI, you may select the “Certify” button at the end of the Review page to proceed to the next step of Certifying and Submitting your Registration. If you are the PI’s delegate, you will instead see a “Notify PI” button here. Clicking “Notify PI” will send a message to your PI to request them to log into BioRAFT to review and certify this registration for submission.

Rooms and Spaces			
Building	Room #	Work	Storage
Cohn Center for Science and Fusion Research	Research lab 6700 - Benches 10A-13B	X	X

  

Waste Generated		
Waste Type	Annual Volume	Method of Disposal
Liquid	10mL	Sewer Disposal

**Additional Information:**  
Trace amounts of buffer washes will be poured down the drain.

[Return to the Rad Snapshot](#)

## Submitting the Registration for Review

On the final page, you will be asked to review the standard safety principles of working with radioisotopes, and initial the page to certify your adherence to these policies. Select “Certify and Submit” to submit the Registration to EHS for review.

**Radioisotope Material Registration Wizard**

- Radioisotope Material Registration Wizard Welcome
- Confirm Your Lab Members
- People & Isotopes
- Equipment
- Radioisotope Materials Registration Review
- Sign and Submit**
- Thank You

### Sign and Submit

Please initial using RA.

All personnel listed on this application will:

- Follow ALARA Procedure (procedures to minimize personnel exposure and laboratory contamination).
- Wear appropriate PPE when handling unsealed radioactive materials (RAM).
- Work with RAM on absorbent paper in spill trays, and change contaminated paper.
- Keep liquid in double containment.
- Use the smallest practical amounts of RAM and confine use to as small an area as possible.
- Post RAM labs, work areas, and storage containers (including refrigerator/freezers) with appropriate "Radioactive Material" signs or labels.
- Maintain compliance with all required training.
- Monitor and report hands, clothing and work surfaces for contamination after each procedure and before leaving the area.
- Abstain from eating, drinking, smoking, applying cosmetics, or storing personal belongings in any area where radioactive materials are used or stored.
- Never pipette by mouth.
- Confine radioactive materials in containers clearly identified and labeled with the name of radioisotope, date, activity, and store them in secure locked containers and/or rooms.
- Transport any high energy beta or gamma emitting materials in shielded containers.
- Familiarize themselves with the SOPs and Safety Procedures associated with the radioactive material **before** working with the radioactive materials.
- Follow established emergency procedures for both minor and major spills.

Please initial here: \*

By clicking this button I, Renato H Adams, agree to all of the terms stated above.

## Thank you

Congratulations! Your Registration has now been submitted to EHS for review. A message will be sent to the appropriate personnel in the EHS Department to alert them of your submission. Select “Exit Registration” to return to the BioRAFT homepage.

- Email successfully sent to Marcus Mirren, [view message](#).
- Email successfully sent to Thorton Nelson, [view message](#).
- Email successfully sent to Harry Gilton, [view message](#).
- Email successfully sent to Richard Mathews, [view message](#).

Thank you for submitting your Radioisotope Material Registration.

[Exit Rad Registration](#)

## Registration Status

If you would like to review the status of your Registration, you may access it by selecting the “Snapshot” link under your Rad tab. If you would like to submit any changes to your Registration, you may do so by selecting “View Radioisotope Materials Registration” and then selecting the edit link.

View Edit Dashboard Members Bio Chem Rad Training

Summary | **Snapshot** | Rad Request | Waste Pickup Request | Completed Pickup Requests | Sewer Disposal Records

### Adams Lab Rad Snapshot

**Summary**  
Next Review Date: 02/18/2017  
Review Frequency: 3 years

[View Radioisotope Materials Registration](#)

**Radiological Isotopes**

Isotope name	Possession Limit	Animal Use	Sealed Source
Iodine 125	10 mCi	-	-

**Registration Summary**  
Submission: Current **Awaiting EHS Review**

Registration Started: 07/07/2017  
PI Last Certified: 07/07/2017 [Download PDF](#) | [View](#)  
Registration Approved: --

- Adams Lab
  - » View Lab Profile
  - » Compliance Dashboard
  - » Manage Members
  - » Send Lab Message
  - » Bio Summary
  - » Chem Summary
  - » Rad Summary
  - » Rad Request
  - » Rad Waste Pickup
  - » Self Inspections
  - » Manage Lab Forms
- Research Tools
- Training
- Equipment
- My Account

Please feel free to send an email to [support@bioraft.com](mailto:support@bioraft.com) with any questions you may have regarding the BioRAFT Radioisotope Management Module or call us at 1-800-939-RAFT x82.