e-Licensing of Radiation Applications (eLORA)

Guidelines

Gamma Radiation Processing Facility

&

Industrial Accelerator Radiation Processing Facility
Section A: Common functionality for GRAPF and IARPF Facility

Section B: Regulatory application form submission details for GRAPF

Section C: Regulatory application form submission details for IARPF

Section A: Common functionality for GRAPF and IARPF Facility
1. Login to eLORA system

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

2. Declaration of Staff

Staff can be added in eLORA 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 viz. assisting personnel etc to whom PMS has been issued.
- **Non Radiation Worker**: this is to add employee to be nominated as Licensee who is not a radiation worker
- **Radiation Professional**: this is to add registered Radiation Professionals

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.), 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 institute.

3. Process to update/dissociate employee

Employer can update/dissociate employee from his/her institution. Employer can update employee details such as PMS No., designation, department and E-mail (O). Employer can also dissociate employee. Follow the path Menu: User Management → update/dissociate employee to update/dissociate employee

3.1 Update employee details

After clicking on update/dissociate employee, the following screen will appear:
Employer need to select Type of employee as shown above and then select employee detail(s) and click on show details as shown above, the following screen will appear:

Employer can Update employee details such as PMS No., designation, department, E-mail(O), Roles, etc. The details will be updated and can be viewed in ‘My Institute Details’.

3.2 Dissociate employee:
After clicking on update/dissociate employee, the following screen will appear:

Employer need to select Type of employee as shown above and then select employee detail(s) and click on dissociate as shown below. Then employee will be dissociated from the institution.
4. Declaration of Instrument

Measuring (viz. Secondary Standard Dosimeter), Monitoring (Viz. Survey meter), QA and Safety Tools can be declared one time in your eLORA 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 instruments

Instruments are classified in to below four types:

- Measuring instruments
- Monitoring instruments
- QA tools
- Safety tools
Important Note: Regulatory clearances will not be issued till all requisite Measuring instruments, Monitoring instruments, QA tools and Safety tools for particular type of facility are successfully recorded in eLORA.

4.2 Manage Instrument Status

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

<table>
<thead>
<tr>
<th>Safety Instrument Type</th>
<th>Safety Instrument Sub Type</th>
<th>Instrument Identification Number</th>
<th>Instrument Make</th>
<th>Instrument Model</th>
<th>Instrument Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Tools</td>
<td>Mobile Protective Barrier with Viewing Window</td>
<td>SE-0008812</td>
<td></td>
<td></td>
<td>Available</td>
</tr>
<tr>
<td>Safety Tools</td>
<td>Protective Apron</td>
<td>SE-0008811</td>
<td></td>
<td></td>
<td>Proposed</td>
</tr>
<tr>
<td>Safety Tools</td>
<td>Ceiling Suspended Protective Glass</td>
<td>SE-0015807</td>
<td></td>
<td></td>
<td>Available</td>
</tr>
<tr>
<td>Monitoring Tools</td>
<td>Contamination Monitor</td>
<td>SE-0019228</td>
<td>sdf</td>
<td>sdf</td>
<td>Available</td>
</tr>
<tr>
<td>Safety Tools</td>
<td>Protective Apron</td>
<td>SE-0034677</td>
<td></td>
<td></td>
<td>Available</td>
</tr>
<tr>
<td>Safety Tools</td>
<td>Protective Apron</td>
<td>SE-0034626</td>
<td></td>
<td></td>
<td>Available</td>
</tr>
</tbody>
</table>

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.

5. 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

On clicking ‘Nominate RSO’ the following form will appear
5.1 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:

Select the appropriate radiation facilities for which the candidate is to be nominated (as shown above).

After successful submission of form as per the standard procedure of eLORA, 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).

5.2 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”.

Click here to get the list of RP employees
On clicking on ‘renew’ button, the application form is generated which needs to be freezed and submitted as per the standard procedure of eLORA.

5.3 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 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 eLORA.

5.4 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.

Use “Undesignate” option to revoke RSO.
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 “close”.

Section B: Regulatory application form submission details for GRAPF

Dear User,

Welcome to the profile of Gamma Radiation Processing Facility. This userguide brife about the online submission process of the regulatory application forms for obtaining various clearances for operating the GRAPF Facility. To start transacting with eLORA, you must have a user credential i.e user id and password. This credential will be issued to you after your institute registration application is approved in eLORA. This application form can be submitted using “Register Institute” link available in the home page of eLORA ([https://elora.aerb.gov.in/ELORA](https://elora.aerb.gov.in/ELORA)). The user id and password issued through eLORA will be posted in your e-mail id provided in the application form. Use this login credential to access the menus available for this practice. Click on the above link to visit the eLORA home page.

Click on “Login” the following screen appears
Reconfirm your password and select your practice, role and installation type. You can select only one item at a time. Incase, yime. Incase, you would like visit other profile, use “switch profile” option availed in your logged in page.

Click on login. The following screen will appear.
Click on Regulatory Forms to access the applicable form menu.

There are 11 different regulatory clearances required, as and when applicable. Visit the “Regulatory Form” -> Application form download menu to download the requisite application form. Completely fill the application form, scan/soft copy with appropriate signature and save the file. Make sure that the file is in PDF format and the size is not exceeding the 4MB upload limit.

Select the appropriate application form
Provide the relevant information as application for the application form. Attach the details in the prescribed format, then click on submit. The following screen will appear. You can download your submitted application form this link or from the menu “My Application”.

In My Application menu you can view the submitted details at any time and the status of the application will be tracked from this menu such as Submitted, In Progress, Approved or Rejected.
For new (if it is addition without replacing the sources of first procurement) source procurement use the application form “Application for Source Procurement and Loading” then for subsequent replacement use the form “Application for Source Replacement/Rearrangement/Source unloading for disposal”

All application (total number 11 on download application menu and 1 source receipt intimation) are similar in nature for submission through eLORA. As source replacement/addition is frequent you need select the appropriate application form as mentioned above. After obtaining this permission you need to provide the details of the received source selection the application form “Source Receipt Intimation”

Select the details of your procurement as indicated right to each field. Provide the attachments as necessary for this submission. Carefully provide the details of the source. Activity, Sr.No, Date of quoted activity and date of receipt need to be confirmed from the supplier before proceeding to submit this application form. You can provide 25 number of sources in single submission.
For disposing the sources you need obtain the transport permission. Click on regulatory form-> Transport-> Transport of Registered Sources.

Select the details as indicated below. In case more than one source will be sent for disposal, use Add row

After the sources are disposed off, you need to submit the application form “Intimation of Disposal” visiting the transport application menu. Select the document id, consignor and consignee will be auto populated and provide the documentary proof for the disposal. Click on submit for completing the submission.
### Brief description of the regulatory forms

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application for Site Approval</td>
<td>Applicable when applying for new facility</td>
</tr>
<tr>
<td>2.</td>
<td>Application for Design &amp; Construction Approval</td>
<td>Applicable when applying for new facility after site approval</td>
</tr>
<tr>
<td>3.</td>
<td>Acceptance Test Report</td>
<td>Applicable for commissioning the facility</td>
</tr>
<tr>
<td>4.</td>
<td>Application for Source Procurement and Loading</td>
<td>Applicable for new (if it is addition without replacing the sources)</td>
</tr>
<tr>
<td>5.</td>
<td>Application for Licence for Operation And Commissioning</td>
<td>Applicable when the facility is ready for operation</td>
</tr>
<tr>
<td>6.</td>
<td>Permission for Trial Run Operation</td>
<td>Applicable after the approval of “Acceptance Test Report”</td>
</tr>
<tr>
<td>7.</td>
<td>Approval for Source Replenishment/Rearrangement/Source Unloading for Disposal</td>
<td>Applicable for subsequent replacement</td>
</tr>
<tr>
<td>8.</td>
<td>Modification in Design of Radiation Facility</td>
<td>Applicable when there is a proposed change in the approved design of the facility</td>
</tr>
<tr>
<td>9.</td>
<td>Resumption of Routine Operation</td>
<td>Applicable after the new source procurement/ replacement and after the design modification approval</td>
</tr>
<tr>
<td>10.</td>
<td>Application for Decommissioning of Facility</td>
<td>Applicable when the facility will be decommissioned</td>
</tr>
<tr>
<td>11.</td>
<td>Procurement of Check Source</td>
<td>Applicable when the check source will be procured.</td>
</tr>
</tbody>
</table>

### How to compress the PDF document: One example, use Abode professional version 5 and above

Use the optimizer to reduce the pixel sizes between 50 to 70 and save the document. It will largely reduce the document size. Then use the zip format downloaded from the [www.7zip.org](http://www.7zip.org) to further reduce the size.
The following role has been defined for Radiation Professionals applicable for IARPF

<table>
<thead>
<tr>
<th>Practice</th>
<th>Professional Role</th>
<th>Basic Education</th>
<th>Professional Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RPF-Safety Officer</td>
<td>Diploma in Engineering, B.Sc., M.Sc, B.E, B.Tech, M.E, M.Tech</td>
<td>RSO Certification for Radiation Processing Facilities</td>
</tr>
</tbody>
</table>

Section C: Regulatory application form submission details for IARPF

Dear User,

Welcome to the profile of Industrial Accelerator Radiation Processing Facility. This userguide brife about the online submission process of the regulatory application forms for obtaining various clearances for operating the IARPF Facility. To start transacting with eLORA, you must have a user credential i,e user id and password. This credential will be issued to you after your institute registration application is approved in eLORA. This application form can be submitted using “Register Institute” link available in the home page of eLORA (https://elora.aerb.gov.in/ELORA). The user id and password issued through eLORA will be posted in your e-mail id provided in the application form. Use this login credential to access the menus available for this practice. Click on the above link to visit the eLORA home page.

Click on “Login” the following screen appears
Reconfirm your password and select your practice, role and installation type. You can select only one item at a time. Incase, you would like visit other profile, use “switch profile” option available in your logged in page.

Your logged in page will appear. From this page you can access the relevant menu for this profile.

There are 10 different regulatory clearances forms are available under Download application form Menu. Visit the “Regulatory Form” -> Application form download menu to download the requisite application form. Completely fill the application form, scan and save the file. Make sure that the file is in PDF format and the size is not exceeding the 4MB upload limit.
Then visit the form “APPLICATION TO AERB FOR OBTAINING CONSENTS” select the appropriate application form. Completely fill the application form, scan/soft copy with appropriate signature and save the file. Make sure that the file is in PDF format and the size is not exceeding the 4MB upload limit.

Attach the required details and submit the application form.

After the necessary clearances you need to apply for equipment procurement permission by selecting “Application for Equipment Procurement” from the dropdown menu. After this approval,
you need to submit the application form Equipment Receipt Intimation visiting regulatory form menu.

In this form you need to select the received details. In this form, no values will be available for selection if there is no supplier submitted the equipment details in the applicable application form for this practice. In the right to each filed the values can be selected from the list and submit this application form.

After this equipment receipt approval and other relevant approvals you can submit the application for Operational Licence selecting “New” for the type of application selecting the received equipment from the list as indicated right to the field Equipment Identification Number. Similarly, the renewal of licence application can be submitted selecting “Renewal” in the type of application.
The decommissioning application form can be submitted visiting the Regulatory application form menu. Provide the appropriate details in the form and click on submit.

After approval of the decommissioning application, you need to submit the intimation for decommissioning of the equipment selecting the form “Intimation For Decommissioning Of Radiation Equipment” along with other details as asked in the form.
In case you wish to use a check source for performance check of the radiation survey meters then the following application form need to be submitted.

After receipt of the source the details need to be submitted in the Source Receipt Intimation application form.

Brief description of the regulatory forms

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application for Site Approval</td>
<td>Applicable when applying for new facility</td>
</tr>
<tr>
<td>2.</td>
<td>Application for Design &amp; Construction Approval</td>
<td>Applicable after site approval</td>
</tr>
<tr>
<td>3.</td>
<td>Acceptance Test Report</td>
<td>Applicable for commissioning the facility.</td>
</tr>
<tr>
<td>4.</td>
<td>Application for Equipment Procurement</td>
<td>Applicable for procuring the equipment</td>
</tr>
<tr>
<td>5.</td>
<td>Permission for Trial Run Operation</td>
<td>Applicable after the approval of &quot;Acceptance Test Report&quot;</td>
</tr>
<tr>
<td>6.</td>
<td>Application for Licence for Operation</td>
<td>Applicable when the facility is ready for operation</td>
</tr>
</tbody>
</table>
7. **Modification in Design of Radiation Facility**  
   Applicable when there is a proposed change in the approved design of the facility.

8. **Resumption of Routine Operation**  
   Applicable after the design modification approval.

9. **Application for Decommissioning of Facility**  
   Applicable when the facility will be decommissioned (for equipment decommissioning fill the separate form).

10. **Procurement of Check Source**  
    Applicable when the check source will be procured.

For disposing the sources you need obtain the transport permission. Click on regulatory form->Transport->Transport of Registered Sources.

Select the details as indicated below. In case more than one source will be sent for disposal, use Add row.

After the sources are disposed off, you need to submit the application form “Intimation of Disposal” visiting the transport application menu. Select the document id, consignor and consignee will be auto populated and provide the documentary proof for the disposal. Click on submit for completing the submission.
Always visit My Application menu to view the submitted details at any time and the status of the application will be tracked from this menu such as Submitted, In Progress, Approved or Rejected.

<table>
<thead>
<tr>
<th>Practice</th>
<th>Professional Role</th>
<th>Basic Education</th>
<th>Professional Education</th>
</tr>
</thead>
</table>