RAD myLab User Guide: Inventory Module

Last Updated: February 16, 2023

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myLab Basics – New Web Version

Logging into myLab

1. Access myLab through https://mylab.mcgill.ca

2. If prompted, enter your **McGill username** and **password**

   o 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.

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.
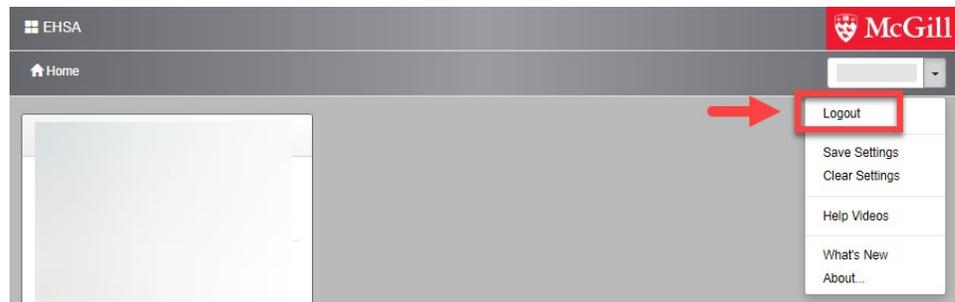
> **Note** 📎 If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.
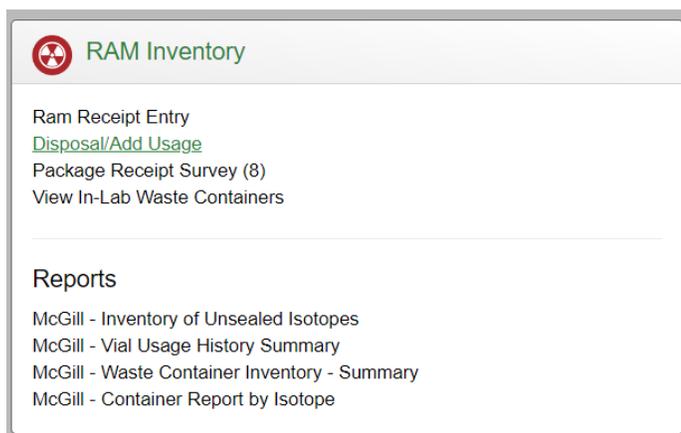
Inventory Module – New Web Version

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

- 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*:

RAM Inventory

Ram Receipt Entry
Disposal/Add Usage
Package Receipt Survey (8)
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

Menu item	Used for
Ram Receipt Entry	- Adding new radioactive materials to your inventory from an MMP order - Editing or deleting a receipt previously recorded
Disposal/Add Usage	- 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	Recording results of performed wipe tests upon receipt of radioactive materials
View In-Lab Waste Containers	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 CHEM and RAD User, you will see two menu listings on this screen

EHSA

🏠 Home

☢ **RAM Inventory**

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**

Inventory
Requisitions (211)
Chemical Inventory Transfer Approval

Running a report

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

Report Parameters   ✕

Start Date   1/16/2020   📅   ④

Stop Date   1/16/2023   📅

✏ Autofill ▾

pi_code   *No Selections = All

⑤

Cancel   **View Report**

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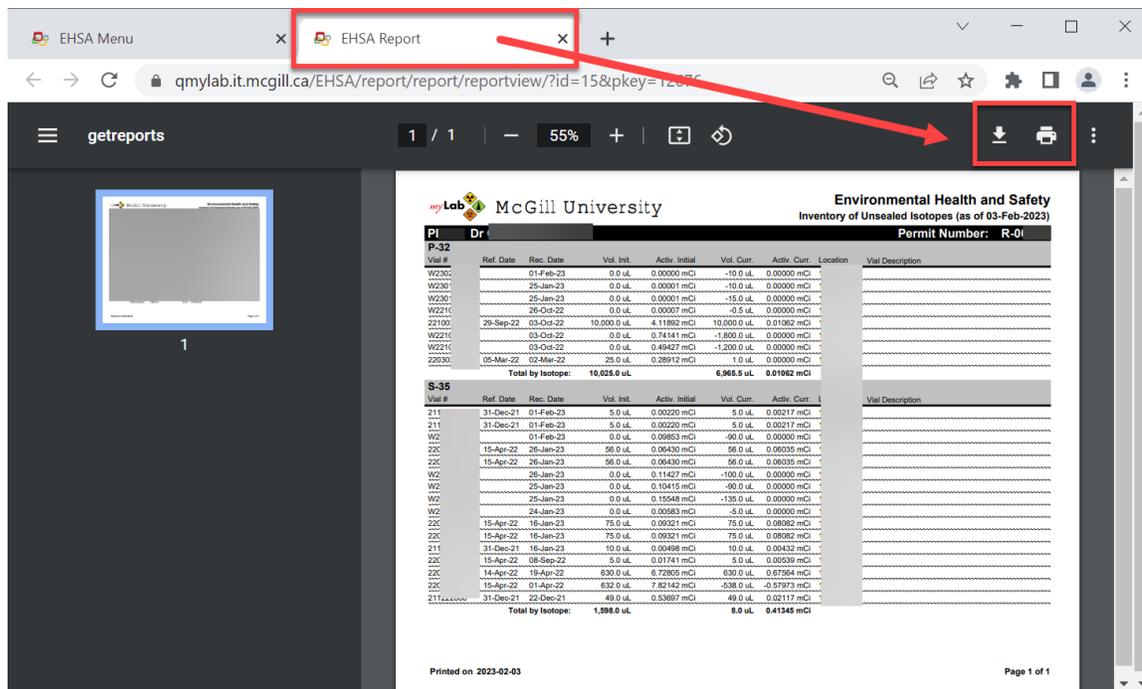
If the generated report has no data, a Report Result window will open.

- o Click **OK** to close the window
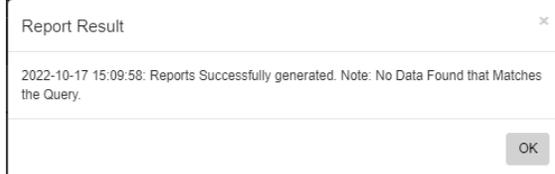
Select a different Report or enter different report parameters by repeating Steps 2 to 5

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)

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 Material to your Inventory from an MMP order
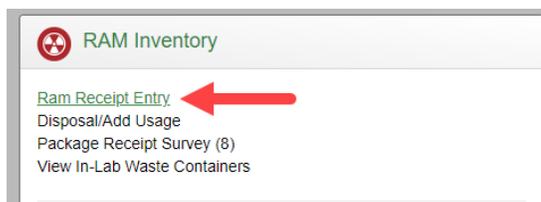
When radioactive materials ordered through the McGill MarketPlace are received, they MUST be added to your inventory in myLab.

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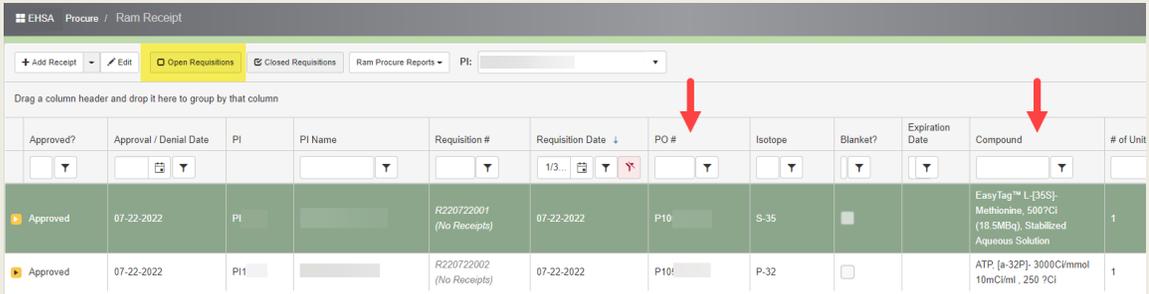
2. Click **RAM Receipt Entry** under the RAM Inventory menu listing

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

    -   Items from MMP P0s (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 #)

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

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

OR

Find the item you would like to receive:

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:

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.

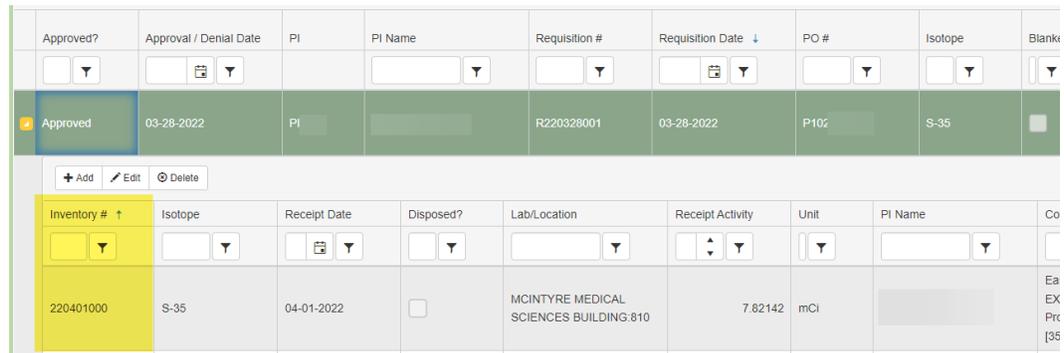   ▪ To see the Inventory # associated with a received item (closed requisition), find the item in the listing and click the **yellow box with the triangle** in the first column of the row.
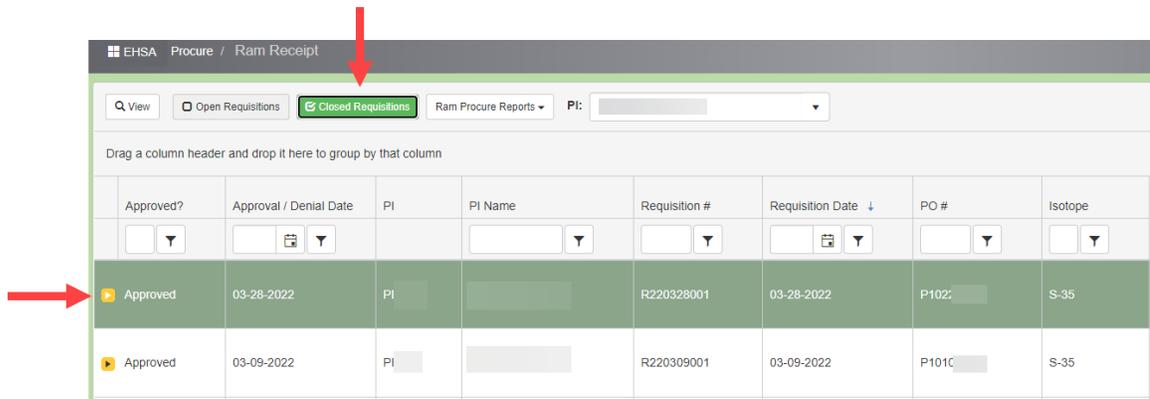
   ▪ The row will expand down and the Inventory # is displayed

7. To return to a listing of open requisitions (to add more receipts), click the **Open Requisitions** button at the top of the screen.
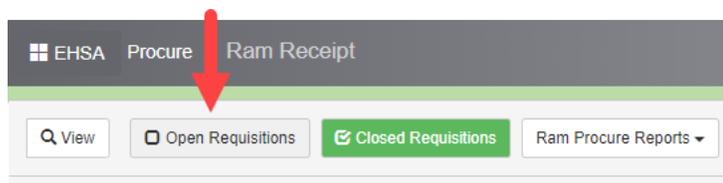
8. Click the EHSA icon (top-left corner) to exit this menu option

Disposal/Add Usage: Recording the usage of Radioactive Materials in your Inventory

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

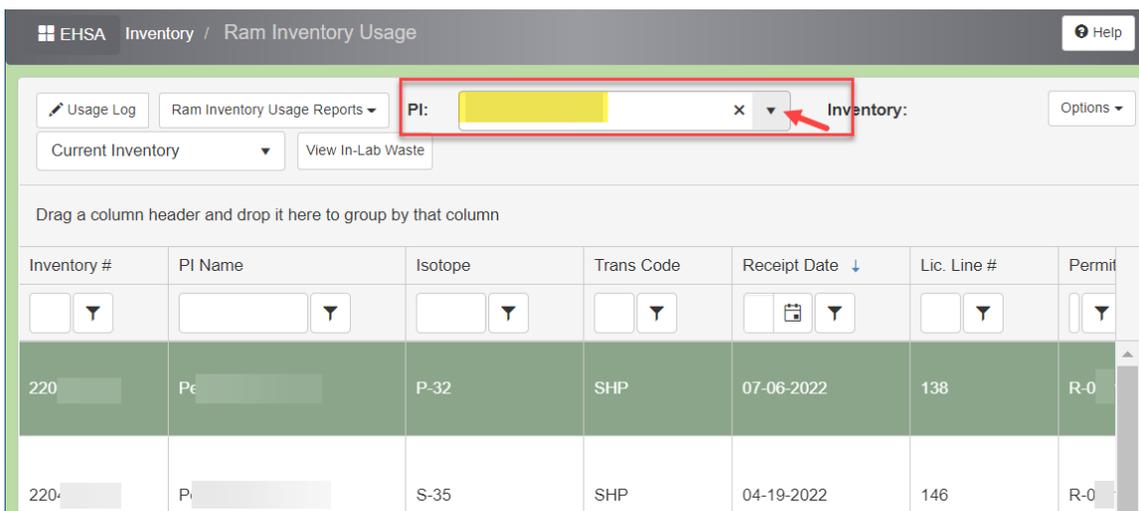1. Click the **Inventory** icon on the myLab homepage

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.

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:

- *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**
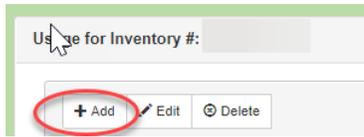
2. The Add Ram Inventory Usage screen will open

3. Information about the total inventory for this isotope as at today is displayed in the top portion of the screen.

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:
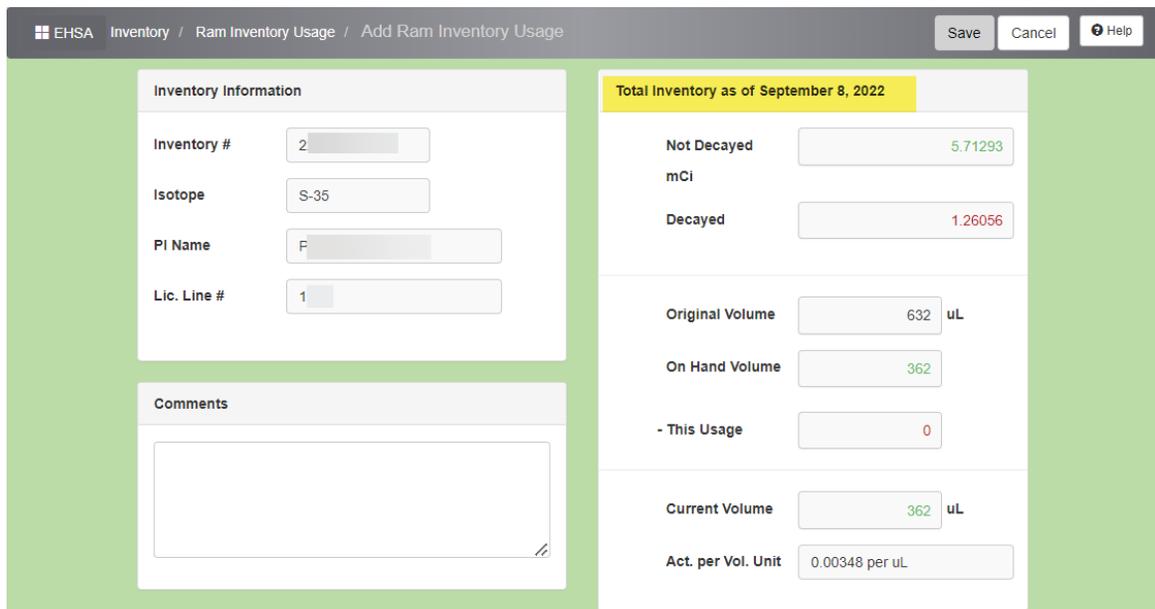
- In Progress – for aliquots/materials such as gels or probes not discarded immediately after use (once usage is saved, it will still appear in current inventory)

- 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

  o Usage Category = In Progress (instructions)
  o Usage Category = Liquid (instructions)
  o Usage Category = Solid (instructions)
  o 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

13. Once all usages for this isotope have been recorded, click **Done** to return to the Ram Inventory Usage screen listing your Inventory
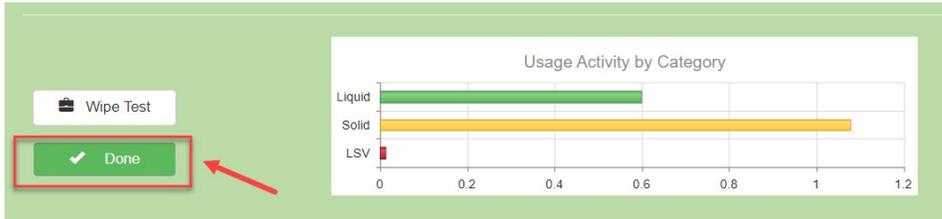
If an item was marked as **Totally Used?** it will no longer appear in Current Inventory listing. To see the item, select *Disposed Inventory* in the Inventory field.
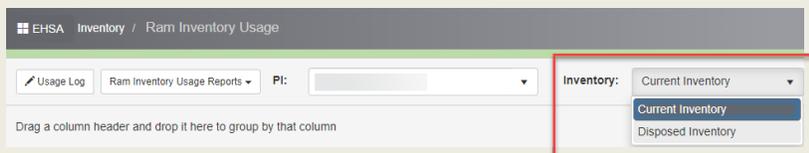
If the **Usage Category *In Progress*** was selected, once saved, this In Progress item is added to your current inventory as a new entry. A RAM inventory number is automatically generated by the system – combination of the previous inventory number with an additional letter at the end, for tracking purposes.

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

14. Click the EHSA 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:

  a. Enter the Sample Percentage for the first sample and press enter on your keyboard

  b. The row is added to the table displayed in the window

  c. 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

  d. If an error was made in recording a sample percentage, click the Remove button to delete the entry from the table

  e. 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.
>
> Total # of Sample Percentages must be equal to 2
> Total Value of Sample Percentages must be equal to 100%

  f. 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.

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

Add	Usage Category		Percent	Usage Activity		Container		Solvent Used
⊙	Liquid	▾	100.00 %	0.34547	mCi	▾	Add Container	

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

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

   o *TIP: Select Radioactive 4L*

b. [if needed] Edit the **Opened Date** – by default it is today. Click on the calendar icon and select a date

c. 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

d. 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

e. [optional] Enter **Comments**

f. Click **Save**

   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.

   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**

Add Waste Container For P-32 window:

Usage Category — Liquid ▾
Container Type — ▾ (a)
Isotope — P-32 ✕ ▾
Opened Date — 1/13/2023 📅 (b)
Building — ▾ (c)
Location — Required ▾ (d)
Comments — (e)
Save   Cancel (f)

Confirmation window: Container #: 0007145 has been added successfully. OK

Add	Usage Category		Percent	Usage Activity		Container		Solvent Used
⊙	Liquid	▾	100.00 %	0.34547	mCi	▾	Add Container	

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

Add	Usage Category	Percent	Usage Activity		Container	
⊗	Solid ▾	100.00 %	0.34547	mCi	▾	Add Container

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

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

b. [if needed] Edit the **Opened Date** – by default it is today. Click on the calendar icon and select a date

c. 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

d. 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

Add Waste Container For S-35 ✕

Usage Category	Solid ▾
Container Type	▾ **a**
Isotope	S-35 ✕ ▾
Opened Date	9/14/2022 🗓 **b**
Building	▾ **c**
Location	Required ▾ **d**
Comments	**e**

Save **f** Cancel

e. [optional] Enter **Comments**

f. Click **Save**

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.

Add	Usage Category	Percent	Usage Activity		Container	
⊗	Solid ▾	100.00 %	0.34547	mCi	▾	Add Container

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

<table>
<tr>
<td>Note 📎</td>
<td>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](#)).</td>
</tr>
</table>

▪ Click **Transfer to PI**

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

▪ 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

[*Continue to Step 9*](#)

Editing a usage previously recorded

<table>
<tr><td>Note 📎</td><td>Only edit a usage if a mistake was made while recording the usage. To record a new usage, always click Add (<u>instructions</u>).</td></tr>
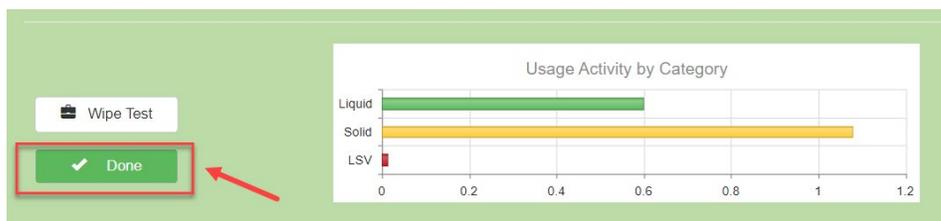</table>

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 (<u>instructions</u>)

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)
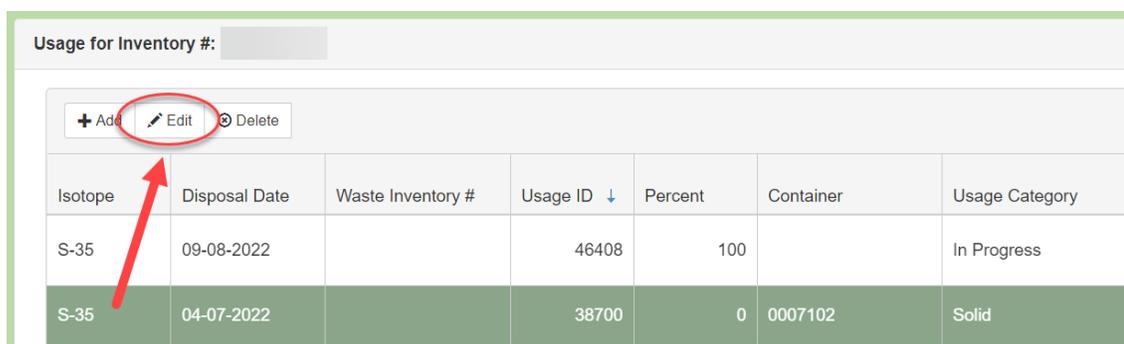
2. Click **Edit**

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
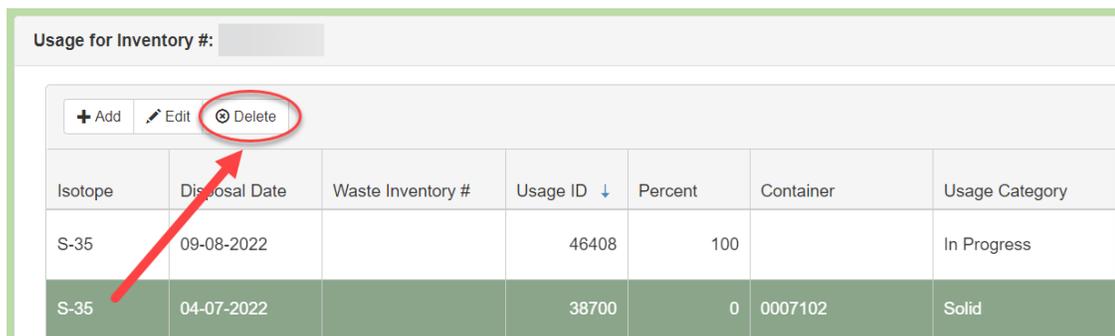

7. Click the EHSA icon (top-left corner) to exit this menu option

## *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)

2. Click **Delete**.

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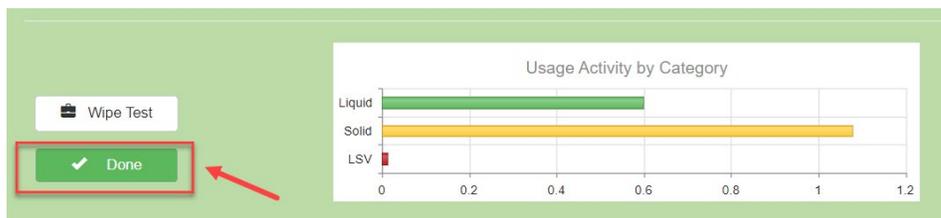
6. Click the EHSA icon (top-left corner) to exit this menu option

Package Receipt Survey

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.
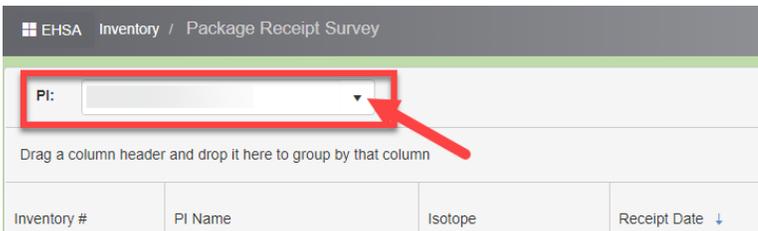
Inventory items are added to this listing in two ways:

    A.   By adding a receipt using the Ram Receipt 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
- For these items, the Inventory # ends with a letter
- Though displayed, there is **NO** need to record a wipe test for these items

Inventory #	PI Name	Isotope	Receipt Date ↓	
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 ↓		P
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

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	
220401000A		S-35	09-08-2022	Add Wipe Test			
220706001		P-32	07-06-2022	Add Wipe Test	45	1.50000	
220422001		S-35	04-19-2022	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

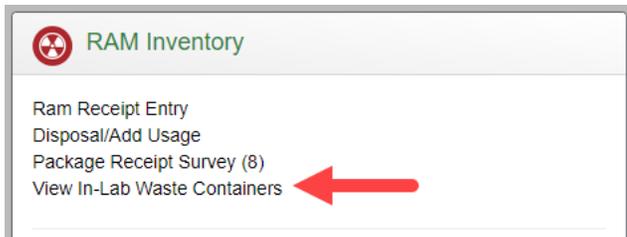7. Click the EHSA icon (top-left corner) to exit this menu option

View in-Lab Waste Containers: Preparing a container for waste pick-up

All radioactive waste must be discarded safely. Use this procedure to properly close and label waste containers before its final disposal.
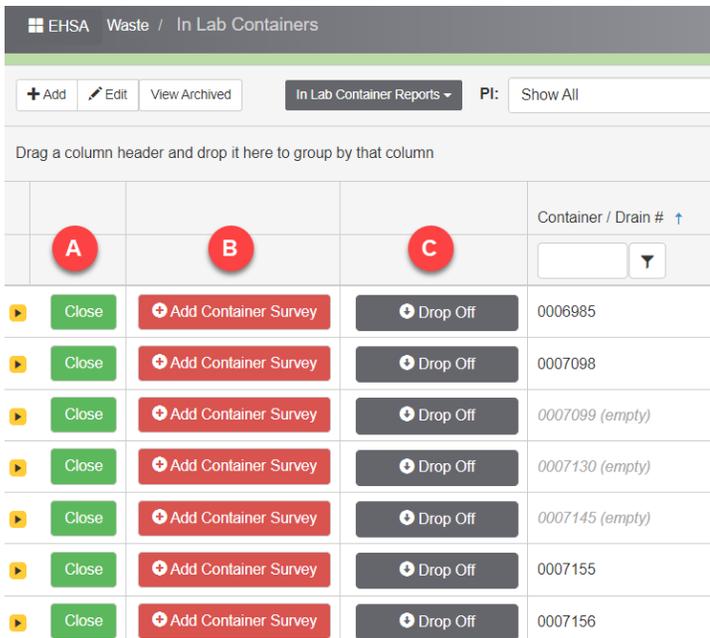
1. Click the **Inventory** icon on the myLab homepage

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

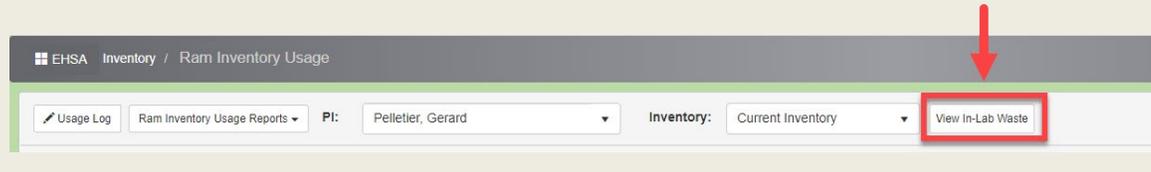For each container, three actions must be performed in this order:

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
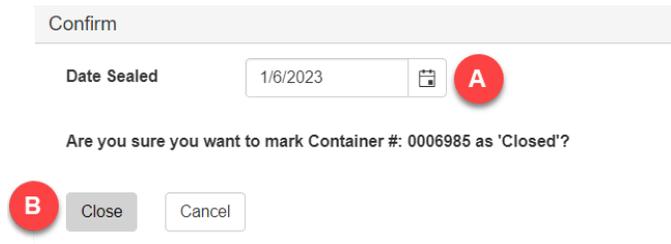
▦ EHSA	Inventory / Ram Inventory Usage

| ✏ Usage Log | Ram Inventory Usage Reports ▾ | PI: | Pelletier, Gerard ▾ | Inventory: | Current Inventory ▾ | View In-Lab Waste |

A. Close

4. Find the container (row) to close in the table.

5. Click the **Close** button found at the beginning of the row

					Container / Drain # ↑	
			▼			
▶	Close	⊕ Add Container Survey		⬇ Drop Off	0006985	
▶	Close	⊕ Add Container Survey		⬇ Drop Off	0007098	

6. The Confirm window will open:

A. Select the **date** using the calendar icon

B. Click **Close**

Confirm

Date Sealed   1/6/2023   📅   **A**

Are you sure you want to mark Container #: 0006985 as 'Closed'?

B Close   Cancel

7. The button Close has now changed to Open

				Container / Drain # ↑	
			▼		
▶	Open	⊕ Add Container Survey	⬇ Drop Off	0006985	
▶	Close	⊕ Add Container Survey	⬇ Drop Off	0007098	
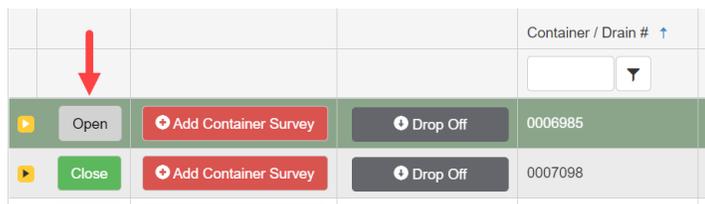
To open a closed container:

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

Confirm

Are you sure you want to Open Container #: 0006985?

Open   Cancel
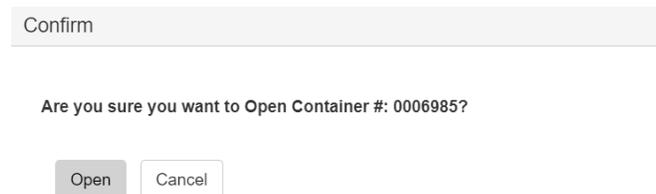
B. Add Container Survey

8. For the closed Container, click the **Add Container Survey** button to enter results of the wipe test performed
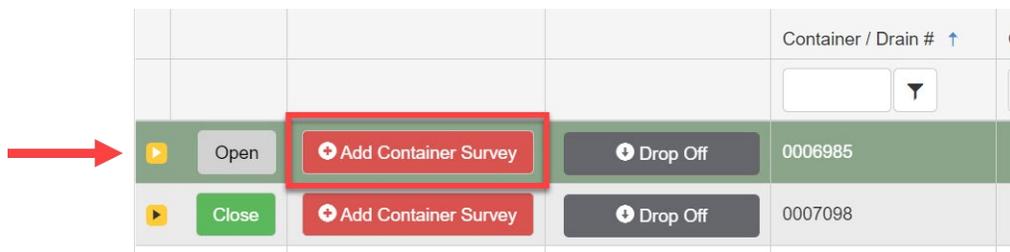
9. The Container Survey window will open:

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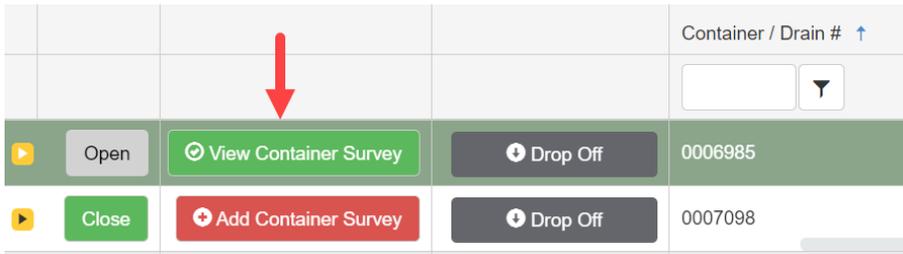
B. In the **Survey Information tab**, enter the following information:

- 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

11. 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 *MY*LAB.
 *REMOVE CONTAINER FROM *MY*LAB INVENTORY
 *PERFORM WIPE TEST ON THE CONTAINER (KEEP RESULTS ON FILE)

T:514.398.5066

Isotope	Activity (millicuries)	Wipe test was performed on this container
ii	iii	Yes ☐ No ☐

*my*LAB Container Number_____ i

Date (D/M/Y): _____

Permit Holder: _____

Institution: _____

Telephone: _____

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The myLab Container Number (i) and Isotope (ii) are displayed on the screen.

			Container / Drain # ↑	Contents Description	Isotope
▶	Open	✓ View Container Survey	⊕ Drop Off	0006985		P-32

12. 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.
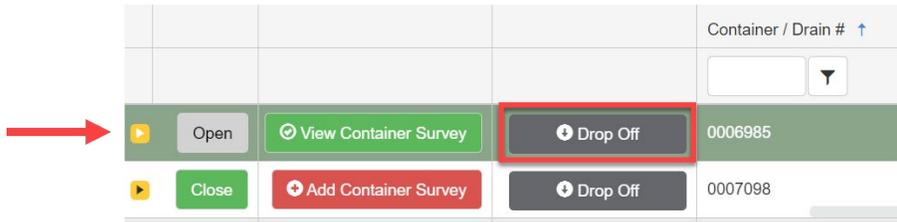
			Container # ↑	C
▶	Open	✓ View Container Survey	⊕ Drop Off	0006985

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

			Container # ↑	Conter
🗒	Close	⊕ Add Container Survey	⊕ Drop Off	000
	＋Add ✏ Edit	*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?