 <b>Fermilab</b>	<b>ES&amp;H Section Procedures</b>	
<b>Procedure Number/Name</b> ESH-RPO-SOURCE-03 Fermilab Data Entry Procedure for DOE Radiological Source Registry Tracking (RSRT) and Annual Verification Report		<b>Effective Date:</b> 2/17/2021
<b>Written by:</b> Kathy Graden	<b>Reviewed and Updated By:</b> Kathy Graden	<b>Revision:</b> 2

# Fermilab Data Entry Procedure for DOE Radiological Source Registry Tracking (RSRT) and Annual Verification Report

## Approvals

Written By:

Kathy Graden, ESH Radiation Physics Operations (RPO) Program Coordinator/Source Physicist

Reviewed By:

Sue McGimpsey, Radiation Safety Officer/Source Physicist Backup

Approved By:

Madelyn Schoell, RPO Department Head

### Revision History

Author	Description of Change	Revision Number	Revision Date
K. Graden	Editorial changes	0	11/30/2016
K. Graden	Changes include incorporation of ESH&Q Section procedure template, new numbering system, and editorial changes	1	1/10/2017
K. Graden	Incorporation of procedure into ESH RPO template. Editorial changes	2	2/17/2021

## Table of Contents

Approvals .....	1
Revision History.....	2
Table of Contents .....	3
Procedure .....	4
1.0 Purpose.....	4
2.0 Scope .....	4
3.0 Summary.....	4
4.0 Definitions .....	4
5.0 Responsibilities .....	4
6.0 Health and Safety Warnings .....	4
7.0 Material, Equipment & Training Needed .....	4
8.0 Procedural Steps .....	4
8.1 Logon to DOE RSRT database .....	4
8.2 My Sources .....	5
8.3 Adding a New Source to DOE RSRT Database.....	5
8.4 Entering a Transaction (Receipts and Shipments) into DOE RSRT Database .....	5
8.5 Entering a Source Correction into DOE RSRT Database – On-Site Transfers, Loans, Returns, and Sources To Be Disposed .....	5
8.6 Annual Verification and Reconciliation of IAEA Category I and II Sources Report.....	5
9.0 Data and Records Management .....	7
10.0 Quality Assurance/Quality Control .....	7
11.0 References .....	7
12.0 SOP Signature Sheet.....	7
13.0 Procedure Specific Training Checklist .....	7
14.0 Attachments .....	7
Attachment 1 .....	8

## Procedure

### 1.0 Purpose

The purpose of this procedure is to provide data entry instructions for the DOE RSRT database and completion of the Annual Verification and Reconciliation of International Atomic Energy Agency (IAEA) Category I and II Sources Report.

### 2.0 Scope

This procedure is limited to DOE RSRT data entry instructions and guidelines for completing the Annual Verification and Reconciliation of IAEA Category I and II Sources report.

### 3.0 Summary

DOE Order 231.1B *Environment, Safety and Health Reporting*, identifies the requirements for centralized inventory and transaction reporting for radioactive sealed sources. Each DOE site/facility operator that owns, possesses, uses or maintains in custody those accountable radioactive sealed sources identified in 10 CFR Part 835, Appendix E, and International Atomic Energy Agency (IAEA) Categories 1 and 2 radioactive sealed sources identified in Appendix A of DOE Order 321.1B, is required to submit information to the DOE RSRT database and to complete the Annual Verification and Reconciliation of IAEA Category I and II Sources report.

### 4.0 Definitions

N/A

### 5.0 Responsibilities

The Fermilab ES&H Section Radiation Physics Operations Department Program Coordinator/Source Physicist is responsible to complete DOE RSRT data entry and complete the Annual Verification and Reconciliation of IAEA Category I and II Sources report .

### 6.0 Health and Safety Warnings

N/A. This is a database procedure.

### 7.0 Material, Equipment & Training Needed

#### 7.1 Material & Equipment Required

- Computer

#### 7.2 Training Required

N/A. There is no TRAIN course associated with this procedure.

### 8.0 Procedural Steps

#### 8.1 Logon to DOE RSRT database

8.1.1 Go to the RSRT Home page at <https://rsrt.doe.gov/>

8.1.2 Insert a Personal Identity Verification - Interoperable (PIV-I) credentials ID (Smart Card) into a card reader and enter passcode associated with this credential. If you need to obtain a PIV-I credential, contact the Fermilab Office of the Chief Information Officer (CIO), Computer Security Department.

## 8.2 My Sources

- 8.2.1 My Sources is a way to see all approved, incomplete, pending, and rejected sources contained in the RSRT database. This report is useful to track sources that have been submitted for approval. Any changes to the RSRT database will be shown as pending until RSRT manager approves and makes the change to the database.
- 8.2.2 Follow instructions provided in Attachment 1, RSRT User Manual, Section 6 to obtain a list of 'Approved' sources.

## 8.3 Adding a New Source to DOE RSRT Database

- 8.3.1 To enter a new source, go to Attachment 1 of this document, Radiological Source Registry Tracking System User Manual.
- 8.3.2 Follow RSRT User Manual Section 3 instructions for adding a new source. Fill in the data fields using the following guidelines:
  - Reporting Identification Symbol (RIS): Enter 'CWA'
  - Site Assigned Source ID: Put in the source inventory number (source ID) for the new radioactive source
  - Facility: Use the pull down list to enter the current location of the source. If the pull down list does not include the location, enter 'Other' and a field will be generated. Enter the new location information in the 'Please Enter Facility' field
  - Manufacturer: Enter the source manufacturer. If the manufacturer is not listed, enter 'Other' and enter new manufacturer name in 'Please Enter Manufacturer' data field
  - Follow the rest of the instructions provided in Attachment 1, RSRT User Manual, Section 3

## 8.4 Entering a Transaction (Receipts and Shipments) into DOE RSRT Database

- 8.4.1 Follow the instructions provided in Attachment 1, RSRT User Manual, Section 4.

## 8.5 Entering a Source Correction into DOE RSRT Database – On-Site Transfers, Loans, Returns, and Sources To Be Disposed

- 8.5.1 For on-site transfers, loans, returns, and sources to be disposed, go to Attachment 1, RSRT User Manual, Section 5, Source Correction for instructions to enter these database changes.
- 8.5.2 Go to 'Facility' field to change the location for source loans, returns, transfers, and sources to be disposed. If the 'Facility' (location) is not displayed on the drop down list, select 'Other' and enter the location.

## 8.6 Annual Verification and Reconciliation of IAEA Category I and II Sources Report

- 8.6.1 Follow instructions provided in Attachment 1, RSRT User Manual, Section 7 to complete the annual verification of accountable sealed sources.
- 8.6.2 Download an excel file of ALL sources in need of verification. Click on the link provided below on the webpage that reads "Click here to run a report and export your sources."

- 8.6.3 Generate an Oracle APEX Accountable Isotope Inventory List. See ESH-RPO-SOURCE-02, Fermilab Radioactive Sources Database Entry Procedure, Inventory Lists, and Accountability Report, Section 8.11 to generate an Oracle APEX Accountable Isotope Inventory list. This procedure is located on DocDB here: <https://esh-docdb.fnal.gov/cgi-bin/sso/ShowDocument?docid=2139>.
- 8.6.4 Perform a one to one Source ID cross check of the downloaded RSRT accountable inventory list with the Fermilab Radioactive Sources Accountable Inventory list. This list must match identically with the exception that the RSRT list doesn't remove sources that have decayed below accountability levels. Therefore, there are usually two or three more sources on the RSRT list. Examples of sources that might show up on the RSRT list but that are no longer accountable are 60-3.7-1, 60-23.-1, 60-2.3-2, and 137-2.2-2.
- 8.6.5 Upon completion of the cross check, go back to the RSRT database and edit sources that need correction. Delete sources that are up to date and save the exported RSRT.xls file in "Excel 97-2003 Workbook" file format.
- 8.6.6 Upload excel file containing ONLY those records that have been changed and NEW records to be added.
- Excel fields MUST be in the same order you downloaded them in
  - File name: Fermilab CYXXXX Annual Verification of IAEA Category I and II Sources
  - Worksheet name: must be "RSRT"
  - When entering a new source, leave RSRT Source ID blank.
  - All Site Source IDs have to be unique within a RIS
  - The Document is color coded for your convenience, please see explanation below:
    - Blue – Read only fields, even if they are changed within the spreadsheet, they will be auto populated by the process
    - Red – Required fields. MUST be filled out before any new sources or corrections are submitted
    - Black – not required but can be filled in
    - Light blue – If reporting Disposal Transaction, these fields are required
    - Pink – If reporting Shipment Transaction, these fields are required
    - Orange – If reporting Disassemble Transaction, these fields are required
    - Green – If reporting Receipt Transaction, these fields are required
- 8.6.7 When reporting a source that has been deleted, enter the word "Deleted" in the Comments field followed by a brief explanation, e.g. lost, disposed, shipped to ..., etc. If the source has been shipped, disassembled or disposed, also enter the available data as identified in Note 3.
- 8.6.8 Changed sources will be verified by the system administrator and you will be notified when they are approved.

- 8.6.9 NOTE: The DOE RSRT recalculates the activity daily. Therefore, changes in the activity level due to radioactive decay are not required to be input as changes when verifying the RSRT data.
- 8.6.10 **Important Note: If there are no additions, deletions, or modifications needed to current RSRT database, an email stating that fact can be submitted to the RSRT Manager instead of entering updated Excel file into the RSRT database.** If the RSRT database is updated regularly throughout the year as new accountable sources are added or deletions are required, the RSRT database should be up to date.

## 9.0 Data and Records Management

DOE RSRT database website, <https://rsrt.doe.gov/>

ESH-RPO-SOURCE-03, Fermilab Data Entry Procedure for DOE Radiological Source Registry Tracking (RSRT) and Annual Verification Report, <https://esh-docdb.fnal.gov/cgi-bin/sso/ShowDocument?docid=930>

Radioactive Source Inventory Lists, <https://esh-docdb.fnal.gov/cgi-bin/sso/ShowDocument?docid=154>

## 10.0 Quality Assurance/Quality Control

This procedure is subject to a review/update frequency requirement of five years and is due 2/2026.

## 11.0 References

DOE O 231.1B, Environment, Safety and Health Reporting, <https://www.directives.doe.gov/directives-documents/200-series/0231.1-BOrder-b-admchg1/@@images/file>

## 12.0 SOP Signature Sheet

N/A

## 13.0 Procedure Specific Training Checklist

N/A

## 14.0 Attachments

DOE Radiological Source Registry Tracking System (RSRT) User Manual

Attachment 1

# USER MANUAL

## Radiological Source Registry and Tracking (RSRT)

05/16/2012



### 1. Accessing RSRT

#### 1.1 Registration

After registering at the RSRT Registration page (<https://rsrt.hss.energy.gov/registration/>) your account will be approved by the RSRT Manager. After it has been approved you will receive an email letting you know what credentials to use. If you have an existing account on the system (ORPS, CAIRS, Pollution Prevention, Fire Protection or NTS) you will use the same credentials. If this is a new account you will be given direction on how to get your new credentials.

There are 3 RSRT user levels.

**Administrator** – In general the Administrator is the RSRT Manager and others designated by the RSRT Manager to act in his/her stead. The Administrator is responsible for maintaining the RSRT, inputting data into the Nuclear Regulatory Commission National Source Tracking System (NSTS), coordinating the RSRT Annual Verification, completing the NSTS Annual Reconciliation, and for assigning user levels, and data access parameters to personnel requesting access to the RSRT.



**RSRT Operator** – An RSRT Operator is an individual at a DOE site/facility who is responsible for inputting the sealed sources data for his/her organization. A large site with multiple organizations, e.g. Oak Ridge, may have several RSRT Operators assigned in RSRT. Conversely, one RSRT Operator may report data for more than one organization. It varies from site to site. RSRT Operator access is assigned by their respective RIS Code(s).

**Read Only** - This user level is intended for personnel who though not directly responsible for data entry into the RSRT, may wish to be able to review the data for their organization.

## 1.2 Logging onto RSRT

After logging onto RSRT (<https://rsrt.hss.energy.gov>), the first screen that appears will include a drop down list in the upper left corner, and a **User Menu** (see Figure 1) on the right side. The drop down list includes links to the lists of your sources that are:

- **Approved** (currently included in the active RSRT data) – See section 6.
- **Pending** (awaiting action by the RSRT Manager) – See section 6.
- **Incomplete** (started and saved for later completion by the RSRT Operator) – See sections 3.2 and 6.
- **Rejected** (rejected by the RSRT Manager) – See section 6.

The **User Menu** includes links to:

- **New Source** (for entering a new or initially identified source) – See section 3.
- Transactions (for recording source **Manufacture**, **Shipment (Transfer)**, **Receipt**, **Disassemble**, or **Disposal**) – See section 4.
- **Source Correction** (for revising an approved source) - See section 5.
- **My Sources** (this screen is similar to the one discussed above that appears immediately after log in) – See section 6. What you are able to see is based on your access level as approved within RSRT.
- **Annual Verification** (for providing the annual update to RSRT) – see section 7.
- **RSRT Reports** (for downloading source data) – See section 8.
- Change Password (for revising your password) – See section 9.
- Security and Privacy Notice – See section 10.
- Help (including a link to this User Manual).



(Figure 1)

## 2. Adding a Trusted Site to Your Computer

Depending on your security settings, your browser may prevent you from viewing the RSRT online application. If that occurs, you need to add RSRT to your list of trusted sites. If you are using Internet Explorer, the steps below detail how to add RSRT as a trusted site. If you are using a different browser, see the documentation for your browser.

- Launch Internet Explorer.
- On the **Tools** menu, click **Internet Options**.
- On the **Security** tab, click **Trusted Sites** and then **Sites**.
- Type (<https://rsrt.hss.energy.gov>) and click **Add**.
- Click OK to close all windows.

When you log on to RSRT, Internet Explorer may prompt you again to confirm that RSRT is a trusted site. Click **Allow** to continue.

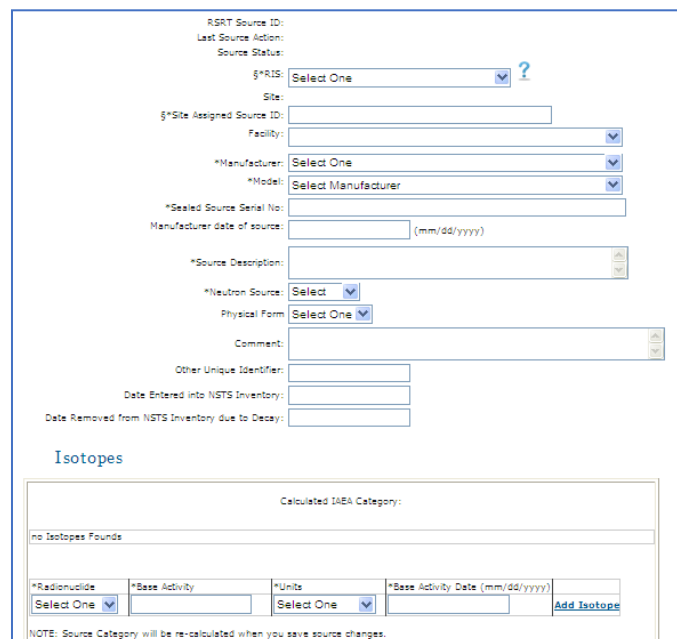
## 3. New Source (New or Initially Identified Source)

Only a user with sufficient permissions will be able to submit new sources. If you do not see the **New Source** menu item on your **User Menu** (Figure 1), and you think it is a mistake, please contact the RSRT Manager. Refer to <http://www.hss.doe.gov/InfoMgt/rsrt/> for contact information.

NOTE: Batch uploading multiple new sources can be accomplished using the Excel spreadsheet that is available via the **RSRT Reports** link or the **Annual Verification** link on the **User Menu**. Please contact the RSRT Manager for instructions before uploading a source with multiple isotopes using the Excel spreadsheet.

### 3.1 New Source Screen

To submit a new Source click on **New Source** on the **User Menu**. A blank **Source Information** (see Figure 2) screen will appear.



(Figure 2)

**WARNING:** Paper copies of this procedure may be obsolete after it is printed.  
The current version of this procedure is found at: ESH DocDB 930

**Source Information** Screen Fields (see Figure 2):

- **RSRT Source ID:** Read only - Auto Generated after the source is initially entered into RSRT. This is the RSRT unique identifier.
- **Last Source Action:** Read Only - Last Source Action (e.g. New, Shipment, Receipt, Disassemble, and Disposal). This field is blank until the source is entered into RSRT.
- **Source Status:** Read only – Current Status (e.g. Approved, Incomplete, Rejected). This field is blank until the source is entered into RSRT.
- § **\*RIS:** Select the **RIS** for which you are reporting. Once the **RIS** has been selected, the **Site** drop down list is auto populated.
- **Site:** Auto Populated based on the **RIS** selection.
- §\* **Site Assigned Source ID:** Enter a unique ID that your organization uses to identify the source you are submitting.
- **Facility:** Select a Facility from the drop down list. If the required Facility is not displayed, select **Other** and enter the Facility description.
- **\*Manufacturer:** Select Manufacturer from the drop down list. If the Manufacturer is not shown in the list, select **Other** and enter the Manufacturer. The Manufacturer selection will update the **Model** drop down list.
- **\*Model:** The **Model** drop down list is auto populated based on the **Manufacturer** selection. Select Model from the drop down list. If the Model is not shown in the list, select **Other** and enter the Model.
- **\*Sealed Source Serial No:** Enter the Source Serial Number. If no serial number exists, the **Other Unique Identifier** field below may be used.
- **Manufacturer date of source:** Enter the date the source was manufactured.
- **\*Source Description:** Provide a brief description of the source.
- **\*Neutron Source:** Select status from the drop down list.
- **Physical Form:** Select source physical form from the drop down list.
- **Comment:** Provide a comment, if needed for the RSRT Manager reviewing your entry, e.g. legacy source found during building cleanout and entered as a “new” source.
- **Other Unique Identifier:** If another unique identifier for the source is used by your organization, enter it here, e.g. when the sealed source serial number is lost, inaccessible, unreadable, destroyed.

**Isotopes** Fields

- **Calculated IAEA Category:** Read only field. The Category will be calculated and auto populated based on the source Isotope, Base Activity and Base Activity Date. The Category is automatically revised when a source decays below the threshold for a given Category.
- **Calculated 10CFR835 Reportability Value for Multiple Isotope Sources:** 10CFR835 Appendix E requires that the “Unity Rule” be applied to a source containing multiple radionuclides to determine whether the source needs to be managed in accordance with 10CFR835. The RSRT calculates this “Reportability Value” using the isotopic data entered. If the Reportability Value equals or exceeds 1.0, the source must be managed in accordance with 10CFR835, even though none of its individual isotopes exceeds their respective 10CFR835 Appendix E threshold value.
- **\*Radionuclide:** Select one radionuclide from the drop down list.
- **\*Base Activity:** Enter the base activity in either curies or terabecquerels. This may be the activity on the date the source was manufactured, or the date of the last inventory, or the date the source is reported to the RSRT, or any other known date.
- **\*Units:** Select the Base Activity units from the drop down list.
- **\*Base Activity Date:** Enter the radionuclide’s base activity date. (The RSRT updates the activity level daily, starting from the base activity date that is initially entered into RSRT.)
- **Add Isotope link –** Click on this link to enter the selected radionuclide and its activity data. If another radionuclide is to be added, return to the Radionuclide step, and repeat the process.

**NOTE:** For sources containing only 1 isotope listed in 10CFR835 Appendix E, if the activity is below the 10CFR835 Appendix E threshold value, the source should not be entered into RSRT. For sources containing more than 1 isotope listed in 10CFR835 Appendix E, all of the isotopes listed in 10CFR835 Appendix E should be entered into RSRT regardless of their activity levels.

**NOTE:** RSRT recalculates the activity level nightly to adjust for radioactive decay, and adjusts both the **Calculated IAEA Category** and the **Calculated 10CFR835 Reportability Value for Multiple Isotope Sources** values based on the updated activity.

**Licensee Fields** - This information is read only and will be auto populated (see section 3.4).

**Last Updated By Fields** - This information is read only and will be auto generated (see section 3.4).

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown". The data may be left blank if you plan to save the source as Incomplete and return later to finish it. See section 3.2.

§ Fields marked with section sign must be completed before an incomplete source is saved.

After entering the data you have two options as shown in Figure 3 "Save Incomplete Source" or "Submit for Review" that are discussed in sections 3.2 and 3.3.



(Figure 3)

### 3.2 Save Incomplete Source

You have the ability to save an Incomplete source, and then come back and finish/modify it at a later time. The source remains in the Incomplete status until all required data fields are completed and the source is submitted for review.

All Incomplete sources can be accessed by clicking on the **My Sources** link on the **User Menu** and then selecting **Incomplete** on the **Source Status** drop down list.

### 3.3 Submit for Review

All required fields must be completed before a source is submitted for review.

A new source may not be modified after it has been submitted for review until after it has been either Approved or Rejected by the RSRT Manager. See section 5 for revising an Approved source. See section 6 for processing a Rejected source.

The RSRT Manager will review and either approve or reject the source. You will be notified via email of the source status change when it occurs.

### 3.4 Generic Data Fields

The data fields shown in Figure 4 appear on various individual source screens. The **Licensee** data is auto populated and reflects information included in the NSTS. The **Last Updated By** data is auto generated each time the source data is entered into the RSRT.

The screenshot shows a form with two main sections. The first section, titled "Licensee", contains three text input fields: "Name" with the value "Department of Energy", "Address" with the value "19901 Germantown Road, Germantown, MD 20874", and "License No" with the value "DOE-001". The second section, titled "Last Updated By", contains three text input fields: "Name", "Date", and "Phone No", all of which are currently empty.

(Figure 4)

## 4. Transactions

### 4.1 General

The section applies to the data requirements that are common to all the transactions listed under **Transactions** in the **User Menu**.

NOTE: A source must first be entered into the RSRT (e.g. using either the **Manufacture** or a **New Source** links on the **User Menu**) before any transactions can be reported for it.

After opening a specific Transaction screen (see Figure 5), e.g. **Shipment (Transfer)**:

- Select the **RIS** from the drop down list. This will then auto populate the **Site Assigned Source ID** drop down list.
- Select the **Site Assigned Source ID**. This will auto populate the rest of the fields on Figure 5 and set them to read only. The read only data can only be modified by using the **Source Correction** link on the **User Menu**.
- Enter the information for the specific Transaction (see sections 4.2 – 4.6).
- Submit the specific Transaction for Review.

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown". The data may be left blank if you plan to save the source as Incomplete and return later to finish it. See section 3.2.

§ Fields marked with section sign must be completed before an incomplete source is saved.

The screenshot shows a form with several fields. At the top, there are two text input fields: "RSRT Source ID:" and "Last Source Action:". Below these are several dropdown menus: "§\*RIS:" with "Select One" selected, "Site:" (empty), "§\*Site Assigned Source ID:" (empty), "Facility:" with a dropdown arrow, "Organization:" (empty), "\*Manufacturer:" with "Select One" selected, "\*Model:" with "Select Manufacturer" selected, and "\*Sealed Source Serial No:" (empty). The fields marked with an asterisk are required for submission.

(Figure 5)

## 4.2 Manufacture

Manufacture is used when a new source has been manufactured at a DOE facility. The **Manufacture** screen guidelines are the same as those for a **New Source**. See section 3.

## 4.3 Shipment (Transfer)

NOTE: Once the **Shipment (Transfer)** transaction is approved by the RSRT Manager the source data will be archived and will only be visible as read-only through the **RSRT Reports** link on the **User Menu**.

The data fields associated with a **Shipment (Transfer)** transaction are shown in Figure 6.

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown".

**Shipment**

\*Recipient Name:

\*Recipient Address:

\*Date of shipment:  (mm/dd/yyyy)

\*Estimated Arrival Date:  (mm/dd/yyyy)

Recipient's License No (if applicable):

Export License No (if applicable):

Waste manifest No (if applicable):

Container ID:

(Figure 6)

## 4.4 Receipt

The data fields associated with a **Receipt** transaction are shown in Figure 7.

REMINDER: If the **Receipt** transaction involves a source not previously entered into RSRT, the source data must first be input into RSRT as a **New Source** (see section 3.) and approved by the RSRT Manager before the **Receipt** transaction can be initiated.

For Category 1 and 2 sources, the source supplier is required to enter a Shipment transaction into the NSTS when the source is sent to DOE. If the source supplier enters the correct NSTS DOE License number (i.e. DOE-001), the RSRT Manager will see this Shipment transaction during his daily review of the NSTS and will alert the affected site via e-mail.

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown".

(Figure 7)

#### 4.5 Disassemble

NOTE: Once the **Disassemble** transaction is approved by the RSRT Manager the source data will be archived and will only be visible as read-only through the **RSRT Reports** link on the **User Menu**.

The data fields associated with a **Disassemble** transaction are shown in Figure 8.

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown".

(Figure 8)

#### 4.6 Disposal (Final End-of –Life Action)

NOTE: Once the **Disposal** transaction is approved by the RSRT Manager it will be archived and will only be visible as read-only through the **RSRT Reports** link on the **User Menu**.

The data fields associated with a **Disposal** transaction are shown in Figure 9.

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown".

Disposal

\*Waste Manifest No:

\*Container ID:

\*Method of Disposal:

\*Disposal Date:   
(mm/dd/yyyy)

(Figure 9)

## 5. Source Correction

The **Source Correction** screen is listed in the **User Menu**. It looks like the **New Source** screen (see Figure 2.) However, the **Source Correction** screen is used to revise an existing, approved source.

After opening the **Source Correction** screen (see Figure 2):

- Select the **RIS** from the drop down list. This will then auto populate the **Site Assigned Source ID** drop down list.
- Select the **Site Assigned Source ID**. This will auto populate the rest of the fields on Figure 2.
- Enter the revised information.
- Submit the specific Transaction for Review.

\* Fields marked with an asterisk must be completed before a source is submitted for approval. If the data is unknown, enter "Unknown".

## 6. My Sources

The link to the **My Sources** page appears on the **User Menu**. Use the **Source Status** drop down list to access lists of **Approved**, **Incomplete**, **Pending** and **Rejected** sources. These screens display active sources only. All archived information is available for review via the **RSRT Reports** link (see section 8) on the **User Menu**.

On any of these lists, clicking on the **Site Source Id** for a given source will open up the **Source Information** screen for that source.

**Approved** sources - The sources on the **Approved** sources list screen are read only and can only be modified via the **Source Correction** link on the **User Menu**.

### CAUTION

**Unavailable Data** – When source data is in the **Pending**, **Incomplete**, or **Rejected** files, it is not available for inclusion when generating a Report on the **RSRT Reports** screen. This is especially important for changes to existing data, since even though the proposed change has not yet been dispositioned by the RSRT Manager, the previously approved data which has not yet been modified, is nevertheless **also not available** to be searched when creating a report. This was done to prevent the existing data for a source from being displayed as if it were the latest, when there is a change to the data awaiting action.



**Incomplete** sources – The sources on the **Incomplete** sources list can be modified as necessary and then:

- Saved again as Incomplete; or
- Submitted for review; or
- Deleted

### **CAUTION**

Care must be taken when deleting a source data record. If the record in question is a yet unapproved revision to a previously approved record for the source, the delete command will remove both the pending change **and the previously approved record**. See the CAUTION under **Rejected** sources below if the intent is to delete just the pending change while restoring the previously approved data to active status.

**Pending** sources – Pending sources can not be modified until they are either **Approved** or **Rejected** by the RSRT Manager.

**Rejected** sources – This list includes sources that were submitted for review to the RSRT Manager, but were rejected by him/her. When the **Source Information** screen is opened for a **Rejected** source, the data can be modified as necessary and then either:

- Saved again as Incomplete; or
- Submitted for review.

NOTE: If the rejected data record is a yet unapproved revision to a previously approved record for the source, clicking on the **Revert to Last Approved Version** link near the top of the **Source Information** screen will open the previously approved record for the source.

### **CAUTION**

If the **Rejected** data is for a yet unapproved revision to a previously approved data record for the source, AND the desire is to delete the proposed revision and restore the original data record to active status then:

- Click on the **Revert to Last Approved Version** link near the top of the **Source Information** screen;
- Submit the now “restored” data for review.

When the “restored” data is approved by the RSRT Manager, the unapproved proposed revision will be deleted, and the original information (as now shown on the “restored” **Source Information** screen) will be restored to active status).

## **7. Annual NSTS Reconciliation and RSRT Annual Verification**

### **7.1 Annual NSTS Reconciliation (for IAEA Category 1 & 2 Sources Identified in DOE Order 231.1B, Attachment 5, Appendix A)**

Transactions for Category 1 and 2 sources are entered into the NSTS by the RSRT Manager as they occur. Once a year, by the end of January the RSRT Manager is required to reconcile the data in the NSTS database against the RSRT database. This is done by electronically comparing an Excel file downloaded from the NSTS against the RSRT. The RSRT then generates a report identifying:

- Sources that are in both databases;
- Sources that are in the NSTS but not in the RSRT;
- Sources that are in the RSRT but not in the NSTS.

In conjunction with the affected site(s), the RSRT Manager then resolves the sources in the latter two groups, updates RSRT and/or NSTS as appropriate, and then certifies the data in the NSTS.

*WARNING: Paper copies of this procedure may be obsolete after it is printed.*

*The current version of this procedure is found at: ESH DocDB 930*

## 7.2 RSRT Annual Verification (for Initial Baseline Inventory Reportable per 10 CFR 835, Subpart M, Appendix E and DOE Order 231.1B)

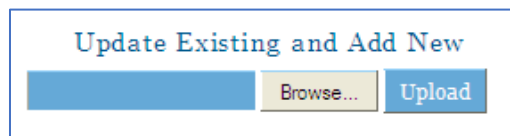
The RSRT Annual Verification is used to reconcile and update the RSRT for all the sources reportable under 10 CFR 835 Appendix E and DOE Order 231.1B since the time of the initial baseline inventory reporting or the last annual verification, whichever is later. This is accomplished as follows:

- Select **Annual Verification** on the **User Menu**;
- Click on the **Click here to run a report and export your sources** link on the **Annual Verification Guidelines** screen;
- Download an Excel file of your currently active sources in the RSRT database;
- Using the instructions that appear on the **Annual Verification Guidelines** screen, prepare a new Excel update file that includes only the sources that need to be changed, and any new sources that need to be entered into the RSRT. NOTE: Do not report the entire 10 CFR 835, Appendix E inventory again if it was previously reported with the initial baseline. Only changes and updates to the baseline inventory need to be reported.

NOTE: The DOE RSRT recalculates the activity daily. Therefore, changes in the activity level due to radioactive decay are not required to be input as changes when verifying the RSRT data.

NOTE: When a source is no longer included in a site's 10 CFR 835 Appendix E inventory, and therefore needs to be removed from the RSRT active inventory, follow the directions in Note 4 on the **Annual Verification Guidelines** screen rather than simply deleting it from the downloaded Excel file.

- Upload the completed Excel update file using the link at the bottom of the **Annual Verification Guidelines** screen (see Figure 10). Use the **Browse...** button to locate the Excel update file on your computer, and then the **Upload** button to input it to RSRT.



(Figure 10)

### CAUTION

**NOTE:** When uploading the Excel update file, the Excel file must be saved **and closed** before pressing the Upload button. If the Upload button is pressed when the Excel file is still open in Excel, the file will NOT upload. Instead a message will be returned stating that only Excel files are accepted. This is just system fluke.

Once the Excel update file has been uploaded, a status report will appear on the bottom of the screen. It will identify the sources that have been successfully uploaded, as well as those that failed to upload. There are various reasons why a source did not upload, e.g. such as formatting issues.

All sources successfully uploaded will be verified by the RSRT Manager. You will be notified via e-mail when your sources have been approved.

## 8. RSRT Reports

Selecting **RSRT Reports** on the **User Menu** opens the **Reports Criteria** screen. This screen allows the user to create reports using one or more filtering criteria (see Figure 11), including whether the report is to be limited to active or archived sources. What you are able to see is based on your access level as approved within RSRT.

NOTE: Archived sources are those that have been archived by the RSRT Manager, and those that have been disposed, disassembled or shipped.

The screenshot shows a web form titled "Report Criteria". It includes the following fields from top to bottom:
 

- Site Source ID: [text input]
- Serial No: [text input]
- RIS: [dropdown menu]
- PSO: [dropdown menu]
- Site: [dropdown menu]
- Category: [dropdown menu with "Select" text]
- Manufacturer: [dropdown menu with "Select" text]
- Model: [dropdown menu with "Select Manufacturer" text]

 At the bottom left, there are two radio buttons: "Active" (which is selected) and "Archived". A blue "Search" button is located below the radio buttons.

(Figure 11)

The report that is returned can be sorted on any underlined column heading. The report can also be exported to an Excel file using the **Export to Excel** link located in the bottom left-hand corner of the screen.

Clicking on the **Site Source Id** for a source opens the **Source Information** Screen for that source.

### **CAUTION**

**Unavailable Data** – When source data is in the **Pending, Incomplete, or Rejected** files, it is not available for inclusion when generating a Report on the **RSRT Reports** screen. This is especially important for changes to existing data, since even though the proposed change has not yet been dispositioned by the RSRT Manager, the previously approved data which has not yet been modified, is

nevertheless **also not available** to be searched when creating a report. This was done to prevent the existing data for a source from being displayed as if it were the latest, when there is a change to the data awaiting action.

## 9. Change Password

At any given time, the user has an ability to change their password. Select **Change Password** on the **User Menu**.

### CAUTION

If you are an existing HSS Reporting Database System User (CAIRS, ORPS, P2, Fire Protection, NTS) your password will be changed for all other systems as well.

## 10. Security and Privacy Notice

Security and Privacy notice is always available for you record and review. Select **Security and Privacy Notice** link on the **User Menu**. Data in the RSRT database is maintained as Official Use Only (OUO)/Controlled Unclassified Information (CUI). Any reports downloaded from the RSRT should be treated accordingly.