

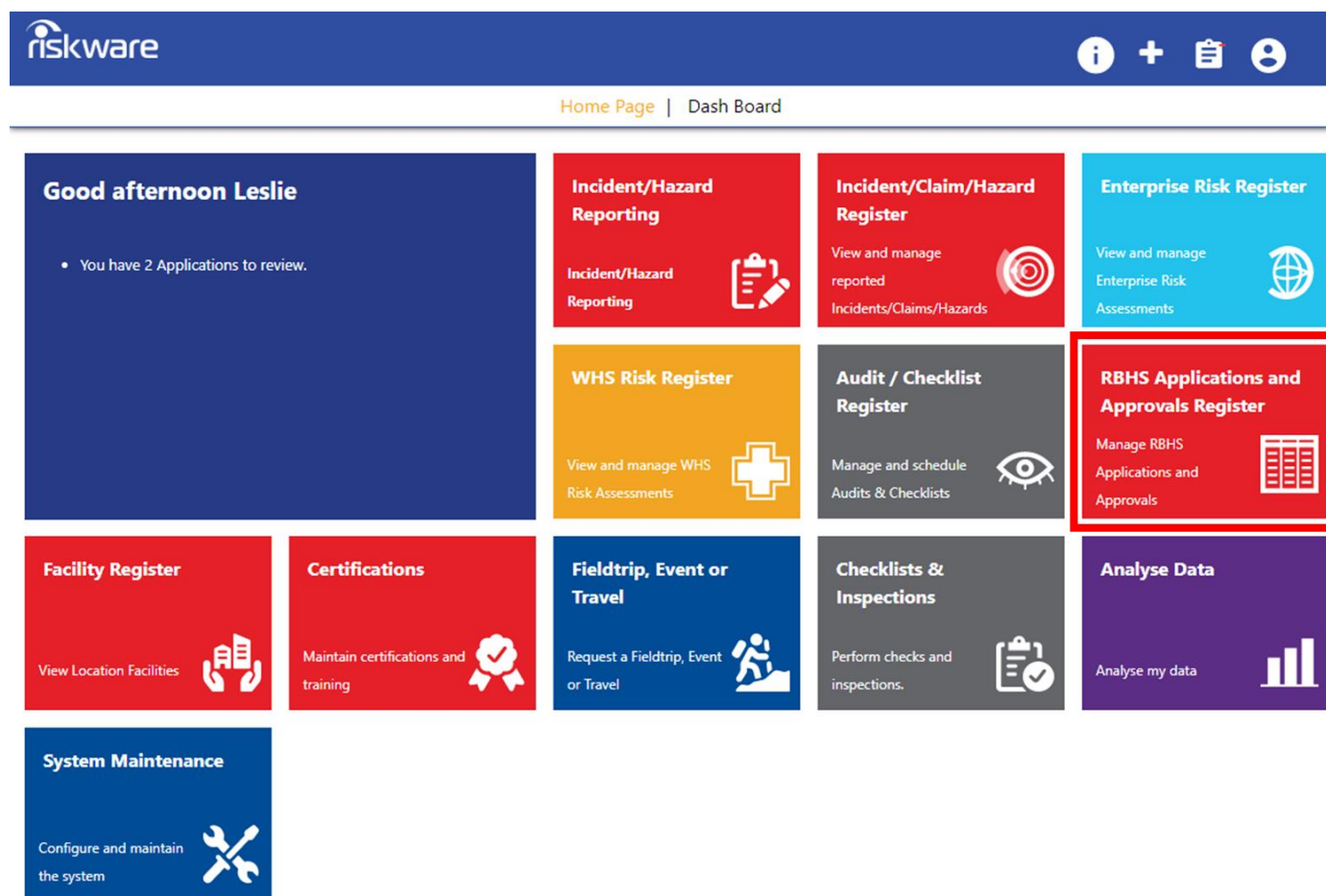
Riskware Making a Variation to an approved RBHS Application

Your approved application be varied if the approved radiation/biosafety/hazardous substances (RBHS) activities change during your project/activity. The system allows you to create a variation of your approved application so that you can update it with the changes to your project/activity and resubmit it for review and approval.

This information sheet outlines how to make a variation to your approved RBHS Application in order to update and re-submit RBHS changes to your project/activity for review and approval by the RBHSC.

Step 1. Log in to Riskware and Access the RBHS Application and Approval Register

Access Riskware [here](#). For further information on [How to navigate the Riskware home page click here](#). Once the Riskware homepage comes up as illustrated below, click on the RBHS Application and Approval Register.



Step 2. Find the Application in the Register and Open It

In the RBHS Application and Approval Register locate the application that has been approved to be closed and double click on the record. The application 'Details' tab will be displayed.

riskware RBHS Applications and Approvals Register

Active Closed Active Materials

Back New Refresh Help Export

Ref	Application Reference...	Title	Type Of Dealing	Applicant	Contact	Status	Expiry
53		Test	Biosafety Activities	Martha CAVANAGH	Martha CAVANAGH	Draft	
52		testing copy	Radiation Activities	Adrienne SEERY	Adrienne SEERY	Draft	
51	51	Test 1234	Radiation, Biosafety ...	Martha CAVANAGH	Martha CAVANAGH	Review Completed	
50	50	Test number 2 RBHSC application overview - copy	Radiation, Biosafety ...	PAN Support	PAN Support	Under Review	
49	49	Test 4112020	Both Radiation and ...	Martha CAVANAGH	Martha CAVANAGH	Under Review	
48		Test number 2 RBHSC application overview	Radiation, Biosafety ...	PAN Support	PAN Support	Draft	
47	1223	Test new application - Variation	Radiation, Biosafety ...	PAN Support	PAN Support	Draft	
46	46	Test for RBHSC	Biosafety Activities	Martha CAVANAGH	Benjamin KNOX	Provisionally Approv...	
45		Test Clone application	Radiation, Biosafety ...	Benjamin KNOX	Kitiya DUFALL	Draft	
44	34567	Test application biological variation	Radiation, Biosafety ...	Benjamin KNOX	Kitiya DUFALL	Draft	
43		Riskware RBHS Application and Approval Module example	Biosafety Activities	Martha CAVANAGH	Martha CAVANAGH	Draft	
42		Radiation 123	Both Radiation and ...	Martha CAVANAGH	Belinda OWEN	Draft	
40	123	Test new application (faq)	Radiation, Biosafety ...	PAN Support	PAN Support	Under Review	
39	1223	Test new application	Radiation, Biosafety ...	PAN Support	PAN Support	Approved	07/08/2020
38		Test for radio button changes	Radiation Activities	Adrienne SEERY	Adrienne SEERY	Submitted	
35	update of #23	IR-MS sample preparation using vanadium pentoxide_Variation	Hazardous Substanc...	Janine BRUEMMER	Janine BRUEMMER	In Revision	
33		Collecting blood	Radiation, Biosafety ...	Belinda OWEN	Belinda OWEN	Draft	
31	31	Riskware RBHS Basic User Testing - Danielle_COPY	Radiation, Biosafety ...	Danielle BARTLETT	Danielle BARTLETT	In Revision	

1, 25 of 45 items

Step 2. Click Variation

Open the Approved Application, you will see the "Details" tab displayed. At the top of the page you will see the "Variation" icon displayed in the toolbar at the top of the page.

riskware Application [66]

Back Save Cancel Close Approval **Variation** Copy Print Audit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments Approval Conditions Declarations

Activity Details

Reference Number
66

Application Status
Approved (Expires : 31/05/2024)

Application Reference
66

*Title
Enhanced microplastic removal by Coagulation and Flocculation followed by Dissolved Air Flotation


*Applicant
Jayasuriya THATHSARANI

Current status of the application

Application Reference Number - this is system generated.

Name or Title of Activity/Project

Applicant's Name. Use the magnifying glass icon to search for the applicant's name.

Click on the "Variation"  icon. You will see a pop up asking to confirm that you would like to create a variation of your approved application and change the RBHS Application Title. To assist you in identifying your variation/s leave the approved Title and add the words Variation at the end of the Title and press OK.

Application Variation

Please confirm creating a variation of this application

***Research Application Title:**

Enhanced microplastic removal by Coagulation and Flocculation followed by Dissol

Ok Cancel

Step 3. Update the Variation


After you click OK; ¹ a draft variation will come up with a new reference number, ² application status Draft, ³ a link to your original application and number, ⁴ application Reference # of your approved application the ⁵ New title that you entered above will automatically populate as will all the other fields from form your approved application.

Application [74]

← Back Save Submit Cancel Delete Copy Print

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments

Activity Details




Reference Number
¹ 74

Application Status
² Draft

³ [Click here to view the previous version of the Permit Application \[66\]](#)

Application Reference
⁴ 66

*** Title**
⁵ Enhanced microplastic removal by Coagulation and Flocculation followed by Dissolved Air Flotatk

Work through each tab and make the updates as required i.e. using a more concentrated chemical than you originally gained approval for. Save your variation by pressing the “SAVE” icon  at the top of the page.

Step 4. Submitting the Varied Application



Once you are satisfied with the changes to the Application you should press the 'Submit' icon in the Tool bar. You will be presented with a pop-up window asking you to confirm you want to submit the varied application.

Submit Application ✕

Are you sure you want to submit this Application?

Ok Cancel

Press 'Ok' to SUBMIT the varied application.

Note: If you have any missing fields you will be presented with a warning prompt. You can either "Continue" with these missing fields or "Cancel" and fill them.

Step 5. Following Submission of the Varied Application

Once you have submitted your varied application for approval the application status will change to Submitted, you will also receive an email to notify you of this. Your varied application will follow the same application and review process that your original application followed.

When you go back to the RBHS application and approval register you will see the new varied application has a new reference number i.e. 17, application reference will be the original approved reference number i.e. #10, the new title i.e. Metatags – are they working? Variation 10 etc.

For more information on the RBHS Module workflow and roles, follow instructions in the Riskware RBHS Module Application Approval Workflow and Role Information Sheet.