


## Health Physics Reporting Checklist

Please follow the guidance below for completing your quarterly and monthly reporting requirements in the Health Physics Management Platform (SafetyStratus). Each task is followed by the steps involved in completing the task. The tasks can be done in any order.

**Important Note:** Notifications and reminders triggered from the SafetyStratus portal will be sent from [healthphysics@lists.stanford.edu](mailto:healthphysics@lists.stanford.edu). Please make sure this address is not routed to spam.

### Quarterly Report Tasks

Complete by July 31, 2023

- Task 1: Review your inventory, and begin using the “sub-vial” feature in place of the paper Daily Log Sheet. (Reference [User Guide](#))
  1. On the left sidebar, click on “Inventory” under Radiation Safety.
  2. Use the “sub-vial” feature to log any amount that was recorded on your daily use log. Keep in mind that this system decays all isotopes in real time, so the amount listed may be different than the information on your log sheet.
  3. Use the dispose feature when you are ready to sewer, solidify, or put into a radioactive waste box. Click on Add Container>Select Type>Create>Choose the % used or the activity>Confirm.
  4. If you have any sealed sources, they will also be listed in this section. Please make sure they are correct. If there are any discrepancies, please contact your Health Physicist.
  
- Task 2: Review your lab personnel and their radiation safety training. Remind users to renew any expired training. (Reference [User Guide](#))
  1. On the left sidebar, click on “Lab Profiles.”
  2. Review list of users.
  3. If users need to be removed, click the red x (  ) to the left of their name.
  4. If users need to be added, type their name or email address in the box titled “Add User To Roster,” then click the plus icon. Keep in mind that all roster members must have completed required training.

- Task 3: Review your Permitted Spaces and Permitted Equipment (includes sealed sources and meters). (Reference [User Guide](#))
  1. On the left sidebar, click on “Permits” under Radiation Safety.
  2. On the right of each row, click on “View” to open up the Permit details.
  3. Under “Permitted Spaces”, please verify that the rooms listed under your Permit (CRA) are correct. If there are any discrepancies, please contact your Health Physicist.
  4. Under “Permitted Equipment”, please verify that the sealed sources and meters listed under your Permit (CRA) are correct. If there are any discrepancies, please contact your Health Physicist.

### **Required Monthly/Ongoing Tasks**

- Task 1: Conduct your Monthly Radiation User Survey/Self-Inspection. You will continue to use your current paper room map, but the survey questions will now be answered as a “New Inspection” in SafetyStratus. (Reference [User Guide](#))
  1. On the left sidebar, click on “New Inspection” under Inspections.
  2. Search and select your PI. You should see “Monthly Radiation User Survey” under “Inspection Type.”
  3. If you would like to receive an email copy of the inspection, check the box next to your name in the roster below.
  4. Click on “Start Inspection.”
  5. Answer the questions once for all rooms. If you find something that is incorrect, make a comment in the provided box about which room you found the problem.
  6. Attach a copy of the room map and survey results in the last question of the survey. If not feasible, save the paper copy in your lab’s Radiation Safety binder.
  7. Once you are done answering all questions, click the “Complete Inspection” button at the top. If you need to step away and finish the Inspection at a later time, click the “Save and Exit” button. To resume the Inspection, click on “Continue an Inspection” under Inspections in the left sidebar. Click on the “User Inspections” tab and click the “Continue” button next to the Inspection to complete.

- Task 2: If you have any “Corrective Actions” assigned to you from a CRA renewal or previous survey inspection, you may review the findings, correct them, and use the green Complete button to close the action(s) out. (Reference [User Guide](#))
  1. First, if you are assigned any corrective actions, you will receive a notification from [healthphysics@lists.stanford.edu](mailto:healthphysics@lists.stanford.edu). By clicking on the link provided, you will be directed to log-in to SafetyStratus, and then the page that contains the corrective actions assigned to you.
  2. To view your assigned corrective actions in SafetyStratus, click on “Corrective Actions” under “Inspection Findings” on the left sidebar. To view the corrective actions associated with each inspection, click on the “Manage” button on the right side of the screen.
  3. Review each action. You can make comments, attach files, and extend the due date if you need more time. Once you have completed the corrective action, click the large green button “Complete.”