



[McGill & MUHC] RAD myLab User Guide: Inventory Module

Last Updated: February 20, 2023

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myLab Basics – New Web Version

Logging into myLab

Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through <https://mylab.mcgill.ca>
2. If prompted, enter your **McGill username** and **password**
 - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): <https://mcgill.ca/itsupport>

Security protocols

ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

Basics of getting started with myLab and navigating the myLab interface

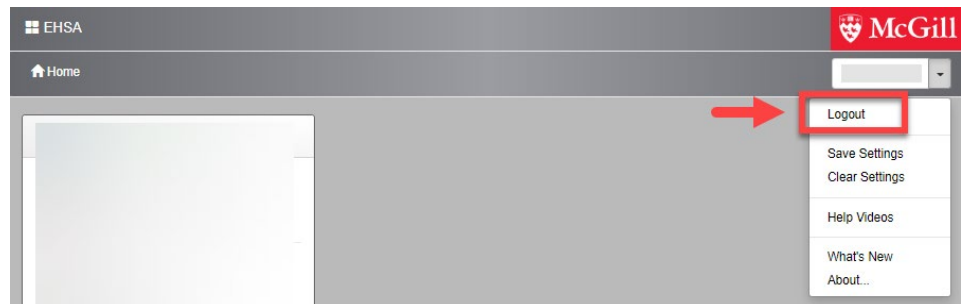
Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | RAD modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the [IT Knowledge Base](#).

Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.



Note

If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.



Inventory Module – New Web Version

To access this module, click the **Inventory** icon on the myLab homepage

- [McGill Users] The number of open requisitions (where RAM receipt entry is required) is displayed in a red circle above the icon



Several menu items are available under the heading **RAM Inventory**:

| McGill RAD Users | MUHC RAD Users |
|---|--|
| <p> RAM Inventory</p> <p>Ram Receipt Entry Disposal/Add Usage Package Receipt Survey (8) View In-Lab Waste Containers</p> <hr/> <p>Reports</p> <p>McGill - Inventory of Unsealed Isotopes McGill - Vial Usage History Summary McGill - Waste Container Inventory - Summary McGill - Container Report by Isotope</p> | <p> RAM Inventory</p> <p>Quick Isotope Entry Disposal/Add Usage Package Receipt Survey View In-Lab Waste Containers</p> |

| Menu item | Used by & Used for |
|--|---|
| Ram Receipt Entry | <p>McGill Users only</p> <ul style="list-style-type: none"> ▪ Adding new radioactive materials to your inventory from an MMP order ▪ Editing or deleting a receipt previously recorded |
| Quick Isotope Entry | <p>MUHC Users only</p> <ul style="list-style-type: none"> ▪ Adding new radioactive materials to your inventory |
| Disposal/Add Usage | <p>McGill & MUHC Users</p> <ul style="list-style-type: none"> ▪ Recording the usage of radioactive materials in your inventory (including aliquots) ▪ Transferring radioactive materials from your inventory to another PI ▪ Editing or deleting a usage/disposal previously recorded |
| Package Receipt Survey | <p>McGill & MUHC Users only</p> <ul style="list-style-type: none"> ▪ Recording results of performed wipe tests upon receipt of radioactive materials |
| View In-Lab Waste Containers | <p>McGill & MUHC Users</p> <ul style="list-style-type: none"> ▪ Preparing a container for waste pick-up – closing a container + recording results of a performed wipe test + selecting a temporary waste area where the container will be dropped off |

If you are both a McGill CHEM and McGill RAD User, you will see two menu listings on this screen

The screenshot shows the EHS Home page with the following content:

- EHS Home** (Navigation bar)
- RAM Inventory** (Left panel):
 - Ram Receipt Entry
 - Disposal/Add Usage
 - Package Receipt Survey (1)
 - View In-Lab Waste Containers
 - Reports**
 - McGill - Inventory of Unsealed Isotopes
 - McGill - Vial Usage History Summary
 - McGill - Waste Container Inventory - Summary
 - McGill - Container Report by Isotope
- Chemical Inventory** (Right panel):
 - Inventory
 - Requisitions (211)
 - Chemical Inventory Transfer Approval

Running a report [McGill Users only]

Several reports are also listed on this screen

1. Click on a report title
2. The Report Parameters window opens
3. If displayed, edit the **Start Date** and **Stop Date** fields – click the Calendar icon to make a selection or click in the field to edit the displayed date
4. Click **View Report** or click Cancel to close the window

The screenshot shows the Report Parameters window with the following fields and controls:

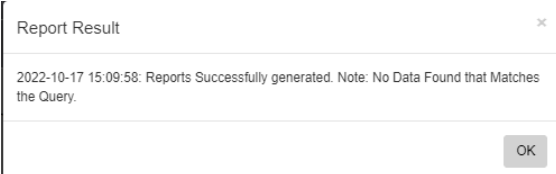
- Start Date:** 1/16/2020 (with a calendar icon and a red circle '4' next to it)
- Stop Date:** 1/16/2023 (with a calendar icon and a red circle '4' next to it)
- Autofill:** A dropdown menu with a pencil icon.
- pi_code:** A text input field with a blue highlight and a red circle '5' next to it. Below the field is the text "No Selections - All".
- Buttons:** Cancel and View Report (highlighted in green).

Note

Step 4 - If running more than one report while logged into your current session of mylab, the system will remember the Report Parameters you previously entered (Start Date and Stop Date) and those will be displayed.

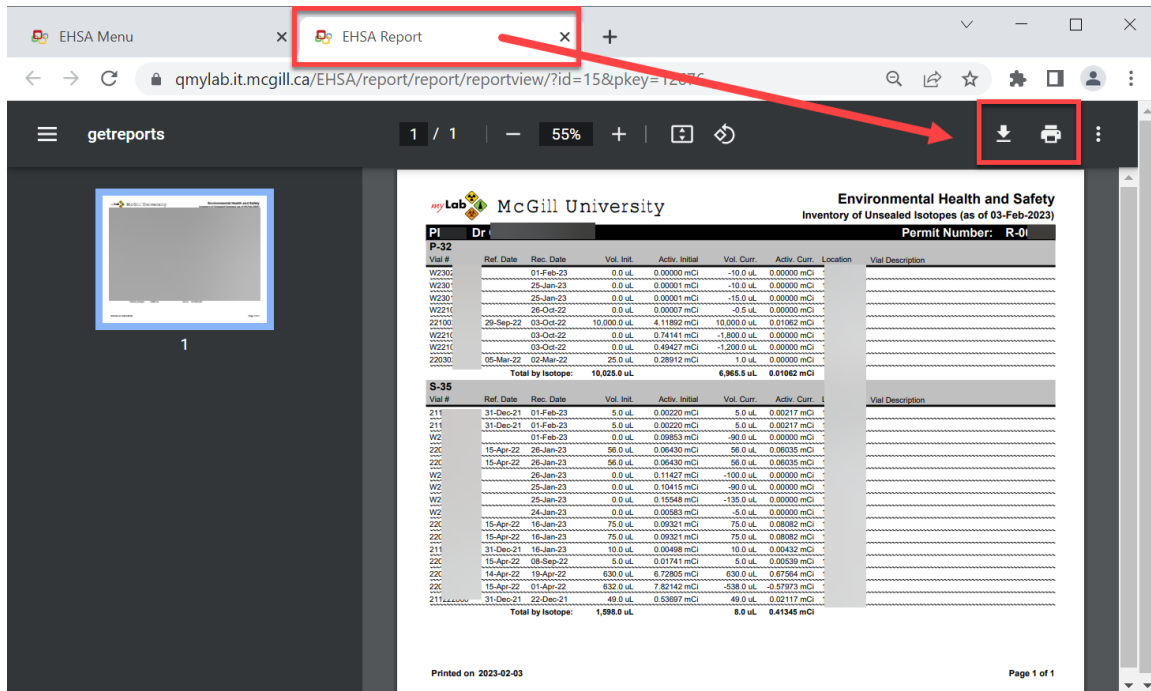
If the generated report has no data, a Report Result window will open.

- Click **OK** to close the window



Select a different Report or enter different report parameters by repeating Steps 2 to 5

5. The selected report will open in a new browser tab and is ready to download or print using the browser print function (screenshot below is using Chrome)



The screenshot shows a browser window with two tabs: 'EHS Menu' and 'EHS Report'. The 'EHS Report' tab is active and highlighted with a red box. The browser's address bar shows the URL: qmylab.it.mcgill.ca/EHSA/report/reportview/?id=15&pkey=12076. The browser's toolbar shows a red box around the download and print icons. The report content is displayed in a dark-themed interface. The report title is 'Environmental Health and Safety Inventory of Unsealed Isotopes (as of 03-Feb-2023)'. The report is organized into sections: 'P-32' and 'S-35'. Each section contains a table with columns for 'Vial #', 'Ref. Date', 'Rec. Date', 'Vol. Inst.', 'Activ. Initial', 'Vol. Curr.', 'Activ. Curr.', and 'Location'. The 'P-32' section has a total of 10,025.0 uL and 6,965.5 uL. The 'S-35' section has a total of 1,998.0 uL and 8.0 uL. The report is printed on 2023-02-03.

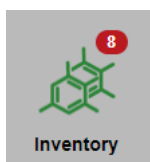
If no tab opens, look for a browser message to manage/allow pop-ups from this site and then repeat all the steps

6. Close the browser tab displaying the report
7. The Inventory module screen is still open in a browser tab

Ram Receipt Entry: Adding new radioactive materials to your inventory from an MMP order [McGill Users only]

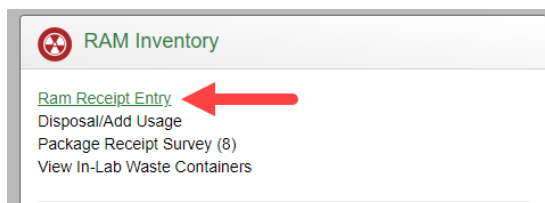
When radioactive materials ordered through the McGill MarketPlace are received, they **MUST** be added to your inventory in myLab.

1. Click the **Inventory** icon on the myLab homepage



The number of open requisitions (where RAM receipt entry is required) is displayed in a red circle above the icon

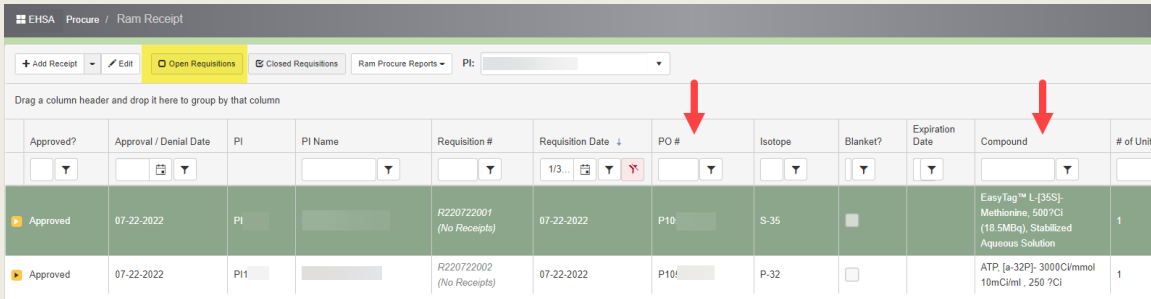
2. Click **RAM Receipt Entry** under the RAM Inventory menu listing



3. By default, a listing of all **open (mylab) requisitions** is displayed:

- Items from MMP POs (McGill MarketPlace purchase orders) which you have not yet received in myLab
- One item per row – if two items were ordered through MMP, two myLab requisitions are created, each referencing the same purchase order #
- Each item is assigned a unique requisition # in mylab (different from the MMP reference # and the Banner Requisition #)

Tip To identify an item in the listing, use the *PO#* or *Compound* name



| Approved? | Approval / Denial Date | PI | PI Name | Requisition # | Requisition Date | PO # | Isotope | Blanket? | Expiration Date | Compound | # of Unit |
|-----------|------------------------|-----|---------|-----------------------------|------------------|------|---------|----------|-----------------|--|-----------|
| Approved | 07-22-2022 | PI1 | | R220722001 (No Receipts) | 07-22-2022 | P10 | S-35 | | | EasyTag™ L-[35S]-Methionine, 5007Ci (19.5MBq), Stabilized Aqueous Solution | 1 |
| Approved | 07-22-2022 | PI1 | | R220722002 (No Receipts) | 07-22-2022 | P10 | P-32 | | | ATP, [p-32P]-3000Ci/mmol 10mCi/ml, 250 7Ci | 1 |

Adding a RAM receipt (Open Requisitions)

1. Select the item to receive (click the row to highlight it – it will be shaded in green) and click on **Add Receipt** near the top of the window

The screenshot shows the EHS Procure / Ram Receipt interface. At the top, there is a navigation bar with the EHS logo and the text 'Procure / Ram Receipt'. Below this is a toolbar with several buttons: '+ Add Receipt' (circled in red), 'Edit', 'Open Requisitions', 'Closed Requisitions', 'Ram Procure Reports', and a 'PI:' dropdown menu. Below the toolbar is a table with the following columns: 'Approved?', 'Approval / Denial Date', 'PI', 'PI Name', 'Requisition #', 'Requisition Date', 'PO #', 'Isotope', and 'Blanket?'. The first row of the table is highlighted in green and contains the following data: 'Approved', '07-22-2022', 'P1', 'F', 'R2 (No Receipts)', '07-22-2022', 'P1', 'S-35', and a checkbox. The second row is also highlighted in green and contains: 'Approved', '07-22-2022', 'P1', 'F', 'R22', '07-22-2022', 'P1', 'P-32', and a checkbox.

OR

Find the item you would like to receive:

The screenshot shows the EHS Procure / Ram Receipt interface. At the top, there is a navigation bar with the EHS logo and the text 'Procure / Ram Receipt'. Below this is a toolbar with several buttons: '+ Add Receipt', 'Edit', 'Open Requisitions', 'Closed Requisitions', 'Ram Procure Reports', and a 'PI:' dropdown menu. Below the toolbar is a table with the following columns: 'Approved?', 'Approval / Denial Date', 'PI', 'PI Name', 'Requisition #', 'Requisition Date', 'PO #', and 'Isotope'. The first row of the table is highlighted in green and contains the following data: 'Approved', '07-22-2022', 'P1', 'F', 'R22 (No Receipts)', '07-22-2022', 'P1', and 'S-35'. A yellow box with a triangle is highlighted in the 'Approved?' column of this row. Below the table is a toolbar with buttons: '+ Add', 'Edit', and 'Delete'. The 'Add' button is circled in red.

- A. Click on the **yellow box with the triangle** in the first column of that row
- B. The row will expand down - click **Add**

2. The Add Ram Receipt screen is displayed

3. The left-side of the screen displays information about the selected isotope pre-populated from MMP (these fields may be edited). At minimum, review the following three fields:

A. **Lab/Location** - If the storage location is not the right one, click the down arrow next to the field and select the correct laboratory from the list

B. **Compound** -

- To remove all displayed text in the Compound field, click **Clear**
- To add your own compound description, **enter text** in the *Compound* field
- To add text from the pre-populated list of descriptions, click on the down arrow next to the *Select Compound* field and make a selection – the text is then added to the Compound field
- To populate the Compound field based on the *Catalog #*, click **Select Catalog #** - find the catalog item, click Select at the beginning of the row, the Compound field is then populated with the description from the catalog

C. **Form** - Click the down arrow next to the field and make a selection

4. Enter the required information (fields with a red *) in the **Assay Detail** section in the top right portion of the screen. The received item's label has all the information you need to enter in this section:

The screenshot shows the 'Assay Detail' section of a software interface. It contains several input fields and a calculation area. Red circles with letters A through G are placed over specific fields to indicate where information should be entered:

- A:** *Assay Date (calendar icon)
- B:** *Receipt Date (calendar icon)
- C:** *Activity per Unit (text input, value 0.5 mCi)
- D:** *# of Units (dropdown menu, value 1)
- E:** *Assay Activity (text input, value 0.5 mCi)
- F:** Volume (text input)
- G:** Unit (dropdown menu)

Below the main form, there is a section for *Receipt Activity with a value of 0.

A. **Assay Date** - Click on the calendar icon to select a date: date when the activity of the item will be equal to one

B. **Receipt Date** - Click on the calendar icon to select a date: date when the item is received into inventory

C. **Activity per Unit** – If the number displayed is incorrect, enter a new value

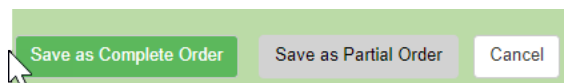
D. **# of Units** – If the number displayed is incorrect, click the down arrow next to the field and select the appropriate number or enter a value

E. **Assay Activity and Receipt Activity** are automatically calculated based on the information entered above

F. **Volume** - Click the down arrow next to the field and select the appropriate number or enter a value for the total volume received

G. **Unit** - Click the down arrow next to the field and select the appropriate volume unit from the list

5. To save the receipt, click **Save as Complete Order**.



To discard this receipt without saving, click **Cancel**.

McGill does NOT use the feature to *Save as Partial Order*, do NOT click on this button.

By mistake, if you do click Save as Partial Order - find the item on the screen:

- A. Click on the **yellow box with the triangle** in the first column of that row
- B. The row will expand down and the receipt you just added will be displayed in a table - select the receipt to edit (click on the row to highlight it) and click the **Edit** button displayed above the table
- C. The Edit Ram Receipt screen is once again displayed
- D. Scroll to the bottom and this time click **Save as Complete Order**

6. Once you click *Save as Complete Order*, the RAM Receipt screen will once again be displayed, but, a listing of **Closed Requisitions** is now displayed on the screen. The item just received is now part of the inventory and appears in this listing.

- To see the Inventory # associated with a received item (closed requisition), find the item in the listing and click the **yellow box with the triangle** in the first column of the row.

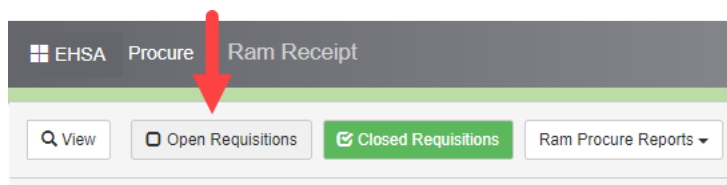
| Approved? | Approval / Denial Date | PI | PI Name | Requisition # | Requisition Date | PO # | Isotope |
|------------|------------------------|----|---------|---------------|------------------|-------|---------|
| ▶ Approved | 03-28-2022 | PI | | R220328001 | 03-28-2022 | P102 | S-35 |
| ▶ Approved | 03-09-2022 | PI | | R220309001 | 03-09-2022 | P101C | S-35 |

- The row will expand down and the Inventory # is displayed

| Approved? | Approval / Denial Date | PI | PI Name | Requisition # | Requisition Date | PO # | Isotope | Blank |
|------------|------------------------|----|---------|---------------|------------------|------|---------|-------|
| ▶ Approved | 03-28-2022 | PI | | R220328001 | 03-28-2022 | P102 | S-35 | |

| Inventory # | Isotope | Receipt Date | Disposed? | Lab/Location | Receipt Activity | Unit | PI Name | Co |
|-------------|---------|--------------|--------------------------|--|------------------|------|---------|------------------------|
| 220401000 | S-35 | 04-01-2022 | <input type="checkbox"/> | MCINTYRE MEDICAL SCIENCES BUILDING:810 | 7.82142 | mCi | | Ea EX Prc [35 |

7. To return to a listing of open requisitions (to add more receipts), click the **Open Requisitions** button at the top of the screen.



8. Click the EHSA icon (top-left corner) to exit this menu option

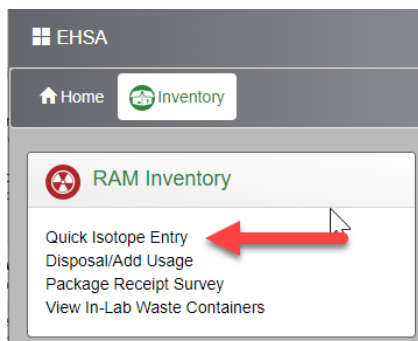
Quick Isotope Entry: Adding new radioactive materials to your inventory [MUHC Users only]

When radioactive materials are received, they MUST be added to your inventory in myLab.

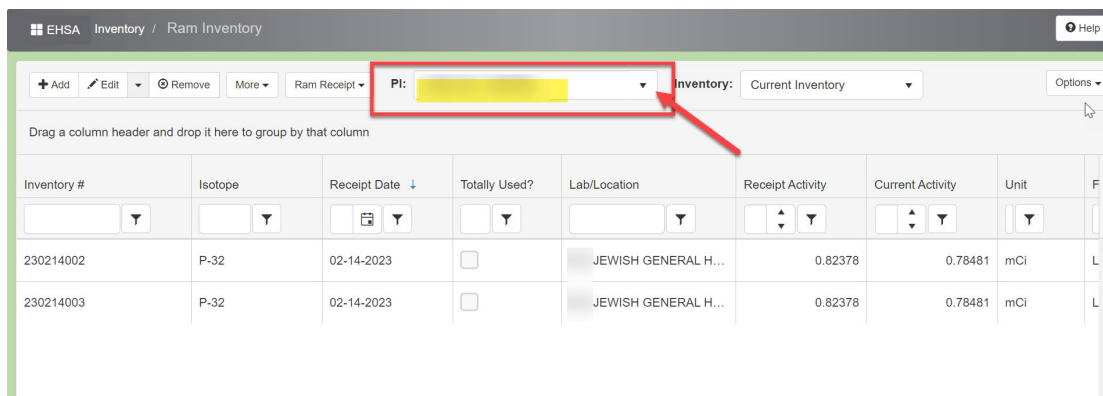
1. Click the **Inventory** icon on the myLab homepage



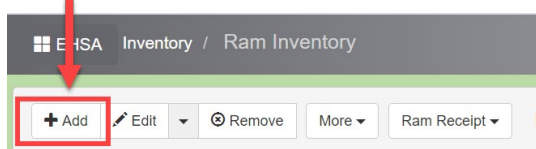
2. Click **Quick Isotope Entry** under the RAM Inventory menu listing



3. All current inventory associated to the **PI** named at the top of the table are displayed - one isotope per row. To view a listing associated to a different PI you have access to view - click the down arrow next to the field and make a selection.



4. Click **Add** near the top of the window



5. The Add Ram Inventory screen is displayed
6. At minimum, complete the following fields:

A. Isotope

- Click the **Select Isotope** button
- Find the isotope to add from the listing
- Click **Select** at the beginning of the row for that isotope

B. Lab/Location – Click the down arrow next to the field and select the correct laboratory from the list

C. Vendor – Click the down arrow next to the field and select the Vendor from the list

D. Compound – there are several options to add text to this field

- To populate the Compound field based on a Catalog #, click the **Select Catalog #** button, find the catalog item by scrolling through the listing or use the filter (funnel icon), click **Select** at the beginning of that row – the Compound field is now populated with the description from the catalog
- To add your own compound description, **enter text** in the Compound field
- To add text from the pre-populated list of descriptions, click the down arrow next to the **Select Compound** field, make a selection, click **Add** – the text is now added to the Compound field
- To add a description to the pre-populated list (for future use), click the **+Add button**, enter a description, click **Save** – the description is now added to the listing above
- To remove all displayed text in the Compound field, click **Clear**

E. Form – Click the down arrow next to the field and make a selection

7. Enter the required information (fields with a red *) in the **Assay Detail** section in the top right portion of the screen.

The screenshot shows the 'Assay Detail' form with the following fields and callouts:

- A:** *Assay Date (calendar icon)
- B:** *Receipt Date (calendar icon)
- C:** *Activity per Unit (text input, value 0)
- D:** # of Units (spin box)
- E:** *Assay Activity (text input, value 0)
- F:** Volume (spin box)
- G:** Unit (dropdown menu)

A. Assay Date - Click on the calendar icon to select a date: date when the activity of the item will be equal to one

B. Receipt Date - Click on the calendar icon to select a date: date when the item is received into inventory

C. Activity per Unit – Enter a value

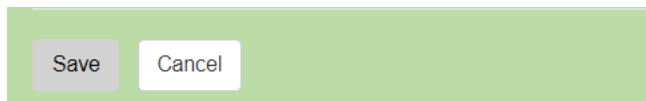
D. # of Units – Click the up arrow next to the field and select the appropriate number or enter a value

E. Assay Activity and Receipt Activity are automatically calculated based on the information entered above

F. Volume - Click the up arrow next to the field and select the appropriate number or enter a value for the total volume received

G. Unit - Click the down arrow next to the field and select the appropriate volume unit from the list

8. Click **Save** at the bottom or top of the window to add this record to your inventory



Click Cancel to exit this screen without saving your changes

9. The isotope has now been added to your inventory and the inventory listing on the screen has been refreshed
10. Click the EHSA icon (top-left corner) to exit this menu option

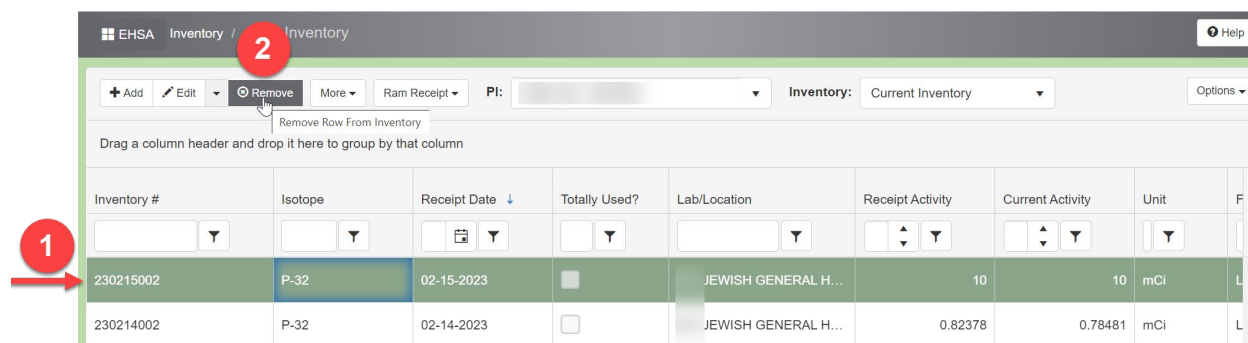
If a mistake was made during data entry, find the inventory item in the listing:

| Inventory # | Isotope | Receipt Date | Totally Used? | Lab/Location | Receipt Activity | Current Activity | Unit |
|-------------|---------|--------------|--------------------------|---------------------|------------------|------------------|------|
| 230215002 | P-32 | 02-15-2023 | <input type="checkbox"/> | JEWISH GENERAL H... | 10 | 10 | mCi |
| 230214002 | P-32 | 02-14-2023 | <input type="checkbox"/> | JEWISH GENERAL H... | 0.82378 | 0.78481 | mCi |

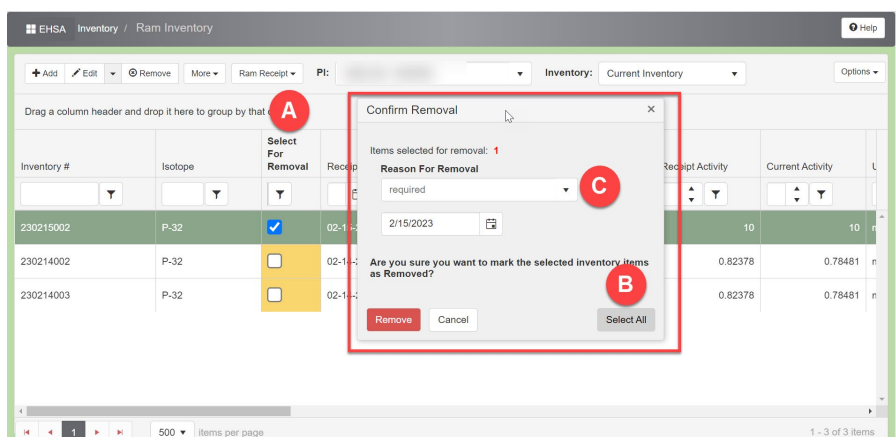
1. Click in the row to select it – it will be shaded in green
2. Click **Edit** near the top of the window
 - Make the necessary updates
 - Click **Save**

Information about the inventory item has now been updated

Removing an item from your inventory



1. In the Ram Inventory screen, find the item (row) to remove in the grid view and click in it - the row will be shaded in green
2. Click **Remove** near the top of the window
3. A Confirm Removal window will open and an additional column is now displayed in the grid view – *Select for Removal*
 - A. For each additional inventory item (row) you wish to remove at this time, click the box under the Select for Removal column. As you select more items, the # of items selected for removal is updated
 - B. To removal all items displayed on this screen, click Select All
 - C. Select a **Reason for Removal** – click on the down arrow next to the field and make a selection



4. Click **Remove** in the Confirm Renewal window

To close the window without removing any items, click Cancel
5. The inventory listing is refreshed and the removed item(s) will now only appear in the *Disposed Inventory* listing. [To view this listing, click the down arrow next to the **Inventory** field at the top of the screen and select **Disposed Inventory**.]

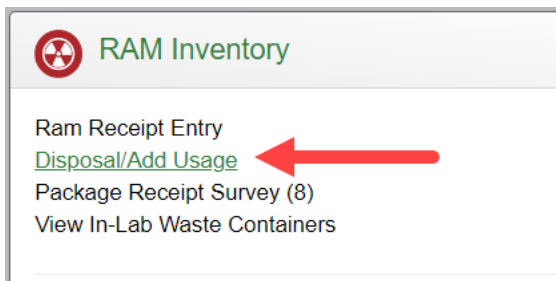
Disposal/Add Usage: Recording the usage of radioactive materials in your inventory [McGill & MUHC Users]

Usage of radioactive materials must be recorded in myLab by each laboratory using the Disposal/Add Usage menu option in the Inventory module.

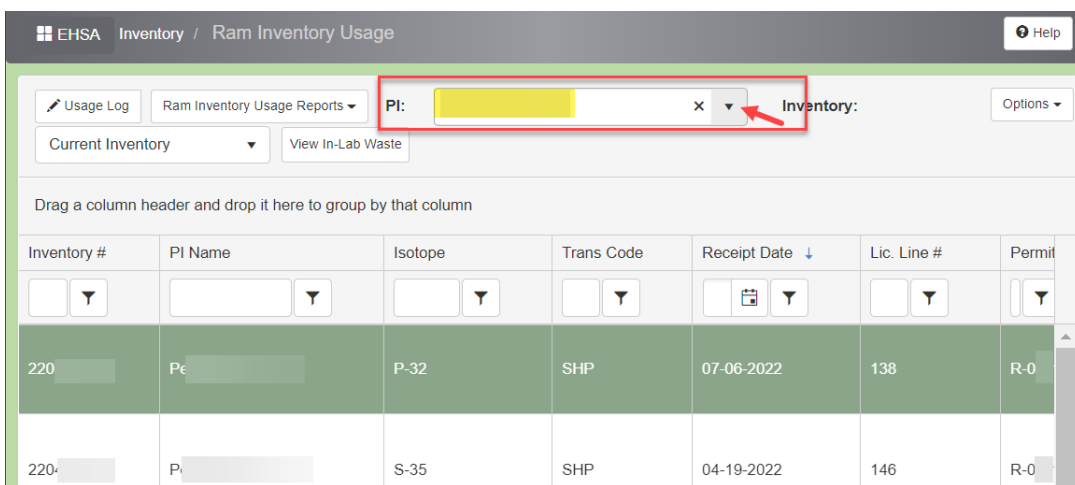
1. Click the **Inventory** icon on the myLab homepage



2. Click **Disposal/Add Usage** under the RAM Inventory menu listing



3. The Ram Inventory Usage screen will open
4. All current inventory associated to the **PI** named at the top of the table are displayed - one isotope per row. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.



| Inventory # | PI Name | Isotope | Trans Code | Receipt Date | Lic. Line # | Permit |
|-------------|---------|---------|------------|--------------|-------------|--------|
| 220 | Pc | P-32 | SHP | 07-06-2022 | 138 | R-0 |
| 220 | Pc | S-35 | SHP | 04-19-2022 | 146 | R-0 |

5. **Double-click** on a row to view/add/edit/delete usage for that particular isotope
6. The View Ram Inventory Usage screen will open
7. Usage information about the selected isotope is displayed – summary information (inventory #, isotope name and compound, receipt date and activity, not decayed and decayed, volume and current volume), bar graph depicting usage activity by category, and the list of all usages recorded for the vial

8. Scroll down to the Usage for Inventory portion of the screen – three actions may be taken:

| Isotope | Disposal Date | Waste Inventory # | Usage ID ↓ | Percent | Container | Usage Category | Usage Activity | Unit |
|---------|---------------|-------------------|------------|---------|-----------|----------------|----------------|------|
| S-35 | 09-01-2022 | W22[...] | 46 | 100 | 0007143 | Liquid | 0.18404 | mCi |
| S-35 | 09-01-2022 | W22[...] | 46 | 100 | 0007143 | Liquid | 0.36809 | mCi |

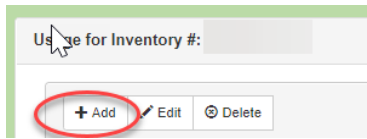
- **Add** – [to record a usage/disposal](#) (including aliquots and transferring radioactive materials to another PI)

A row must be highlighted in the table for these actions:

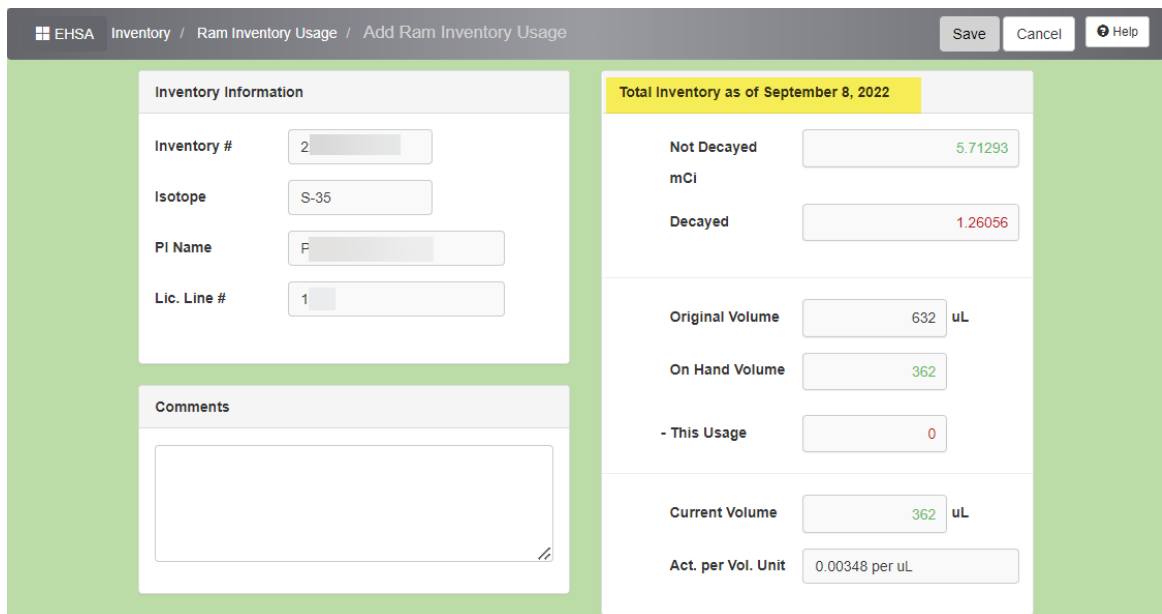
- **Edit** – [to modify a usage/disposal previously recorded](#)
- **Delete** – [to remove a usage/disposal previously recorded](#)

Adding (recording) a usage and/or disposal

1. Click **Add**



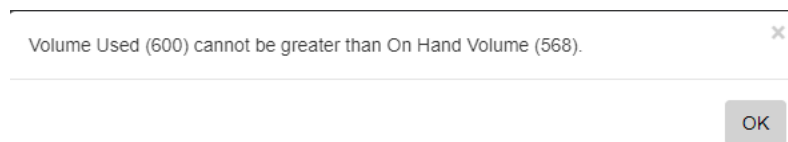
2. The Add Ram Inventory Usage screen will open
3. Information about the total inventory for this isotope as at today is displayed in the top portion of the screen.

A screenshot of the "Add Ram Inventory Usage" screen. The top navigation bar shows "EHSa Inventory / Ram Inventory Usage / Add Ram Inventory Usage" and buttons for "Save", "Cancel", and "Help". The main content is divided into two columns. The left column has "Inventory Information" with fields for "Inventory #" (2), "Isotope" (S-35), "PI Name" (P), and "Lic. Line #" (1). Below this is a "Comments" section with a text area. The right column has "Total Inventory as of September 8, 2022" with a yellow header. It lists "Not Decayed" (5.71293 mCi) and "Decayed" (1.26056 mCi). Below that are "Original Volume" (632 uL), "On Hand Volume" (362), "- This Usage" (0), "Current Volume" (362 uL), and "Act. per Vol. Unit" (0.00348 per uL).

4. Scroll down to the bottom portion of the screen

5. Enter a value in the **Volume Used** field and hit TAB on your keyboard to validate the entry

- The Activity Used field is automatically calculated based on the entered value for Volume Used
- Be sure to enter a value within the *On Hand Volume* (as displayed in the top portion of the screen). If a value greater than the *On Hand Volume* is entered, a notification window opens. Click OK to close the window and enter a new value.



- As soon as this field is validated (hit TAB), information in the **Total Inventory as of <date>** portion of the screen is updated to display the Current Volume including this usage entry

6. Select a **Usage Category** – click the down arrow next to the field and make a selection:

- In Progress – for aliquots/materials such as gels or probes not discarded immediately after use (once usage is saved, it will still appear in current inventory)
- Liquid
- Loss
- Liquid scintillation
- Solid
- Transfer (to another PI)

7. If you need to record multiple usage categories for the volume used (amount entered in Step 5), in the **Percent** field, update the quantity of radioactive waste generated as a percentage of the Volume Used. The value defaults to 100% - edit if necessary and hit TAB on your keyboard to validate the entry. Based on the Percent entered, the Usage Activity field will be updated.
 - If the entered Percent is less than 100% (or the sum of added rows is less than 100%), the field name appears in red indicating that another usage still needs to be recorded before saving the entry
 - For **liquid scintillation**, a value must be entered (may not be null) = at minimum, enter 1
8. Depending on the Usage Category selected in Step 6, complete the remaining fields
 - Usage Category = In Progress ([instructions](#))
 - Usage Category = Liquid ([instructions](#))
 - Usage Category = Solid ([instructions](#))
 - Usage Category = Transfer ([instructions](#))
9. To record another usage for this radioactive material (to bring it to 100%), click **Add** and a new row will appear. Follow the instructions starting at [Step 6 \(Select a Usage Category\)](#). Each row will be assigned a unique Usage ID once the entry is saved.
 - Any combination of the following usage categories may be added to equal 100% = liquid, loss, liquid scintillation, solid, and/or transfer

Note

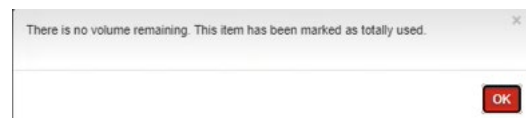
If the Usage Category *In Progress* is selected, no other rows may be added to this entry.

10. If after recording this usage, the remaining volume will be zero, check the box next to **Totally Used?**

11. Once all usages have been recorded for this entry, click **Save**

To discard changes, click Cancel at any time

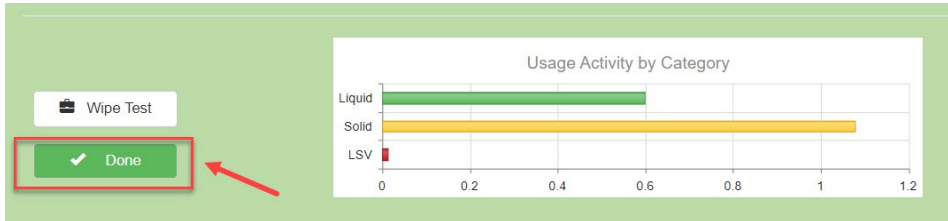
If the **Totally Used?** checkbox was selected in Step 10, a confirmation message will appear on the screen. Click OK to close the message.



12. The View Ram Inventory Usage screen for this isotope will once again be displayed with updated usage information about the selected isotope - status of the vial, bar graph depicting usage activity by category, and the list of all usages recorded for the vial will have been updated with the entry just added. A row for each usage added in the entry will be displayed, each with their own unique Usage ID.

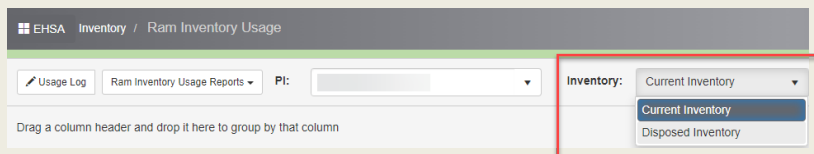
- If the information displayed in the Volume and Current Volume fields do not appear updated once a usage has been recorded, click the **Update** button for the values to be re-calculated

- Once all usages for this isotope have been recorded, click **Done** to return to the Ram Inventory Usage screen listing your Inventory



Note

If an item was marked as **Totally Used?** it will no longer appear in Current Inventory listing. To see the item, select *Disposed Inventory* in the Inventory field.



If the **Usage Category In Progress** was selected, once saved, this In Progress item is added to your current inventory as a new entry. A RAM inventory number is automatically generated by the system – combination of the previous inventory number with an additional letter at the end, for tracking purposes.

A note is also added to the Comments field of the original inventory item (ex: Transferred to Inventory #(s): 220822005A)

A screenshot of the "Ram Inventory Usage" table. The table has columns for Inventory #, PI Name, Isotope, Receipt Date, Totally Used?, Lab/Location, Receipt Activity, and Current Activity. Two rows are visible:

| Inventory # | PI Name | Isotope | Receipt Date | Totally Used? | Lab/Location | Receipt Activity | Current Activity |
|-------------|---------|---------|--------------|-------------------------------------|--|------------------|------------------|
| 220401000A | | S-35 | 09-08-2022 | <input checked="" type="checkbox"/> | MCINTYRE MEDICAL SCIENCES BUILDING:810 | 0.01741 | 0.00636 |
| 220401000 | | S-35 | 04-01-2022 | <input type="checkbox"/> | MCINTYRE MEDICAL SCIENCES BUILDING:810 | 7.82142 | 0.80434 |

- Click the ESHA icon (top-left corner) to exit this menu option

Step 8: Additional fields to complete if Usage Category = In Progress (aliquot)

- Samples** - Click the up/down arrow next to the field and make a selection (may not be null)

- If more than one sample needs to be recorded, select the check-box for **Set Sample Percentages?**. A window opens to record sample percentages:

- Enter the Sample Percentage for the first sample and press enter on your keyboard
- The row is added to the table displayed in the window
- Continue to enter sample percentages and press enter on your keyboard to add entries to the table until the # of rows equals the # of samples & the sum of sample percentages add up to 100%. If an error is made, a notification window opens. Click OK to close the window and update the sample percentage
- If an error was made in recording a sample percentage, click the Remove button to delete the entry from the table
- Once completed, click **OK** and the window will close.

Click Cancel to close the window without saving any entries

Note

If the total number of entries does not equal the value selected for # of samples, or the sum of sample percentages do not equal 100%, a notification window opens. Click OK to close the window and enter the missing data.

- To make changes to the recorded sample percentages, click the View Sample Percentages button. The window opens listing the recorded entries. Remove the entry no longer needed and add new entries.

[Continue to Step 9](#)

Step 8: Additional fields to complete if Usage Category = Liquid

Note

It is mandatory to discard radioactive waste, solid or liquid, in the proper containers. The list of containers associated to the Usage Category will appear in the Container drop down list.

- Select a **Container** – click the down arrow next to the field and make a selection

Usage Category: Liquid | Percent: 100.00% | Usage Activity: 0.34547 mCi

Container: [dropdown] | Solvent Used: [text] | Add Container

If you do not see any containers listed, or need another container, click **Add Container** and the Add Waste Container window opens

- Select a **Container Type** - click the down arrow next to the field and make a selection
 - *TIP: Select Radioactive 4L*
- [if needed] Edit the **Opened Date** – by default it is today. Click on the calendar icon and select a date
- Select a **Building** - click the down arrow next to the field and make a selection. Options are based on the permit associated to the PI
- Select a **Location** - click the down arrow next to the field and make a selection. Options are based on the permit associated to the PI
- [optional] Enter **Comments**
- Click **Save**

Add Waste Container For P-32

Usage Category: Liquid | Container Type: [dropdown] | Isotope: P-32 | Opened Date: 1/13/2023 | Building: [dropdown] | Location: Required | Comments: [text area] | Save | Cancel

A unique reference number will be assigned to the added container and a confirmation message will appear in a notification window. Click **OK** to close the window.

Container #: 0007145 has been added successfully. | OK

To close the Add Waste Container window without adding a container, click Cancel

- Now that a new container has been added, select a **Container** – click the down arrow next to the field and make a selection. The added container will appear in the drop down list.
- Enter a **Solvent Used**

Usage Category: Liquid | Percent: 100.00% | Usage Activity: 0.34547 mCi

Container: [dropdown] | Solvent Used: [text] | Add Container

[Continue to Step 9](#)

Step 8: Additional fields to complete if Usage Category = Solid

Note

It is mandatory to discard radioactive waste, solid or liquid, in the proper containers. The list of containers associated to the Usage Category will appear in the Container drop down list.

- Select a **Container** – click the down arrow next to the field and make a selection

The screenshot shows a form with the following fields: 'Add Usage Category' (with a dropdown menu currently showing 'Solid'), 'Percent' (100.00 %), 'Usage Activity' (0.34547 mCi), and 'Container' (with a dropdown menu and an 'Add Container' button). The 'Container' field and its dropdown arrow are highlighted with a red box.

If you do not see any containers listed, or need another container, click **Add Container** and the Add Waste Container window opens

- Select a **Container Type** - click the down arrow next to the field and make a selection
- [if needed] Edit the **Opened Date** – by default it is today. Click on the calendar icon and select a date
- Select a **Building** - click the down arrow next to the field and make a selection. Options are based on the permit associated to the PI
- Select a **Location** - click the down arrow next to the field and make a selection. Options are based on the permit associated to the PI
- [optional] Enter **Comments**
- Click **Save**

The 'Add Waste Container' window is shown with the following fields and callouts: 'Usage Category' (Solid), 'Container Type' (dropdown with callout 'a'), 'Isotope' (S-35), 'Opened Date' (9/14/2022 with calendar icon callout 'b'), 'Building' (dropdown with callout 'c'), 'Location' (Required dropdown with callout 'd'), 'Comments' (text area with callout 'e'), and 'Save'/'Cancel' buttons (with callout 'f').

A unique reference number will be assigned to the added container and a confirmation message will appear in a notification window. Click **OK** to close the window.

The notification window displays the message: 'Container #: 0007145 has been added successfully.' and an 'OK' button.

To close the Add Waste Container window without adding a container, click Cancel

- Now that a new container has been added, select a **Container** – click the down arrow next to the field and make a selection. The added container will appear in the drop down list.

The screenshot shows the main form with the 'Container' dropdown menu open, displaying a list of containers. The 'Add Container' button is also visible.

[Continue to Step 9](#)

Step 8: Additional fields to complete if Usage Category = Transfer

Note

Transfer of any radioactive materials in your possession, to another Principal Investigator (PI), must be recorded in myLab.

To record *aliquots*, select the Usage Category of *In Progress* in Step 6 ([instructions](#)).

- Click **Transfer to PI**

The screenshot shows a form with three columns: 'Usage Category', 'Percent', and 'Usage Activity'. The 'Usage Category' dropdown is set to 'Transfer'. To the right, there are two dropdown menus: 'Transfer to PI' and 'Location', both of which are highlighted with a red rectangular box.

- A window opens listing all PIs within your Department. Find the PI in the table and click **Select**

The screenshot shows a dialog box titled 'Select Transfer PI'. It contains a table with the following columns: PI Name, PI, Isotope, Lic. Line #, Permit #, Shipment Limit, Possession Limit, and Unit. The 'PI Name' column is currently empty. Below the table, there are four rows, each with a 'Select' button and a name: 'Age', 'Alm', 'AN', and 'Arc'. A red arrow points to the 'Select' button for 'AN'.

- The name of the PI is now populated in the Transfer to PI field along with the Location
- To change the location, click the down arrow next to the field name and make a selection

The screenshot shows the 'Usage Category' form with 'Transfer' selected. The 'Transfer to PI' dropdown is now populated with 'A'. The 'Location' dropdown is highlighted with a red box and has a red arrow pointing to its down arrow. The 'Location' dropdown shows '13 MCINTYRE MEDICAL SCIEN...' as a selected option.

[Continue to Step 9](#)

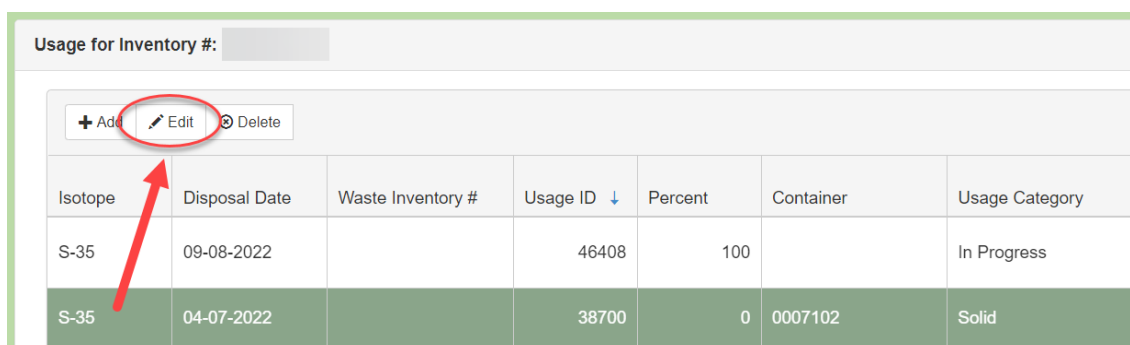
Editing a usage previously recorded

Note

Only edit a usage if a mistake was made while recording the usage. To record a new usage, always click Add ([instructions](#)).

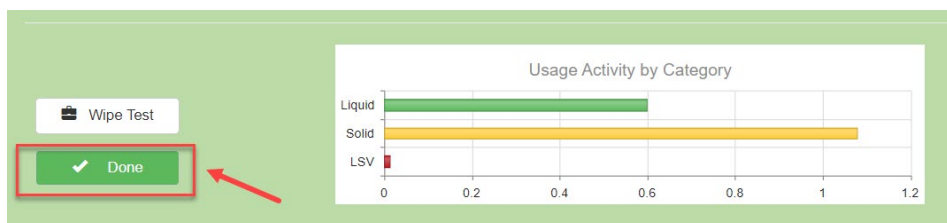
Follow Steps 1 to 7 for *Recording the usage of Radioactive Materials in your Inventory* to display Usage information about a selected isotope in your inventory ([instructions](#))

1. In the *Usage for Inventory* portion of the screen, select the entry (row) to modify (click on it, it will be shaded in green)



| Isotope | Disposal Date | Waste Inventory # | Usage ID ↓ | Percent | Container | Usage Category |
|---------|---------------|-------------------|------------|---------|-----------|----------------|
| S-35 | 09-08-2022 | | 46408 | 100 | | In Progress |
| S-35 | 04-07-2022 | | 38700 | 0 | 0007102 | Solid |

2. Click **Edit**
3. Make the necessary updates
4. Click **Save**
5. The View Ram Inventory Usage screen for this isotope will once again be displayed with updated usage information about the selected isotope - status of the vial, bar graph depicting usage activity by category, and the list of all usages recorded for the vial will have been updated with the entry just edited.
6. Once all usages for this isotope have been recorded, click **Done** to return to the Ram Inventory Usage screen listing your Inventory

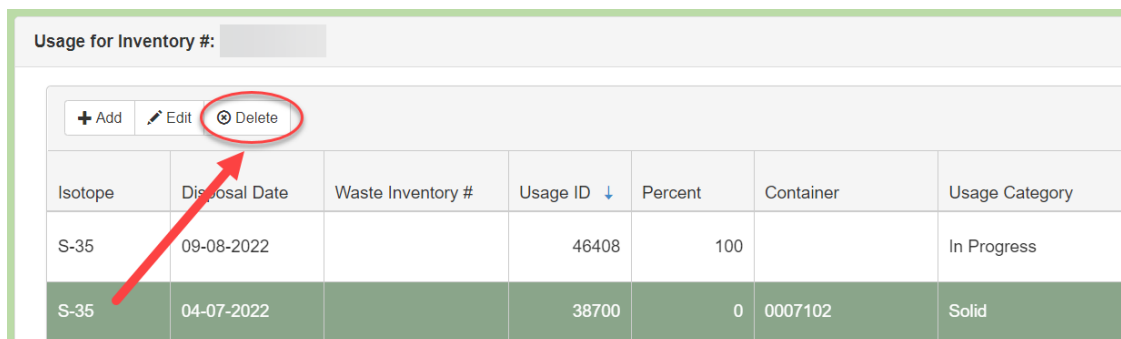


7. Click the EHS icon (top-left corner) to exit this menu option

Deleting a usage previously recorded

Follow Steps 1 to 7 for *Recording the usage of Radioactive Materials in your Inventory* to display Usage information about a selected isotope in your inventory ([instructions](#))

1. In the *Usage for Inventory* portion of the screen, select the entry (row) to delete (click on it, it will be shaded in green)

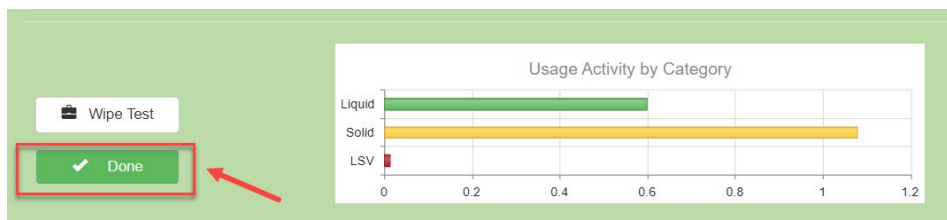


Usage for Inventory #:

+ Add Edit Delete

| Isotope | Disposal Date | Waste Inventory # | Usage ID ↓ | Percent | Container | Usage Category |
|---------|---------------|-------------------|------------|---------|-----------|----------------|
| S-35 | 09-08-2022 | | 46408 | 100 | | In Progress |
| S-35 | 04-07-2022 | | 38700 | 0 | 0007102 | Solid |

2. Click **Delete**.
 - If multiple entries are associated to this usage (i.e. multiple rows were added for a usage record to equal 100%) **ALL** entries will be permanently deleted as soon as you perform the next step.
3. A Confirm window will open with the message *Delete these usage entries?* Click **Yes**
4. The View Ram Inventory Usage screen for this isotope will once again be displayed with updated usage information about the selected isotope - status of the vial, bar graph depicting usage activity by category, and the list of all usages recorded for the vial will have been updated.
5. Once all usages for this isotope have been recorded, click **Done** to return to the Ram Inventory Usage screen listing your Inventory



6. Click the EHS icon (top-left corner) to exit this menu option

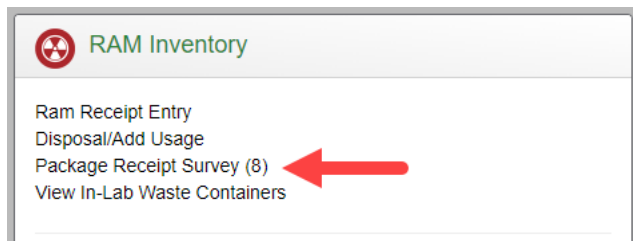
Package Receipt Survey – Recording the results of wipe tests for new items added to your inventory [McGill & MUHC Users]

When an item is received, results of performed wipe tests must be recorded.

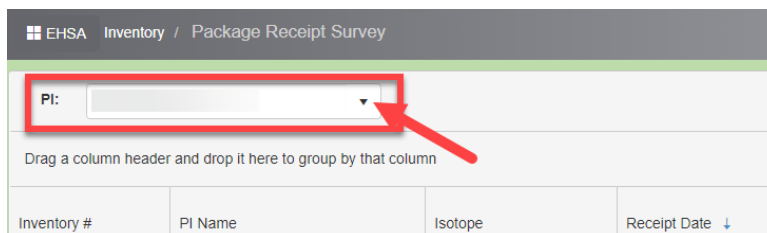
1. Click the **Inventory** icon on the myLab homepage



2. Click **Package Receipt Survey** under the RAM Inventory menu listing



3. The Package Receipt Survey screen will list all received inventory items associated to the **PI** named at the top of the window - one isotope per row. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.



Inventory items are added to this listing in two ways:

- A. [McGill Users] By adding a receipt using the Ram Receipt Entry menu item / [MUHC Users] By adding an item using the Quick Isotope Entry menu item
- B. By recording a usage of *In Progress* (aliquot) or recording a usage of *Transfer* using the Disposal/Add Usage menu item
 - o For these items, the Inventory # ends with a letter
 - o Though displayed, there is **NO** need to record a wipe test for these items

| Inventory # | PI Name | Isotope | Receipt Date ↓ | |
|----------------------|----------------------|----------------------|----------------------|---------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 211222000A | | S-35 | 01-16-2023 | Add Wipe Test |
| 220408001B | | S-35 | 01-16-2023 | Add Wipe Test |
| 220706001 | | P-32 | 07-06-2022 | Add Wipe Test |
| 220422001 | | S-35 | 04-19-2022 | Add Wipe Test |

4. Find the inventory item (row) for which you performed a wipe test, and click the **Add Wipe Test** button

EHSA Inventory / Package Receipt Survey

PI:

Drag a column header and drop it here to group by that column

| Inventory # | PI Name | Isotope | Receipt Date ↓ | |
|----------------------|----------------------|----------------------|----------------------|---------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 221003002A | | P-32 | 10-03-2022 | Add Wipe Test |
| 220401000A | | S-35 | 09-08-2022 | Add Wipe Test |
| 220706001 | | P-32 | 07-06-2022 | Add Wipe Test |

5. The Wipe Test window will open

The screenshot shows the 'Wipe Test' window with the following components:

- Section A:** 'DPM Calculator - Upon Delivery Exterior' with a formula: $(\text{Counts/Minute(CPM)} - \text{Background}) \div \text{Efficiency} = \text{Disintegrations/Minute}$. The CPM field contains '0.00000'.
- Section B:** 'DPM Calculator - Upon Delivery Interior' with the same formula structure. The CPM field contains '0.00000'.
- Section C:** 'Package Wipe Background' and 'Package Wipe Exterior' fields, both with 'dpm' units. These fields are populated with data from the exterior calculator.
- Section D:** 'Save' and 'Cancel' buttons at the bottom left.
- Other fields:** 'Package Wipe Counter' (dropdown), 'Survey Instrument' (dropdown), and 'Transport Index' (text input).
- Package Comments:** A large text area for notes.

- A. In the **DPM Calculator – Upon Delivery Exterior** section, enter:
 - Counts/Minute (CPM)
 - Background
 - Efficiency

- B. In the **DPM Calculator – Upon Delivery Interior** section, enter:
 - Counts/Minute (CPM)
 - Background
 - Efficiency

- C. Data in the Package Wipe Background and Package Wipe Exterior fields is populated based on the information entered in the DPM Calculator – Upon Delivery Exterior section

- D. Click **Save** or click Cancel to exit the screen without recording the results of the wipe test

6. The Package Receipt Survey screen will once again be displayed and data is now displayed in the fields of *Package Wipe Background* and *Package Wipe Exterior* reflecting the results of the wipe tests you just recorded

| Inventory # | PI Name | Isotope | Receipt Date ↓ | | Package Wipe Background | Package Wipe Exterior |
|----------------------|----------------------|----------------------|----------------------|--|-------------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 220401000A | | S-35 | 09-08-2022 | <input type="button" value="Add Wipe Test"/> | | |
| 220706001 | | P-32 | 07-06-2022 | <input type="button" value="Add Wipe Test"/> | 45 | 1.50000 |
| 220422001 | | S-35 | 04-19-2022 | <input type="button" value="Add Wipe Test"/> | | |



Tip

If a mistake was made while entering in the results of the wipe test:

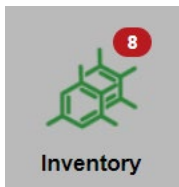
- Click the **Add Wipe Test** button again
- Make the necessary changes
- Click **Save**
- Data displayed in the fields of *Package Wipe Background* and *Package Wipe Exterior* will update to match the entered data

7. Click the EHS icon (top-left corner) to exit this menu option

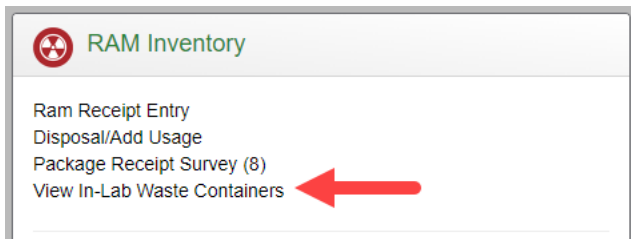
View in-Lab Waste Containers: Preparing a container for waste pick-up [McGill & MUHC Users]

All radioactive waste must be discarded safely. Use this procedure to properly close and label waste containers before its final disposal.

1. Click the **Inventory** icon on the myLab homepage



2. Click **View in-Lab Waste Containers** under the RAM Inventory menu listing



3. The In Lab Containers screen will list all containers in use

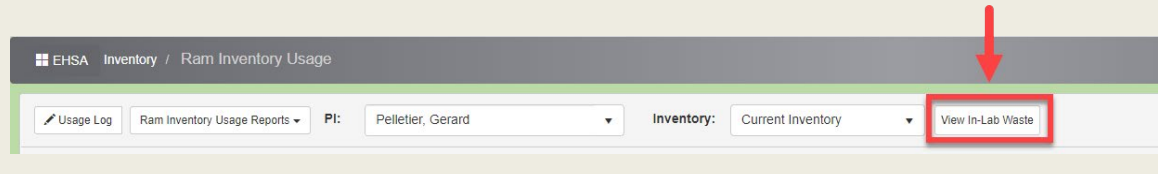
| EHS Waste / In Lab Containers | | | |
|---|-------|------------------------|-----------------------|
| + Add | | ✎ Edit | View Archived |
| In Lab Container Reports | | PI: | Show All |
| Drag a column header and drop it here to group by that column | | | |
| | A | B | C |
| | | | Container / Drain # ↑ |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0006985 |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0007098 |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0007099 (empty) |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0007130 (empty) |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0007145 (empty) |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0007155 |
| ▶ | Close | + Add Container Survey | Drop Off |
| | | | 0007156 |

For each container, three actions must be performed in this order:

- A. Close
- B. Add Container Survey
- C. Drop Off

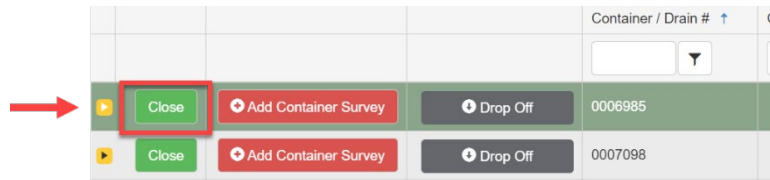


You may also access this menu item through the Disposal/Add Usage (Ram Inventory Usage) screen – click the **View In-Lab Waste** button near the top of the screen

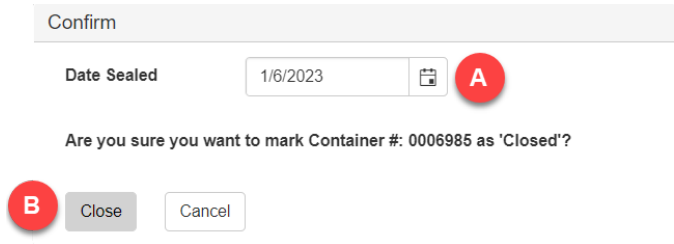


A. Close

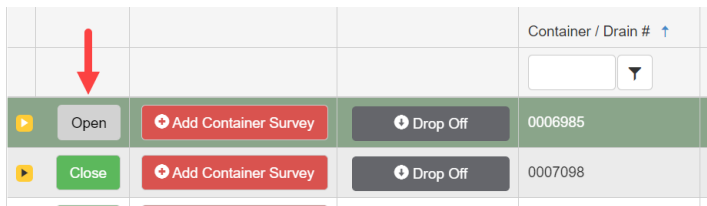
- Find the container (row) to close in the table.
- Click the **Close** button found at the beginning of the row
- The Confirm window will open:



- Select the **date** using the calendar icon
- Click **Close**

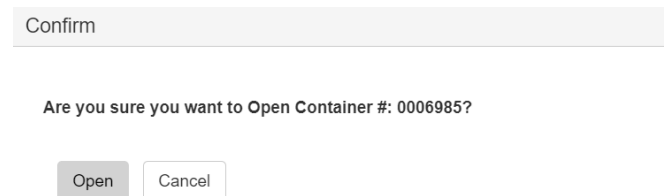


- The button Close has now changed to Open



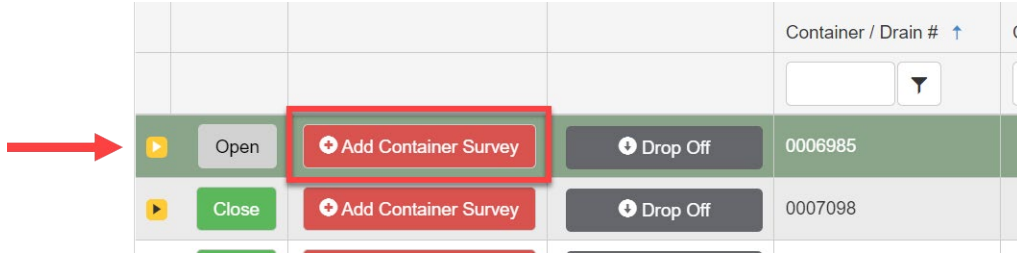
To open a closed container:

- Click the Open button
- The confirm window will open
- Click Open



B. Add Container Survey

- For the closed Container, click the **Add Container Survey** button to enter results of the wipe test performed



- The Container Survey window will open:

A screenshot of the 'Container Survey' form. At the top, there are fields for 'Container / Drain #' (0006985) and 'Survey Date' (1/6/2023). Below this is the 'DPM Calculator - Exterior' section, which contains a calculation: $(\text{Counts/Minute(CPM)} - \text{Package Wipe Background}) \div \text{Efficiency} = \text{Bq/cm}^2$. The values are 0.00000, 0.00000, and 0.00000 respectively. A red circle 'A' is next to the calculator. Below the calculator is the 'Survey Information' section with fields for 'Package Wipe Exterior' (0 Bq/cm²), 'Surveyor', and 'Comments'. A red circle 'B' is next to the 'Survey Information' section. At the bottom, there are 'Save' and 'Cancel' buttons, with a red circle 'C' next to the 'Save' button.

- In the **DPM Calculator – Exterior** section, enter:

- Counts/Minute (CPM)
- Package Wipe Background
- Efficiency

Disintegrations/Minute will be automatically calculated. If over 0.5, the number will appear in red

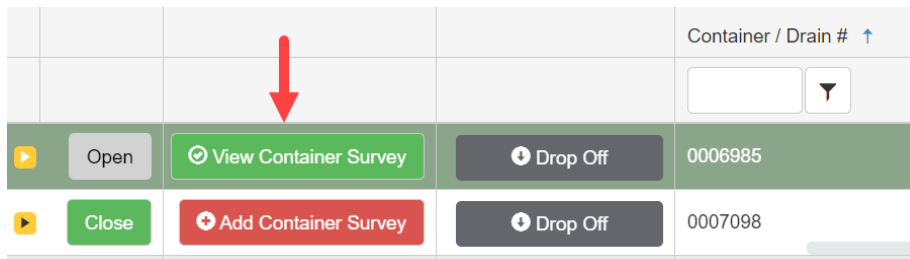
B. In the **Survey Information tab**, enter the following information:

- Surveyor
- [optional] Comments

Data in the Package Wipe Exterior field is displayed based on the information entered in the DPM Calculator – Exterior section

C. Click **Save**

10. The button Add Container Survey has now changed to View Container Survey



To edit/view the recorded wipe test:

- Click the View Container Survey button
- The Container Survey window will open
- View/edit the information
- If changes were made, click Save or else click Cancel to close the window

C. Drop-Off

- Before performing the last step for Drop Off, gather the required information from myLab for the **container label**

INSTRUCTIONS

-ISOTOPES CANNOT BE MIXED. ONE CONTAINER = ONE ISOTOPE.

-USERS MUST REMOVE RADIOACTIVE MARKINGS AND SYMBOLS FROM TAPE, LABELS AND VIALS BEFORE DISPOSAL.

-BEFORE PRESENTING THE CONTAINER FOR DISPOSAL, YOU MUST:

*FILL THE LABEL COMPLETELY AND LEGIBLY.

*RECORD THE ISOTOPE, ACTIVITY AND DATE FROM MYLAB.

*REMOVE CONTAINER FROM MYLAB INVENTORY
*PERFORM WIPE TEST ON THE CONTAINER (KEEP RESULTS ON FILE)

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| | | |
|----------------------|--------------------------------------|---|
| Isotope ii | Activity (millicuries) iii | Wipe test was performed on this container Yes <input type="checkbox"/> No <input type="checkbox"/> |
|----------------------|--------------------------------------|---|

myLAB Container Number **i** _____

Date (D/M/Y): _____

Permit Holder: _____

Institution: _____

Telephone: _____



Hazardous Waste Management/Gestion des Déchets Dangereux
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The myLab Container Number (i) and Isotope (ii) are displayed on the screen.

| | | | Container / Drain # ↑ | Contents Description | Isotope |
|--|------|--|-----------------------|----------------------|----------------------|
| | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Open | | View Container Survey | Drop Off | 0006985 |
| | | | | | P-32 |

- Click the **yellow box with the triangle** in the first column of the row. The row will expand down - container contents recorded through the Disposal/Add Usage menu item will be displayed.

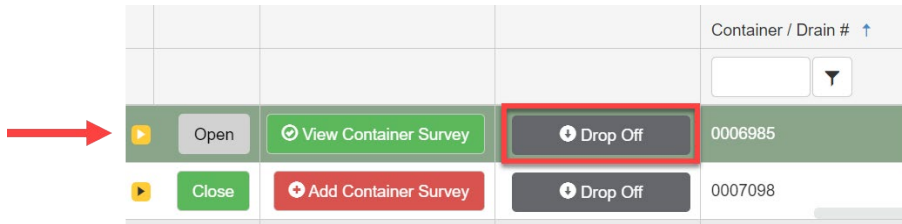
| | | | | Container # ↑ |
|--|------|--|-----------------------|----------------------|
| | | | | <input type="text"/> |
| | Open | | View Container Survey | Drop Off |
| | | | | 0006985 |

- Take note of the **Decayed Balance** – this is the *Activity (millicuries)*

| | | | | Container # ↑ | Conten |
|-----------|-----------|--------------------------------|----------------------|----------------------|----------------------|
| | | | | <input type="text"/> | <input type="text"/> |
| | Close | | Add Container Survey | Drop Off | 000 |
| | | | | | |
| | | Decayed Balance: P-32: 0.00612 | | iii | |
| Isotope ↑ | PI Origin | PI Name | Orig Inventory # | | |

And then click again on the **yellow box with the triangle** to collapse the displayed information

14. Click the **Drop Off** button



15. The Process Container window will open:

- A. Select a **Storage Type** (temporary waste area)
- click the down arrow next to the field and make a selection



- B. Click **Save**
- C. A confirmation message “Update Complete” will appear.
- D. Click **OK** to close the window

Note

The container you just “dropped off” no longer appears in the listing displayed on the screen. Ensure the Container label is filled completely and legibly. You must now transport the closed waste container to the specified temporary waste area.

16. Click the EHSA icon (top-left corner) to exit this menu option

Need Help?



Need Help?



Trouble logging in to myLab

Contact EHS:
mylab.ehs@mcgill.ca

EHS will assess appropriate access.



Help using myLab

See the Quick Links on the myLab homepage:
Access the MYLAB training course in the **Web Training Portal**
Consult the user guides and training videos in the **IT Knowledge Base**



Additional Assistance

Contact EHS:
mylab.ehs@mcgill.ca

