

e-Licensing of Radiation Applications (eLORA) System

Guidelines



Gamma Irradiation Chamber Module

November 22, 2016

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e-LORA Guidelines for Gamma Irradiation Chamber Module

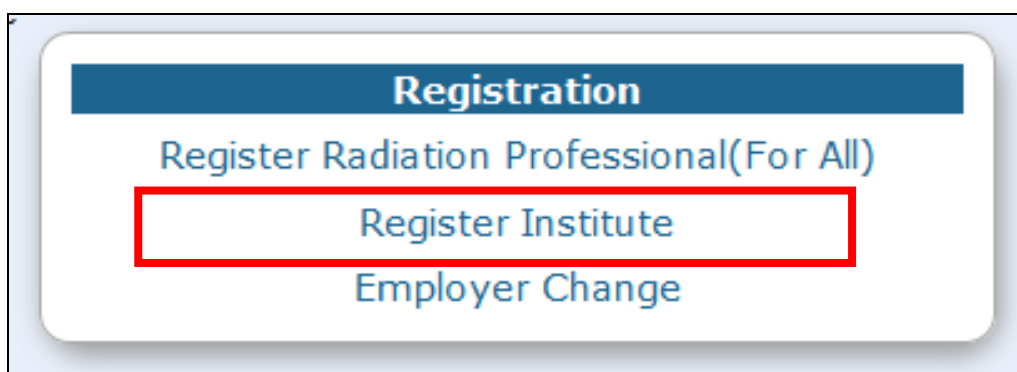
e-LORA module of Gamma Irradiation Chamber facilitate online submission of applications for regulatory consents (e.g. NOC for import/procurement of equipment, Movement Permission, RSO approval, Licence etc) for **Gamma Irradiation Chamber Facilities**. All Gamma Irradiation Chamber user Institutes are required to use e-LORA system for obtaining requisite regulatory clearance from AERB.

This document provides guidelines to use e-LORA system for obtaining requisites regulatory consents from AERB for Gamma Irradiation Chamber facility.

Important Note: Guidelines for common functionalities of e-LORA system are available on e-LORA home page as '[General Guidelines to use e-LORA System](#)'. Users are also advised to refer these guidelines.

1 Register Institute

Visit home page of AERB website www.aerb.gov.in and click on the button **e-LORA**. It will redirect you to e-LORA system.



Click on **Register Institute** (see above figure) link available on e-LORA home page. This will open application form for Institute Registration. Application form has three tabs.

APPLICATION FOR INSTITUTE REGISTRATION

Institute Details | Employer Details | Attachments

All fields marked by * are mandatory

Institute Details

Institute Name*

Institute Type*

Registered with any State/Central Govt auth.*

PAN No.

TAN No.

Address Of Institution

Institute Name

Address Line 1*

Important Note: Guidelines to fill application form for Institute Registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling of application form.

Fill the application form as per the guidelines. However, important points in each tab are mentioned below:

Tab Institute Details:

- **Type of Institute:** Select type of institute as either 'Central Government', 'State Government', 'Private' or 'Joint Venture'.
- **Type of Facility:** In **Type of Facility** section, for the field **Practice** select **Gamma Irradiation Chamber** and for the field **Role of Institute** select the role **Radiation Facility – Gamma Irradiation Chamber**.

Email(O) *

Confirm Email

Fax

Website

Type Of Facility

Practice*

Role of Institute*

Tab Employer Details:

- **Name:** Fill the complete name of employer as appearing in his/her document for Proof of Identity/Date of Birth (DOB) to be attached.
- **Date of Birth:** Fill the DOB as appearing in the proof of identity/DOB to be attached.
- **Document/card for proof of identity and date of birth** (of employer): Select one from the drop down. (Soft copy of this is a mandatory attachment).
- **Document/Card No.** (of Proof of Identity/DOB): Must match with the proof of identity/DOB attached.
- **E-mail (O):** Will be used to send USERNAME and PASSWORD of your e-LORA account and for all future communications. (Make sure to provide correct email address).

Tab Attachments:

Upload of following attachments are mandatory:

- **Proof of Identity and Date of Birth** (of employer): Acceptable documents are as follows:
 - Passport
 - PAN card issued by Income Tax Department
 - Driving Licence issued by RTO
 - Photo identity document/card having serial number and date of birth issued by Central/State Government or PSU
- **Proof of Employership:** Example: (i) Appointment Letter of Employer, (ii) Board Resolution, (iii) Any Govt./PUC document substantiating proprietorship (iv) Partnership deed (notorised)
- Upload scan copy of any one of the document listed below (in the relevant position) for the proof of existence of institute (The institute name and address mentioned in the application form must match with any of the attached document):
 - PAN of Institute
 - TAN of Institute
 - Registration with State/Central/Local Government Authority

Enter the Captcha and submit the application form.

Important Note: Fields marked with * in the application form are mandatory. Application form will not be submitted if any mandatory field left blank.

You will get acknowledgement message upon successful submission of application form. The copy of submitted application (.pdf file) can be downloaded for which link will be provided (Please note, this link will be active for a short period). You will also receive an acknowledgement mail with the copy of your application form (.pdf file) in your email (email address as provided in the application form).

Application for Institute Registration will be scrutinized by AERB. After the approval of institute registration by AERB, you will receive user ID and password in your registered email (email address of Employer, as provided in the application form).

2 Register Radiation Professional (RP)

It is essential for person to be nominated as RSO of Gamma Irradiation Chamber facility to register himself/herself as Radiation Professional (RP) in e-LORA . Only registered RP can be associated with an institution through his/her RP registration Id.

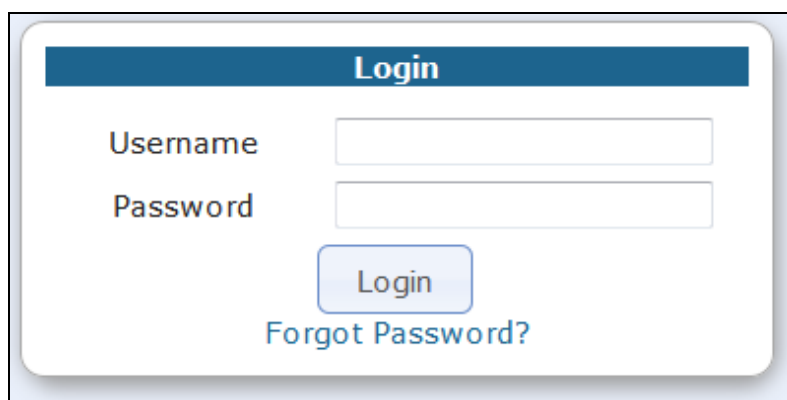
Application form for Radiation Professionals registration is available on e-LORA home page. Once RP application is approved, person is registered in e-LORA as RP and RP Registration Id., Username and Password (Username and password of RP account) is sent to the registered email id of the radiation professional.

A screenshot of a web application menu titled "Registration". It contains three links: "Register Radiation Professional(For All)", "Register Institute", and "Employer Change". The first link is highlighted with a red rectangular border.

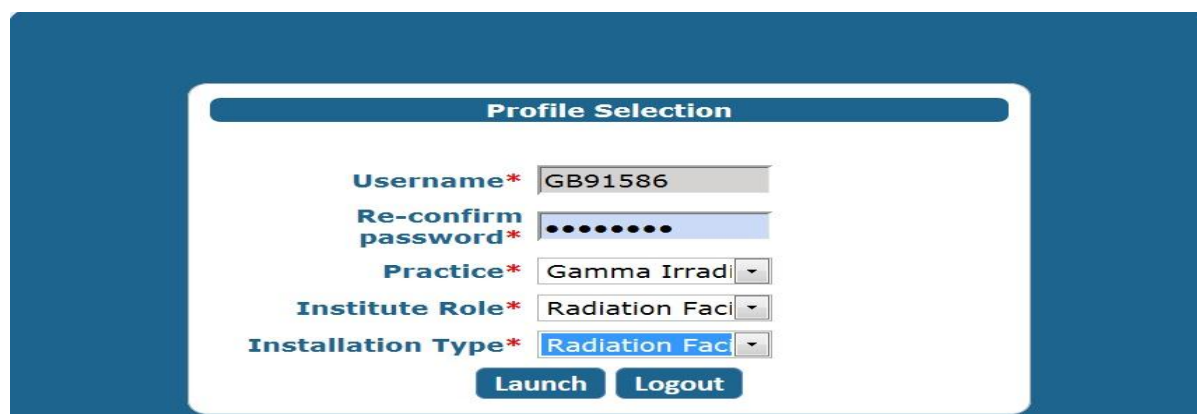
Important Note: Guidelines to fill application form for RP registration is available on e-LORA home page. It is advised to read the guidelines and keep soft copy of required attachments ready before start filling application form.

3 Login to e-LORA system

Login to the system using the "Username" and "Password" received on your registered email after approval Institute Registration application form. On first time login system will prompt to change the password.

A screenshot of a web application login form titled "Login". It features two input fields labeled "Username" and "Password". Below the fields is a blue "Login" button and a link labeled "Forgot Password?".

In case, your Institute has multiple profiles, system will ask you to select the Practice and Institute Role. Please select Practice as "Gamma Irradiation Chamber", Institute Role as "Radiation Facility" and Installation Type as "Radiation Facility – Gamma Irradiation Chamber".

A screenshot of a web application "Profile Selection" form. It contains several fields with red asterisks indicating required information: "Username*" with the value "GB91586", "Re-confirm password*" with masked dots, "Practice*" with a dropdown menu showing "Gamma Irradiation Chamber", "Institute Role*" with a dropdown menu showing "Radiation Facility", and "Installation Type*" with a dropdown menu showing "Radiation Facility – Gamma Irradiation Chamber". At the bottom are two buttons: "Launch" and "Logout".

On clicking on 'launch' button, the following screen will be displayed

	Date and Time	Message to User
My Applications	11/08/2016 05:46 PM	Your application for Source Type registration (ref no. 16-157646) is Approved. Approval No is 16-COMSUPPSRCTR-124716.
My Drafts	10/08/2016 09:48 AM	Your application for supplier authorisation (ref no. 16-157282) is Approved. Approval No is 16-

4 Declaration of Instrument

Monitoring (Viz. Survey meter) Tool can be declared one time in your e-LORA account through Instrument Management menu. The status of instruments (viz. proposed/available, update in calibration date, etc) can also be managed through this menu.

4.1 Add Instrument

Use **Menu: Instrument Management → Add Instrument** to declare/ add instruments

	Date and Time	Message to User
My Applications	16/10/2015 10:43 AM	Your application ref no.
My Casefiles	12/10/2015 02:45 AM	Non Compliance with re 2015-09-28.Immediate ac
My Drafts	12/10/2015 02:45 AM	Non Compliance with re 2015-09-28.Immediate ac
My Institute Details	09/10/2015 12:12 PM	You have successfully su
Regulatory Forms	09/10/2015 12:11 PM	Signed PDF has been up
User management	28/08/2015 02:45 AM	Non Compliance with re
View Inspection Documents		

Instruments are classified in to below four types:

- Measuring Tools (Not applicable for Gamma Irradiation Chamber users)
- **Monitoring Tools (applicable for Gamma Irradiation Chamber users)**
- QA Tools (Not applicable for Gamma Irradiation Chamber users)
- Safety Tools (Not applicable for Gamma Irradiation Chamber users)

APPLICATION INSTRUMENT REGISTRATION

Instrument Details

Type Of Instrument* All fields marked by * are mandatory

Type Of Instrument Sub-type*

- Please Select--
- Measuring Tools
- Monitoring Tools
- QA Tools
- Safety Tools

Submit Close Reset

For adding Survey meter, select "Type of Instrument" as "Monitoring Tools" and "Type of Instrument Sub-type" as "Survey Meter" from the list of values.

APPLICATION INSTRUMENT REGISTRATION

Instrument Details

Type Of Instrument*

Type Of Instrument Sub-type*

Instrument Type - Mozilla Firefox

Search:

Select *	Instrument Sub Type
<input checked="" type="radio"/>	Survey meter
<input type="radio"/>	Contamination Monitor
<input type="radio"/>	Gamma zone monitor
<input type="radio"/>	Gun Monitor
<input type="radio"/>	Pocket dosimeter
<input type="radio"/>	Stack Monitor
<input type="radio"/>	Hand & Foot Monitor

Showing 1 to 7 of 7 entries

Previous Next

Submit Close Reset

Provide the detail of survey meter as asked in form (Please refer to survey meter manual/specification for providing tech-specs as asked in the form).

APPLICATION INSTRUMENT REGISTRATION

Instrument Details

All fields marked by * are mandatory

Type Of Instrument*	Monitoring Tools
Type Of Instrument Sub-type*	Survey meter
Availability *	Available
Supplier *	
Date of Procurement *	
Make *	
Model *	
Instrument Serial Number *	
Type of Detector*	Ion Chamber GM Counter Phosphor Solid State
Type of Radiation *	Gamma Alpha Beta Neutron
Range Of Detection*	Unit Of Measurement*
1-10	MeV
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>	
Functional Status *	Working
Calibration Date *	05/01/2016
Calibration Valid Till *	04/01/2018
Calibration Energy*	660.00
Unit of Calibration Energy*	KeV
Calibration Lab*	
Volume (in CC)*	15

Important Note: Regulatory clearances will not be issued till requisite Monitoring instrument (i.e. Survey Meter) is declared in e-LORA .

4.2 Manage Instrument Status

Use **Menu: Instrument Management → View Instrument** to manage status of Instrument

My I

Change Password	Add Instrument
Instrument Management ▶	View Instrument
My Applications	19/10/2015 03:02 PM Survey meter has been
My Casefiles	16/10/2015 10:43 AM Your application ref no
My Drafts	12/10/2015 02:45 AM Non Compliance with r
My Institute Details	closure.The final date c
Regulatory Forms ▶	actions.
User management ▶	12/10/2015 02:45 AM Non Compliance with r
View Inspection Documents	closure.The final date c
	actions

After clicking on “View Instrument” the following screen will appears. You can view details of all instruments or update details of particular instrument or delete any particular Instrument from your Institute account. Select the instrument and click on “View” as shown below.

Instrument Management View Instruments						
Search: <input type="text"/>						
Select	Safety Instrument Type	Safety Instrument Sub Type	Instrument Identification Number	Instrument Make	Instrument Model	Instrument Status
<input type="radio"/>	Safety Tools	Protective Apron	SE-0034627			Available
<input type="radio"/>	Safety Tools	Protective Apron	SE-0034626			Available
<input type="radio"/>	Safety Tools	Mobile Protective Barrier with Viewing Window	SE-0008812			Available
<input type="radio"/>	Safety Tools	Protective Apron	SE-0008811			Proposed
<input type="radio"/>	Safety Tools	Ceiling Suspended Protective Glass	SE-0015807			Available
<input type="radio"/>	Monitoring Tools	Contamination Monitor	SE-0019928	sdf	sdf	Available
<input checked="" type="radio"/>	Monitoring Tools	Survey meter	SE-0031541	Fluke	101M	Proposed

Showing 1 to 7 of 7 entries

View Close

After clicking on “view” the following screen will appear. Through this, Employer of the Institute can modify status of the instruments (viz. Functional status, Calibration date, Calibration valid till date, Calibration energy and calibration lab detail). The selected equipment can also be deleted by clicking on ‘Delete’ button.

Instrument Details	
Type Of Safety Instrument	Measuring Tools
Type Of Safety Instrument Sub-type	Thimble Chamber
Availability *	Available
Supplier	TOMO
Date of Procurement *	01/01/2008
Make	Standard Imaging
Model	0.057cc
Sr No	xW092751
Type of Detector	Ion Chamber,
Volume (in CC)	0.06
Use in Energy Range	Energy Unit
1.25-50	MeV
Functional Status *	Working
Calibration Date *	-- Please Select --
Calibration Valid Till *	01/06/2012
Calibration Energy *	30/06/2015
Calibration Energy Unit *	1.25
Calibration Lab *	MeV
	-- Please Select --
	BARC

Modify Delete Close

5 Declaration of Staff

Radiation worker/Radiation Professional can be added in e-LORA account through **Menu: User Management → Add Employee**



In drop down for **Type of Employee**, three options available as follows:

- **Radiation Worker** (this is to add non-RP radiation workers)
- **Non Radiation Worker** (this is to add employee to be nominated as Licensee and he/she is not a radiation worker)
- **Radiation Professional** (this is to add **Radiation Professionals** of Gamma Irradiation Chamber i.e. Radiation Safety Professional)

While adding RP, system will ask RP registration ID and Date of birth of RP. (Obtain these details from the Radiation Professional).

In the form for adding **Radiation Professional**,

- Enter **Registration ID** and Date of birth of RP –personal detail of RP will come automatically.
- In case RP is Employer of Institute, select 'Yes' for 'Whether the person is also Employer of the Institute?'
- Provide Date of Joining (of service in your institute), PMS No. (i.e. complete TLD No. – if availed), Department and Designation, Provide Email (O)
- Browse and upload scan copy of joining /confirmation letter of employee and click on **Submit**

To upload “Attachment for uploading copy of Joining/Confirmation*”,you can attach a Scanned copy of the Joining/confirmation letter of the added staff or a letter signed by the appropriate authority of the facility mentioning the Name and Designation of all existing staff members working in the facility.

6 Obtaining RSO approval

Radiological Safety Officer (RSO) approval process can be initiated by Employer.

Use **Menu: Regulatory form → Common Forms → Nominate RSO** to access RSO nomination form

The screenshot shows a sidebar menu on the left with options: Change Password, Instrument Management, My Applications, My Casefiles, My Drafts, My Institute Details, Regulatory Forms (highlighted with a red box), User management, and View Inspection Documents. The main content area has a 'Date and Time' section showing '19/10/2015 03:02 PM' and a 'Survey meter has been' status. A red box highlights the 'Nominate RSO' option in the top right corner of the main content area. Below it, a list of options is visible: Non-utilization of Approval, Employer Change Initiation, NC Response Screen, Exposure Investigation Report, and a message about closure: 'of closure is 2015-09-28.Immediate action need to be taken.' A date '12/10/2015 02:45 AM' and a message about non-compliance with reference no [MH-21818-NC-3082] are also visible.

On clicking ‘Nominate RSO’ the following form will appear

The screenshot shows the 'Radiation Professional Details' form. It has a header 'RSO MANAGEMENT' and a sub-header 'Radiation Professional Details'. The form contains several sections: 'Select Radiation Professional' with a dropdown menu (highlighted with a red box and an arrow pointing to it with the text 'Click here to get the list of RP employees'), 'Radiation Professional' (with a red asterisk), 'Date of Birth' (with a red asterisk), 'Registration ID' (with a red asterisk), 'Role of RP' (with a red asterisk), 'RSO Status' (with a red asterisk), and 'e-Mail Id Official' (with a red asterisk). Below these are sections for 'Education Details' and 'Experience Details'. At the bottom, there are buttons: 'Nominate', 'Renominate', 'Renew', 'Undesignate', 'Reset', and 'Close'. A note at the top right says 'All fields marked by *are mandatory.'

6.1 Nominate RSO (for first time approval in the institute)

“Nominate RSO” is applicable for nominating the employee for RSO of the institute for the first time. Select Radiation Professional to be nominated for RSO. The details of the selected RP employee will be populated automatically in the rest of the fields. Click on the button “Nominate”. The following screen will appear:

RADIOLICAL SAFETY OFFICER APPROVAL

Nominate RSO

Radiation Facilities to be assigned ?

- ☒ Radiotherapy installations
- ☐ Supplier of radiotherapy equipments/sources
- ☒ Nuclear Medicine Facility
- ☐ Supplier of Nuclear Medicine Equipment/Source
- ☐ Manufacturer of Nuclear Medicine Source
- ☒ Nucleonic Gauge (Radiation Facility)
- ☒ Nucleonic Gauge (Supplier)
- ☐ Nucleonic Gauge (Manufacturer)
- ☐ Well Logging (Radiation Facility)
- ☐ Medical diagnostic x-ray facility
- ☐ Supplier of x-ray equipments/x-ray tubes
- ☐ Manufacturer of x-ray equipments/x-ray tubes
- ☐ Medical Diagnostic-Service Agency
- ☐ Industrial Radiography (Radiation Facility)
- ☐ Industrial Radiography (Supplier)

Additional Responsibilities Proposed to be Assigned to the RSO

Select “**Gamma Irradiation Chamber (Radiation Facility)**” for which the candidate is to be nominated (as shown above).

After successful submission of form as per the standard procedure of e-LORA (i.e. **Freeze → Upload Signed PDF → Submit** procedure. Please refer ‘[General Guidelines to use e-LORA System](#)’, available on e-LORA home page, for standard procedure), the form will be scrutinized by AERB. After approval of the RSO Nomination, Employer and approved RSO will receive intimation email. A copy of the approval letter will also be emailed to RSO’s email Id (O).

6.2 RSO renewal (renewal on expiry of RSO approval)

Renewal of RSO can be initiated by employer of the facility. From the employee list, only such employee can be selected whose RSO status is “Yes”.

Radiation Professional Details

Select Radiation Professional

Radiation Professional*

Date of Birth*

Registration ID*

Role of RP*

RSO Status*

e-Mail Id Official*

Education Details

Experience Details

“Renew” button will be enabled for the employee whose RSO status is “Yes” before one month of RSO approval validity date.

Nominate Renominate **Renew** Undesignate Reset Close

On clicking on 'renew' button, the application form is generated which needs to be freezed and submitted as per the standard procedure of e-LORA . (Please refer '[General Guidelines to use e-LORA System](#)', available on e-LORA home page, for standard procedure).

6.3 RSO Renomination (to add or remove roles of the RSO)

Only approved RSOs of the institution can be renominated for addition/removal of radiation facilities (if availed by the institute) for which the RSO will be responsible. Renomination button will be deactivated for the employee whose RSO status is "Yes" one month before expiry of RSO approval validity.

Click on 'freeze' button and submit the form as per standard procedure of e-LORA (Please refer '[General Guidelines to use e-LORA System](#)', available on e-LORA home page, for standard procedure).

6.4 RSO Undesignate (to remove RSO roles completely)

In case, employer wants to withdraw the role of RSO from an approved RSO, the same can be initiated through "Undesignate" option. Only approved RSOs can be undesignated and he/she will no longer be RSO of the institute. However, he/she will continue to be employee of the institute.

In the "View employee list", the status of RSO will be indicated as "No".

Relinquishing RSO from Institute

Important Note: In case the RSO is leaving the Institute, the employer has to “Undesignate” the RSO first and then “Dissociate” him/her. A relinquishing letter for the RSO dissociation will be available in RSO approval file and the status of the RSO file will be “Closed”.

VIEW DETAILS OF INSTITUTE EMPLOYEE

Employee Details

Type Of Employee* Radiation Professional

Select	Employee Name	Designation
<input type="radio"/>	AMIT NIRHALI	Radio Physicist
<input type="radio"/>	VENDHAN SUBRAMANI	Radio Physicist

Show Details Dissociate Close

Use “Dissociation” option to remove the employee.

7 Detail of Regulatory Forms

In order to obtain requisite regulatory clearance from AERB, user need to fill and submit application form in e-LORA. Details of Radiation Professionals employees (viz. their availability etc.) and Instruments (viz. availability, date of calibration) shown in certain application forms must be verified by user before submission of application form. In case update is required in employee and instrument details, user shall update the details before submission of application form. All statements made in the application form are considered to be correct and best of the knowledge and belief of applicant.

7.1 Application for Layout Approval of GIC Installation

In e-LORA, the location of installation of Gamma Irradiation Chamber equipment is approved as Layout. Submit this form for obtaining site registration. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Layout Approval of GIC Installation

Pre-requisite for site registration:

- Institute Registered in e-LORA

GAMMA IRRADIATION CHAMBER ► APPLICATION FOR LAYOUT APPROVAL OF GAMMA IRRADIATION CHAMBER (GIC) INSTALLATION

General Details	Attachments
<i>All fields marked by * are mandatory</i>	
Particulars of Application*	--Please Select--
Approval is required for*	--Please Select--
Type of Equipment*	Please select
Location of the installation room*	
Any other information	

Submit Close Reset

GAMMA IRRADIATION CHAMBER APPLICATION FOR LAYOUT APPROVAL OF GAMMA IRRADIATION CHAMBER (GIC) INSTALLATION

General Details | **Attachments**

*All fields marked by * are mandatory*

Duly signed and stamped on layout plan (scale 1:100) of GIC installation room*	<input type="text"/> Browse...	<input type="button" value="Clear"/>
Excel sheet with room dimensions* (Excel Sheet Download)	<input type="text"/> Browse...	<input type="button" value="Clear"/>
Documentary evidence from local and state/central govt. authorities that the site of installation of GIC is in the name of the applicant. If the location does not belong to applicant, give documentary proof for lease/loan etc. from the owner of land.*	<input type="text"/> Browse...	<input type="button" value="Clear"/>
Other Attachments,if any	Attachment	
<input type="text"/>	<input type="text"/> Browse...	<input type="button" value="Clear"/>

After submission, the application will be reviewed by AERB and takes the necessary action.

7.2 Application for Procurement of GIC

Submit this form for obtaining NOC for import/procurement permission of equipment with or without radioactive source. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Application for Procurement of GIC

- Pre-requisite for Procurement of GIC :
 - Layout Approval of GIC installation
 - RSO approval in e-LORA
 - Availability of survey meter having valid calibration
 - Security plan for radiation facility

The form has following tabs:

I. Personnel Detail:

Check the detail of staff declared by you. In case your institute does not possess any Gamma Irradiation Chamber equipment and there is no approved RSO with your institute, the system permits to fill this application form only after accepting undertaking mentioned in this tab.

However you are required to submit an application for training course, i.e. RSO of Certification for Gamma Irradiation Chambers”, to training agency (viz. RP&AD, BARC) and attach its scan copy in the option provided for ‘Other attachments’ in tab: Attachments of this application form.

Pl. note this exception is not available if your institute is already in possession of Gamma Irradiation Chamber equipment.

GAMMA IRRADIATION CHAMBER ► APPROVAL FOR PROCUREMENT OF GAMMA IRRADIATION CHAMBER

Personnel Details
Instrument Details
General Details
Attachments

Name	Date of Birth	Designation	Qualification	Experience (in years)	PMS No.
No data available in table					

◀ Previous
Next ▶

Showing 0 to 0 of 0 entries

Proceed to fill the form if the details is up to date. If details are correct move to next Tab else update the Worker Details

☐ I hereby undertake to get one of our personnel trained on Radiation Safety Aspects of Gamma Irradiation chamber and obtain RSO approval from AERB before handling of radiation source in Gamma Irradiation Chamber.

Submit
Close
Reset

II. Instrument Detail:

Check the detail of instruments declared by you. In case your institute does not possess any Gamma Irradiation Chamber equipment and there is no survey meter (having valid calibration) with your institute, the system permits to fill this application form only after accepting undertaking mentioned in this tab.

However, you are required to submit a copy of survey meter purchase order (PO copy) in the option provided for 'Other attachments' in tab: Attachments of this application form.

Pl. note this exception is not available if your institute is already in possession of Gamma Irradiation Chamber equipment.

GAMMA IRRADIATION CHAMBER ► APPROVAL FOR PROCUREMENT OF GAMMA IRRADIATION CHAMBER

Personnel Details
Instrument Details
General Details
Attachments

Sl no	Type of Instrument	Instrument ID	Make	Model	Availability	Calibration valid till
No data available in table						

◀ Previous
Next ▶

Showing 0 to 0 of 0 entries

Proceed to fill the form if the details is up to date. If details are correct move to next Tab else update the Worker Details

☐ I hereby undertake to procure a suitable Radiation Survey Meter (RSM) before the procurement of the GIC radiation source for which this application is being made.

Submit
Close
Reset

III. General Detail:

Select either “Local Procurement” or “Import” in field of “Type of Procurement”.

Select either “Gamma Irradiation Chamber” or X-ray Based Irradiation Chamber “in field of “Type of Equipment”.

GAMMA IRRADIATION CHAMBER ► APPROVAL FOR PROCUREMENT OF GAMMA IRRADIATION CHAMBER

Personnel Details | Instrument Details | **General Details** | Attachments

Type of Procurement* | Local |
Type of Equipment* | Gamma Irradiation Chamber |
Model * | ... |
Source model* | ... |
Radioisotope* |
Activity Required(in TBq)* |
Purpose of GIC/XIC* | Please select |
Layout approval No.* | ... |
Name of supplier* | ... |
Additional information, if any |
Submit Close Reset

Only Type approved models will appear here for selection after click on LOV

Source model should be selected here from LOV

IV. Attachments: Following attachments are mandatory.

1. Copy of the undertaking furnished by the supplier of the source to take back the disused / decayed source.
2. Security plan for the facility as per AERB Safety Guide on Security of Radioactive Sources in Radiation Facilities (AERB/RF-RS/ SG-1) and AERB Safety Guide on Security of Radioactive Material during Transport (AERB/NRF-TS/SG-10). Ensure to keep softcopies of attachment ready before start filling of application form.

7.3 Intimation of Receipt of GIC

Submit this form after receipt of equipment. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Intimation of Receipt of GIC

- Pre-requisite for equipment receipt intimation:
 - Procurement permission for equipment

Important Note: User institute should provide exact no. of pencils. Depending on the number you have entered, same number of source pencil table will be generated while submitting the source receipt intimation. If any mistake was done the whole next process will go wrong.

GAMMA IRRADIATION CHAMBER ▶ INTIMATION TO ATOMIC ENERGY REGULATORY BOARD (AERB) FOR RECEIPT OF GAMMA

General Details

NOC Reference No.*	<input type="text"/>	...
Model*	<input type="text"/>	
serial no.*	<input type="text"/>	
Radiation Level on surface of GIC (mR/hr)*	<input type="text"/>	
No. of source pencils.*	<input type="text"/>	
Date of receipt of GIC / XIC *	<input type="text"/>	
Whether the GIC / XIC received in safe condition*	<input type="radio"/> Yes <input type="radio"/> No	

Submit Close Reset

7.4 Intimation of Receipt of Source of GIC

Submit this form after receipt of radioactive source. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Intimate of Receipt of Source Receipt Intimation

GAMMA IRRADIATION CHAMBER ▶ INTIMATION TO ATOMIC ENERGY REGULATORY BOARD (AERB) For RECEIPT OF SOURCE For

General Details Attachments

Equipment Id*	<input type="text"/>	...
Model*	<input type="text"/>	
Source*	<input type="text"/>	
Sealed Source classification no.*	<input type="text"/>	
Date of activity*	<input type="text"/>	

Source pencil details

Source pencil serial no.*	Activity (TBq)*
<input type="text"/>	<input type="text"/>

Total activity

Submit Close Reset

Important Note: This form captures details of radioactive source received against procurement permission. In this step user can mention activity of radioactive source which has been received by them. The data provided in this stage will be carry forwarded for further regulatory processes like license. Hence, submit this form after verification with the procurement permission, to avoid any mismatch of details during later regulatory stages.

7.5 Licence for Operation

It is mandatory to obtain the Licence for Gamma Irradiation Chamber Facility as per provisions of Rule 3 of Atomic Energy (Radiation Protection) Rules, 2004. This form is required to be filled to obtain the

Licence for Gamma Irradiation Chamber Facility and user is able to filled, only if the institute has radiation survey meter having valid calibration and RSO approval through e-LORA. The renewal of licence can also be obtained through the same form.

Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Licence for Operation

- Pre-requisite for licence for operation:
 - Appropriate survey meter having valid calibration
 - RSO approval through e-LORA
 - Security plan for radiation facility
 - Emergency response plan for radiation facility

7.6 Permission for source Replenishment/Replacement

For replacement or replenishment of source in existing GIC unit, use this form. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Permission for Source Replenishment/Replacement

- Pre-requisite:
 - Valid Licence for GIC unit

7.7 Intimation of source Replenishment/Replacement

After replenishment/Replacement of source in GIC, you should submit the intimation. Use this form for intimation:

Menu: Regulatory Form → Gamma Irradiation Chamber → Intimation of Source Replenishment/Replacement

7.8 Application for Decommissioning of GIC equipment

Submit this application for obtaining approval for decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Decommissioning of Radiation Equipment

GAMMA IRRADIATION CHAMBER ► APPLICATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT	
<div>General Details Attachments</div>	
All fields marked by * are mandatory.	
Equipment Type*	Gamma Irradiation Chamber
Equipment Identification No.*	
Reason for Decommissioning of Equipment*	
Radiation Equipments/accessories found free of any radiation contamination*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
Shielding Material*	
Agency, who will carry out the decommissioning?	
Any other additional information	
<div>Submit Reset Close</div>	

7.9 Intimation of Decommissioning

It is necessary to intimate decommissioning of Gamma Irradiation Chamber equipment within 15 days of its decommissioning. Use this form to intimate decommissioning of equipment. Follow below path to access this form:

Menu: Regulatory Form → Gamma Irradiation Chamber → Intimation of Decommissioning

GAMMA IRRADIATION CHAMBER ► INTIMATION FOR DECOMMISSIONING OF RADIATION EQUIPMENT	
<div>General Details Attachments</div>	
All fields marked by * are mandatory.	
Equipment Type*	Please Select
Decommissioning Approval No.*	
Equipment Identification No.	
Equipment Serial No.	
Make	
Model	
Date of Decommissioning*	
<div>Submit Reset Close</div>	

7.10 Transport of Registered Source

Submit this form for obtaining permission for export/transport/disposal of disused radioactive source. Follow below path to access this form:

Menu: Regulatory Form → Transport → Transport of Registered Source

Kindly note that, if your equipment is not listed in your institute's account, you need to select application form "Transport of Unregistered Source" (Menu: Regulatory form →Transport →Transport of Unregistered Source) for transport permission.

7.11 Intimation of Export/Transport/Disposal

Submit this form for intimating export/transport/disposal of radioactive source. Follow below path to access this form:

Menu: Regulatory Form →Transport→Intimation of Export/Transport/Disposal

- Pre-requisite for intimation
 - Approval for transport

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8 Annexure: Frequently Asked Questions (FAQs)

8.1 Institute Registration related questions

Q. Our Institute is functioning under Central/State Government; whose detail should we furnish for Employer?

Ans: Employer of an Institute is Head of Institute/Department who is responsible for execution of duties of Employer as stipulated in Atomic Energy (Radiation Protection) Rules, 2004. Furnish detail of your Head of Institute/ Department in Employer detail.

Q. Our Institute is functioning under Central/State Government; we do not have Govt. Registration No./PAN/TAN, what should we upload in Institute Registration form?

Ans: Upload scan copy of certificate (issued by your Head of Institute on letter head affixed with Institute seal) mentioning Government status of your Institute. Do not forget to give Certificate No., as the same (certificate no.) will be required to be mentioned in Institute Registration form.

8.2 Forgot Password

Q. I have forgotten my password, how to obtain new password?

Ans. Visit e-LORA home page and click on ['Forgot Password?'](#). Provide your 'Username' and 'Registered Email Id' and click on **Submit** after entering Captcha. You will receive new password on your registered email address as well as on registered mobile no. via SMS. (This process is applicable for Institute as well as Radiation Professional accounts).

8.3 If Employer is Radiation Professional

Q. Employer of institute is Radiation Professional/Radiation Worker, how to declare Employer as Radiation Professional/Radiation Worker employee of institute?

Ans. Follow the below path **Menu: User Management --> Add Employee -->** Select '**Employee Type**', either '**Radiation Worker**' or '**Radiation Professional**' (if approved as RP). While adding employee, system will ask "whether the person is employer?", Select '**Yes**' and proceed ahead to fill the other details asked in the form.

8.4 RSO related questions:

Q. My RSO application got rejected for incorrect entry of PMS/TLD no., how to correct PMS/TLD no.?

Ans: Login through Employer's account, use following path **Menu: 'User Management' --> 'Update/Dissociate Employee' -->** Select Employee from '**Employee Details**' --> click on '**Show Details**' --> Update your PMS No. --> click on '**Update**'
(You can also update your Email address and Designation in the above Update Screen)

8.5 Handling error message:

Q. I'm getting message 'Sorry, someone is already logged in this browser. Two person cannot log in the same browser', what should I do?

Ans. This may happen when e-LORA system is directly closed without logout. In such case, Please restart your internet browser and access e-LORA system.

8.6 Changing details:

Q. How to change email address of Institute Employer?

Ans. After login, follow the menu '**User Management --> Update Institute Detail**' select tab '**Employer Detail**' and change '**Email (O)**' as required and click on '**Update**' button. You will receive all future correspondences on this updated email address.

Q. How to change Employer?

Ans: Please see [General Guidelines to use e-LORA System](#) for step-by-step process for changing Employer detail.

8.7 How to check status of application:

Q. We have submitted application form through my e-LORA account, I want to know its status?

Ans. The status of all application form can be seen through your account. After login, follow the Menu: '**My Applications**'. You will see status in '**Application Status**' for a given Application No.

Please note, only short informative messages are displayed in 'Inbox' (after login) about the processing status of applications, use '**My Applications**' to see the details of approval/rejection of application.

8.8 Help email address

In case of any further clarification, you can write to our help email address e-LORA.ng@aerb.gov.in

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