



# **RAD myLab User Guide: Inventory Module**

Last Updated: February 16, 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](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

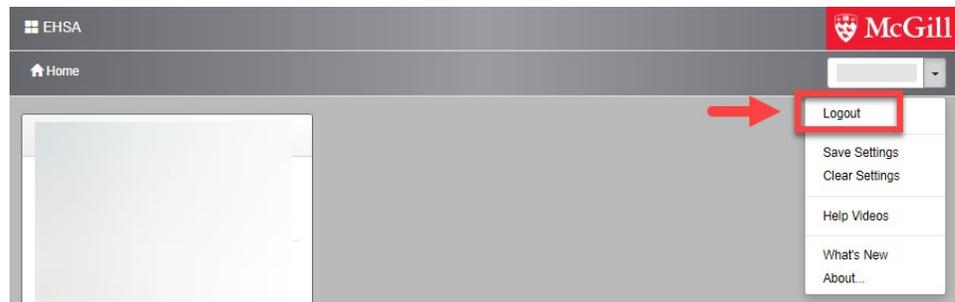
Consult the **myLab User Guide: Basics** for information on these topics:

- 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.

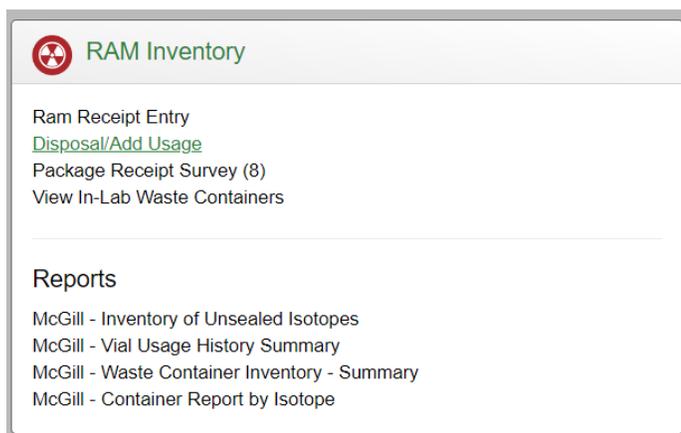
# Inventory Module – New Web Version

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

- 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**:



Menu item	Used for
<a href="#">Ram Receipt Entry</a>	<ul style="list-style-type: none"> <li>▪ Adding new radioactive materials to your inventory from an MMP order</li> <li>▪ Editing or deleting a receipt previously recorded</li> </ul>
<a href="#">Disposal/Add Usage</a>	<ul style="list-style-type: none"> <li>▪ Recording the usage of radioactive materials in your inventory (including aliquots)</li> <li>▪ Transferring radioactive materials from your inventory to another PI</li> <li>▪ Editing or deleting a usage/disposal previously recorded</li> </ul>
<a href="#">Package Receipt Survey</a>	<ul style="list-style-type: none"> <li>▪ Recording results of performed wipe tests upon receipt of radioactive materials</li> </ul>
<a href="#">View In-Lab Waste Containers</a>	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>

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

The screenshot shows the EHS Home page. At the top, there is a navigation bar with 'EHS Home'. Below this, there are two main menu listings:

- RAM Inventory** (indicated by a radiation symbol icon):
  - Ram Receipt Entry
  - Disposal/Add Usage
  - Package Receipt Survey (1)
  - View In-Lab Waste Containers
- Chemical Inventory** (indicated by a flask icon):
  - Inventory
  - Requisitions (211)
  - Chemical Inventory Transfer Approval

Below the RAM Inventory listing, there is a section titled 'Reports' with the following items:

- McGill - Inventory of Unsealed Isotopes
- McGill - Vial Usage History Summary
- McGill - Waste Container Inventory - Summary
- McGill - Container Report by Isotope

### 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

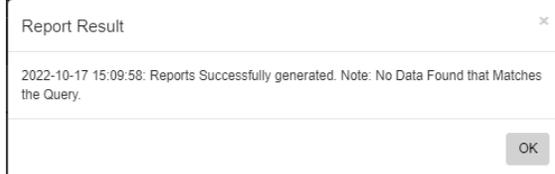
The screenshot shows the 'Report Parameters' window. It contains the following fields and controls:

- Start Date:** A text field containing '1/16/2020' with a calendar icon to its right. A red circle with the number '4' is overlaid on the calendar icon.
- Stop Date:** A text field containing '1/16/2023' with a calendar icon to its right.
- Autofill:** A dropdown menu with a pencil icon and the text 'Autofill'.
- pi\_code:** A text field with a blue highlight. To its right, the text '\*No Selections = All' is displayed. A red circle with the number '5' is overlaid on the bottom right corner of the window.
- Buttons:** 'Cancel' and 'View Report' buttons are located at the bottom right of the window.

**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.

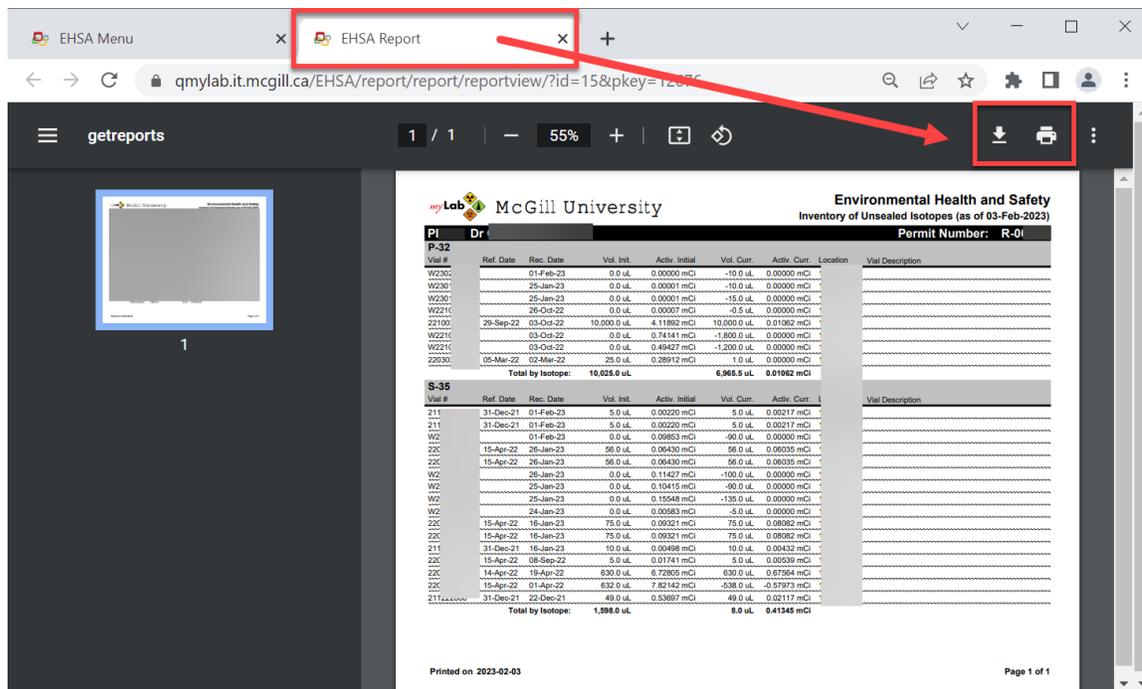
If the generated report has no data, a Report Result window will open.

- 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)



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

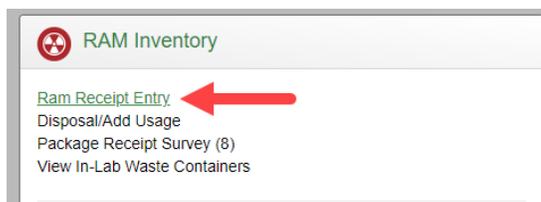
When radioactive materials ordered through the McGill MarketPlace are received, they MUST be added to your inventory in myLab.

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

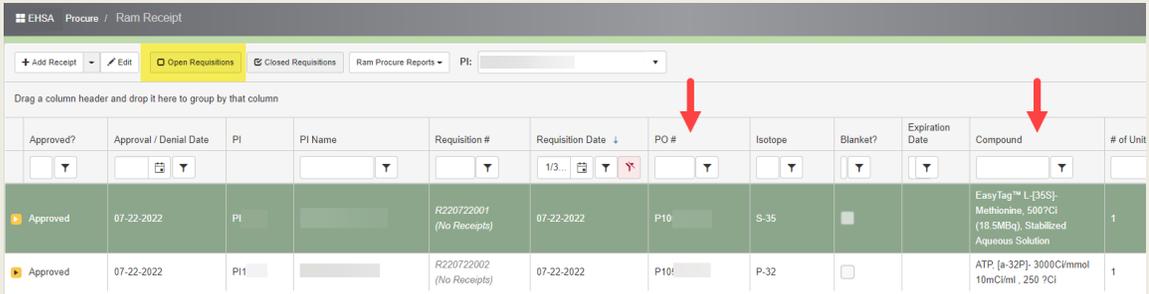
2. Click **RAM Receipt Entry** under the RAM Inventory menu listing



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

- Items from MMP 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	PI		R220722001 (No Receipts)	07-22-2022	P10	S-35			EasyTag™ L-[35S]-Methionine, 5007Ci (18.5MBq), Stabilized Aqueous Solution	1
Approved	07-22-2022	PI1		R220722002 (No Receipts)	07-22-2022	P10	P-32			ATP, [α-32P]-3000Ci/mmol 10mCi/ml, 250 °Ci	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

Approved?	Approval / Denial Date	PI	PI Name	Requisition #	Requisition Date	PO #	Isotope	Blanket?
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	07-22-2022	P1	F	R2 (No Receipts)	07-22-2022	P1	S-35	<input type="checkbox"/>
<input checked="" type="checkbox"/>	07-22-2022	P1	F	R22	07-22-2022	P1	P-32	<input type="checkbox"/>

OR

Find the item you would like to receive:

Approved?	Approval / Denial Date	PI	PI Name	Requisition #	Requisition Date	PO #	Isotope
<input checked="" type="checkbox"/>	07-22-2022	P1	F	R22 (No Receipts)	07-22-2022	P1	S-35

Inventory #	Isotope	Trans Code	Receipt Date	Lic. Line #	Permit #	Disposed?	Lab/Location
<input type="text"/>							

- 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 overlaid on the form to indicate specific fields of interest:

- 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)

The calculation area shows: X \*Activity per Unit = \*Assay Activity. Below this, \*Receipt Activity is shown 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**.

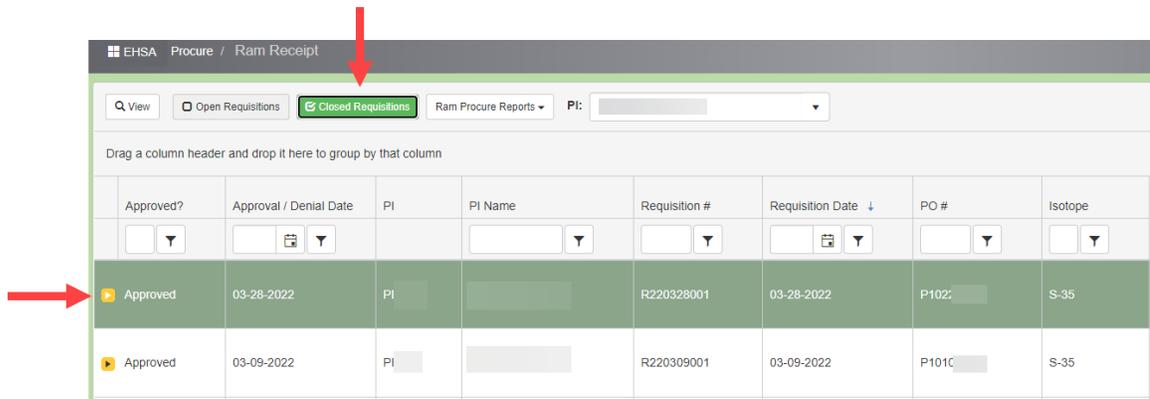
McGill does NOT use the feature to *Save as Partial Order*, do NOT click on this button.

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

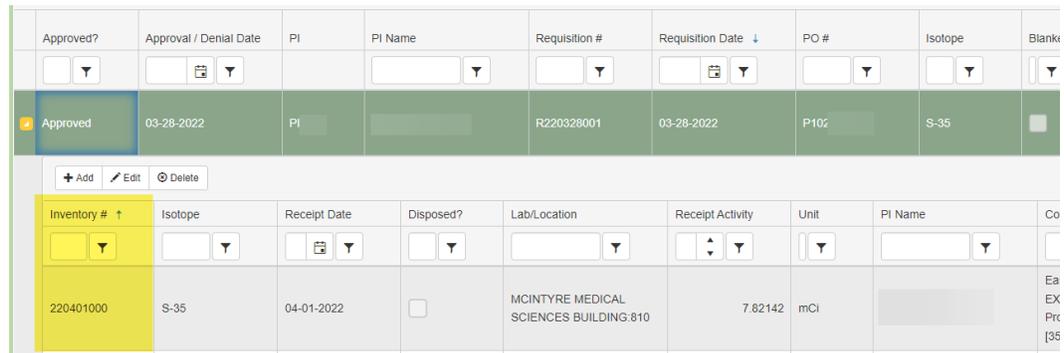
- A. Click on the **yellow box with the triangle** in the first column of that row
- B. The row will expand down and the receipt you just added will be displayed in a table - select the receipt to edit (click on the row to highlight it) and click the **Edit** button displayed above the table
- C. The 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.

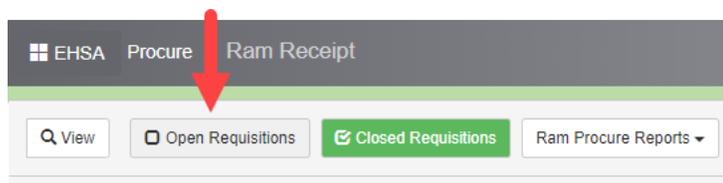
- To see the Inventory # associated with a received item (closed requisition), find the item in the listing and click the **yellow box with the triangle** in the first column of the row.



- 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.

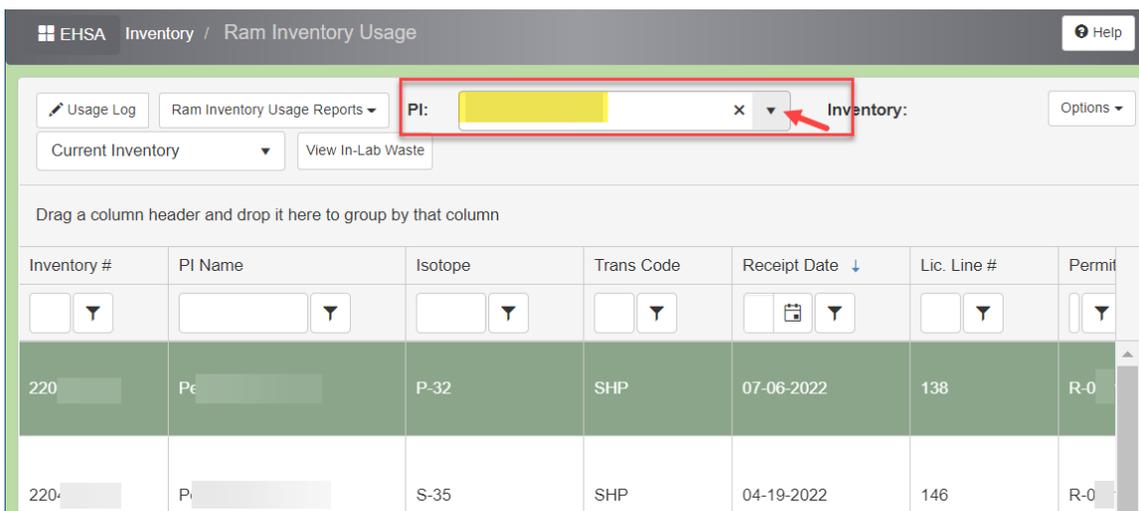
1. Click the **Inventory** icon on the myLab homepage



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.



EHSA Inventory / Ram Inventory Usage Help

Usage Log Ram Inventory Usage Reports **PI:** [Yellow Box] x [Dropdown Arrow] **Inventory:** [Options]

Current Inventory View In-Lab Waste

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

Inventory #	PI Name	Isotope	Trans Code	Receipt Date ↓	Lic. Line #	Permit
220	Pe	P-32	SHP	07-06-2022	138	R-0
220	Pe	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

Inventory # 2  
 Isotope S-35  
 Compound EasyTag™ EXPRESS35S Protein Labeling Mix, [35S]  
 Lot #  
 Review Due Date  
 Last Reviewed  
 Receipt Date 4/1/2022  
 Receipt Activity 7.82142 mCi  
 Not Decayed 3.18757 mCi  
 Decayed 0.82528 mCi  
 Volume 632 uL Unit  
 Current Volume 237 uL Unit  
 Update

Usage Activity by Category

Usage for Inventory #: 2

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

Usage for Inventory #: 2

+ Add Edit Delete

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

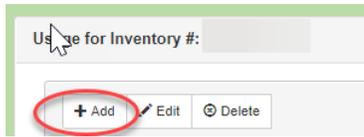
- **Add** – [to record a usage/disposal](#) (including aliquots and transferring radioactive materials to another PI)

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

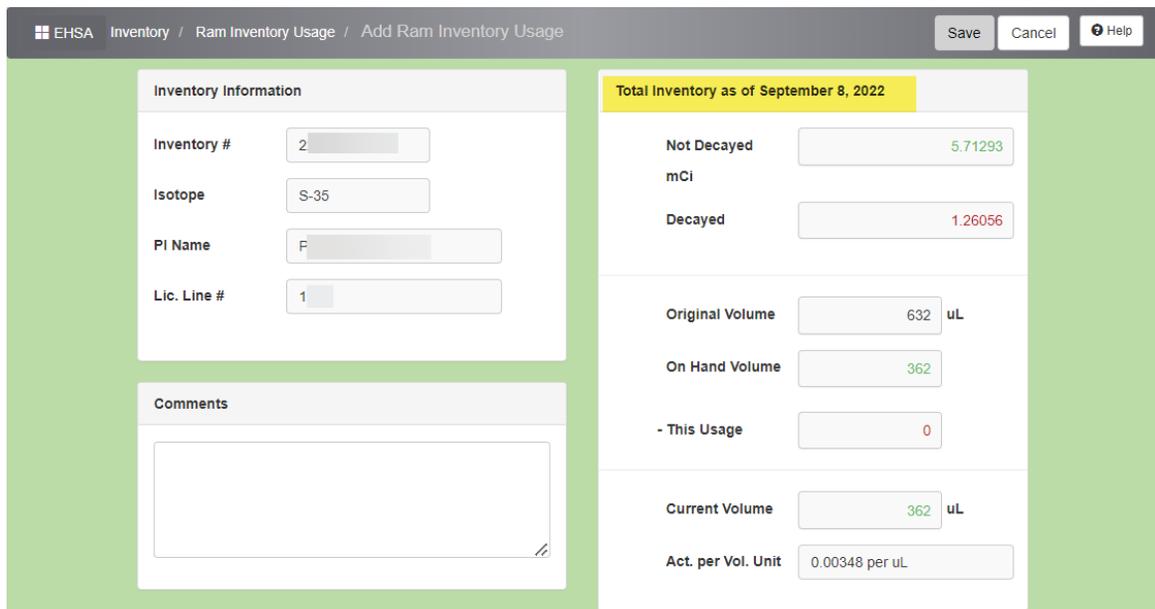
- **Edit** – [to modify a usage/disposal previously recorded](#)
- **Delete** – [to remove a usage/disposal previously recorded](#)

## 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 breadcrumb trail at the top reads "EHS&A Inventory / Ram Inventory Usage / Add Ram Inventory Usage". There are "Save", "Cancel", and "Help" buttons in the top right. The screen is divided into two main sections. The left section, titled "Inventory Information", contains four input fields: "Inventory #" with value "2", "Isotope" with value "S-35", "PI Name" with value "P", and "Lic. Line #" with value "1". Below this is a "Comments" section with a large empty text area. The right section, titled "Total Inventory as of September 8, 2022", contains several rows of data: "Not Decayed mCi" with value "5.71293", "Decayed" with value "1.26056", "Original Volume" with value "632 uL", "On Hand Volume" with value "362", "- This Usage" with value "0", "Current Volume" with value "362 uL", and "Act. per Vol. Unit" with value "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)

Disposal Date: 9/9/2022  
 Disposed By:   
 Volume Used: 0 uL  
 Activity Used: 0 mCi

Usage Category	Percent	Usage Activity
	100.00 %	0 mCi

Totally Used?

Save Cancel

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

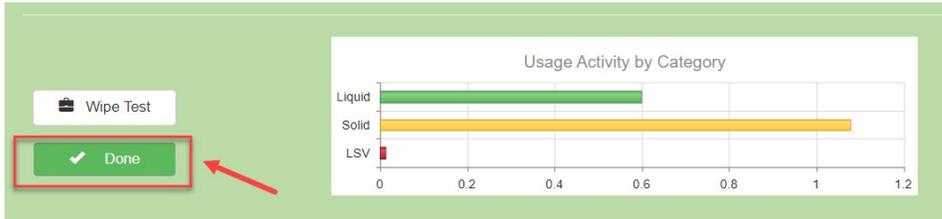
If the **Totally Used?** checkbox was selected in Step 10, a confirmation message will appear on the screen. Click OK to close the message.



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.

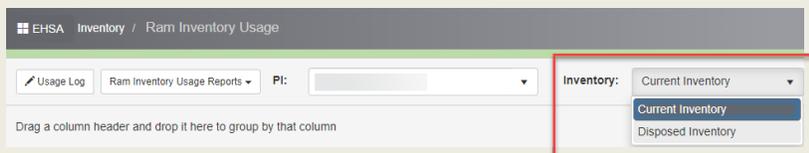
- If the information displayed in the Volume and Current Volume fields do not appear updated once a usage has been recorded, click the **Update** button for the values to be re-calculated

- 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)

This screenshot shows 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 EHS 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: [dropdown] | 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: [dropdown] | 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 showing 'Solid'), 'Percent' (100.00 %), 'Usage Activity' (0.34547 mCi), and 'Container' (with a dropdown menu and an 'Add Container' button). The 'Container' field is 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 screenshot shows the 'Add Waste Container For S-35' window. It contains the following fields: 'Usage Category' (Solid), 'Container Type' (dropdown with callout 'a'), 'Isotope' (S-35), 'Opened Date' (9/14/2022 with a calendar icon and callout 'b'), 'Building' (dropdown with callout 'c'), 'Location' (Required with a dropdown and callout 'd'), and 'Comments' (text area with callout 'e'). At the bottom are 'Save' and '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 screenshot shows a notification window with the text: '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 now containing a list of container options. The 'Add Container' button is still 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**

Usage Category: Transfer (100.00 %) Usage Activity: 0 mCi

Transfer to PI: [ ] Location: [ ]

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

Select Transfer PI

	PI Name ↑	PI	Isotope	Lic. Line #	Permit #	Shipment Limit	Possession Limit	Unit
Select	Age							
Select	Alm							
Select	AN							
Select	Arc							

- 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

Disposal Date: 12/19/2022 Disposed By: [ ]

Volume Used: 3 uL Activity Used: 0.00001 mCi

Usage Category: Transfer (100.00 %) Usage Activity: 0.00001 mCi

Transfer to PI: A Location: 13 MCINTYRE MEDICAL SCIEN...

[Continue to Step 9](#)

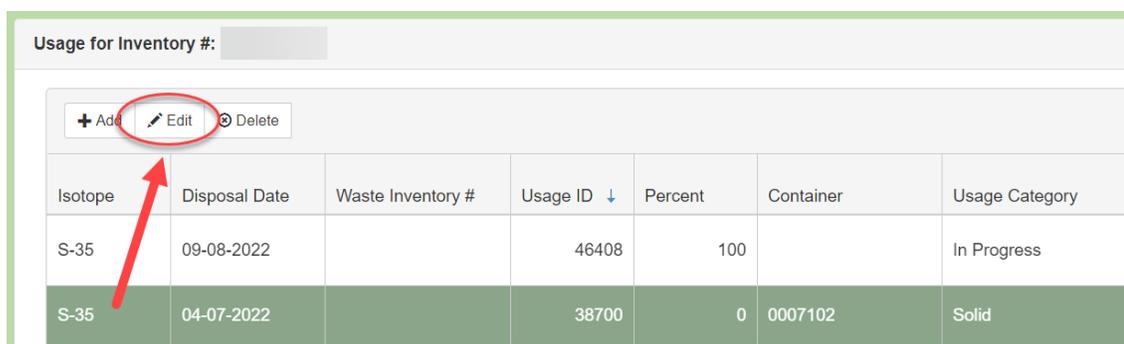
## Editing a usage previously recorded

Note

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

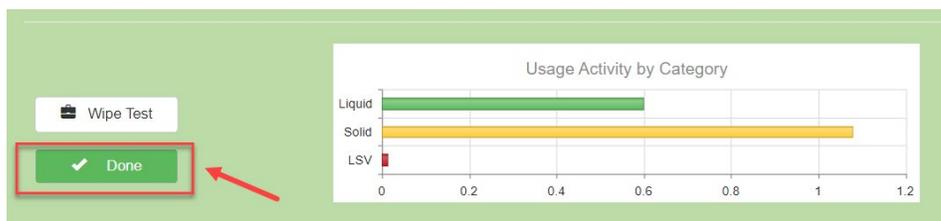
Follow Steps 1 to 7 for *Recording the usage of Radioactive Materials in your Inventory* to display Usage information about a selected isotope in your inventory ([instructions](#))

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

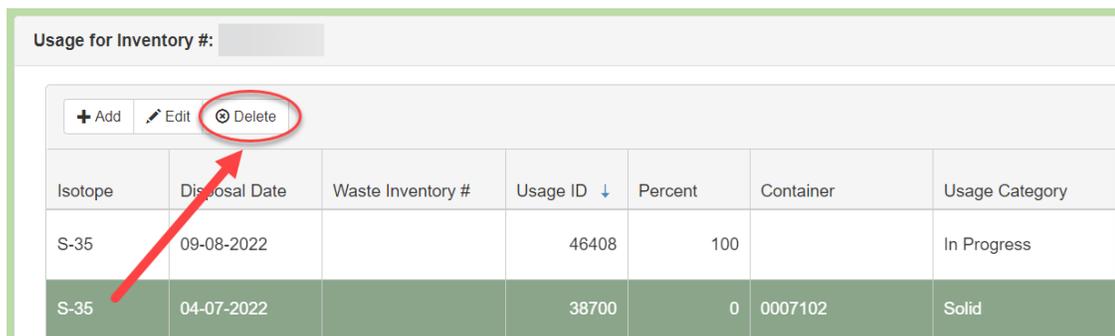


7. Click the EHS icon (top-left corner) to exit this menu option

## Deleting a usage previously recorded

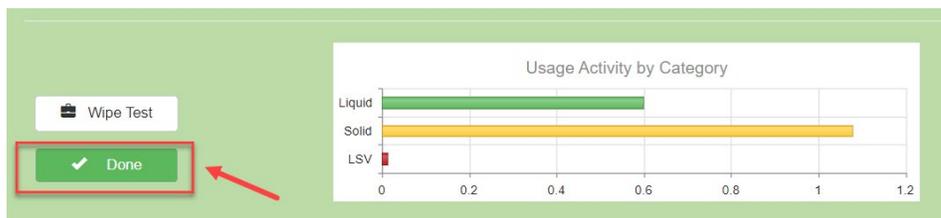
Follow Steps 1 to 7 for *Recording the usage of Radioactive Materials in your Inventory* to display Usage information about a selected isotope in your inventory ([instructions](#))

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

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

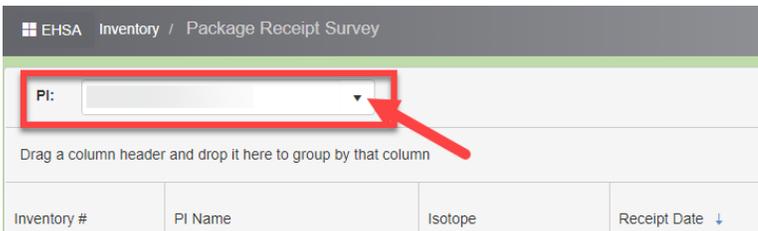
1. Click the **Inventory** icon on the myLab homepage



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 ↓	
<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 a window titled "Wipe Test" with a close button (X) in the top right corner. The window is divided into several sections:

- Section A:** "DPM Calculator - Upon Delivery Exterior". It contains a calculator interface with the following fields: "Counts/Minute(CPM)" (value: 0.00000), "Background" (dropdown), "Efficiency" (value: 0.00000), and "Disintegrations/Minute" (output field). The formula is:  $( \text{Counts/Minute(CPM)} - \text{Background} ) \div \text{Efficiency} = \text{Disintegrations/Minute}$ .
- Section B:** "DPM Calculator - Upon Delivery Interior". It contains a similar calculator interface with the same fields and formula as Section A.
- Section C:** "Package Wipe Counter" (dropdown), "Package Wipe Background" (input field with "dpm" unit), "Package Wipe Exterior" (input field with "dpm" unit), "Survey Instrument" (dropdown), and "Transport Index" (input field).
- Section D:** "Package Comments" (text area) and "Save" / "Cancel" buttons.

- 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

- 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"/>				
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

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

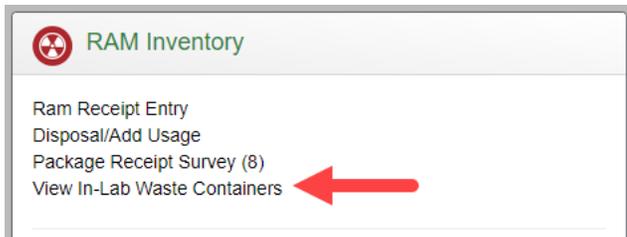
## View in-Lab Waste Containers: Preparing a container for waste pick-up

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

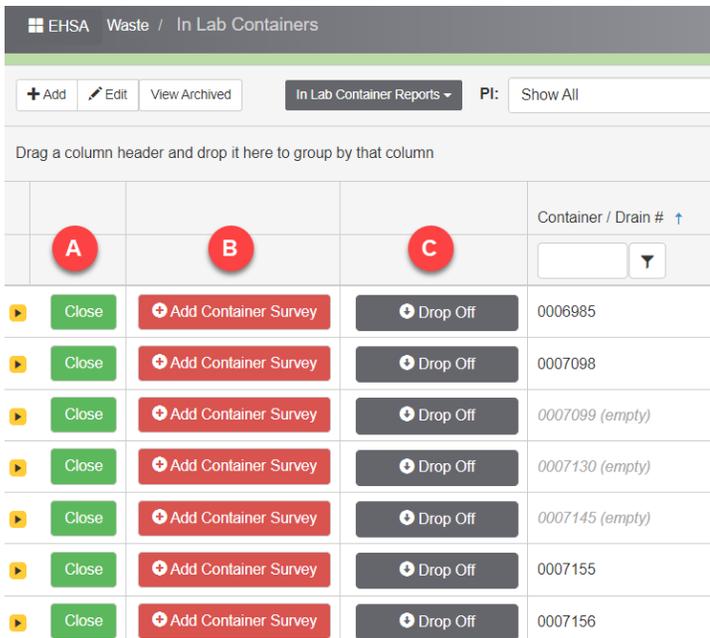
1. Click the **Inventory** icon on the myLab homepage



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

The image is a screenshot of a web application interface for 'EHS Waste / In Lab Containers'. It features a table with columns for actions and container details. The actions are labeled A, B, and C. The table contains several rows of container data, including container numbers and status (e.g., empty).

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

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

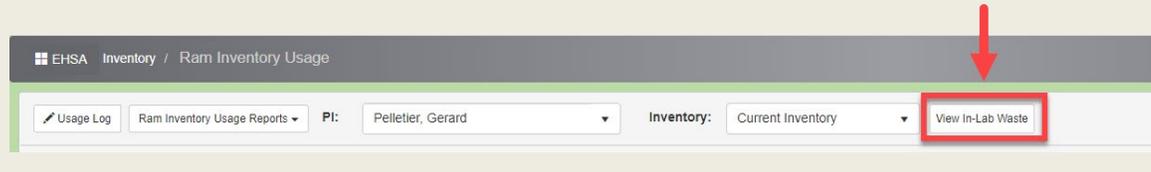
A. Close

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

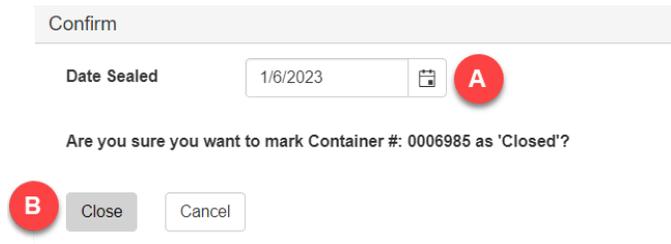


### A. Close

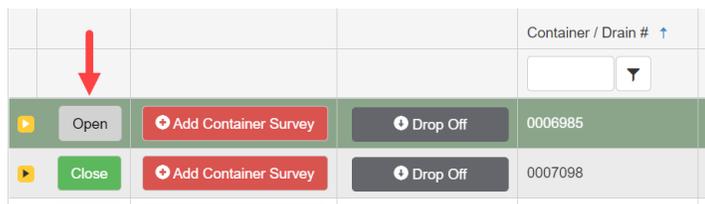
4. Find the container (row) to close in the table.
5. Click the **Close** button found at the beginning of the row
6. The Confirm window will open:



- A. Select the **date** using the calendar icon
- B. Click **Close**

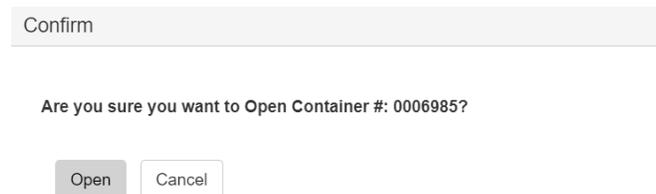


7. The button Close has now changed to Open



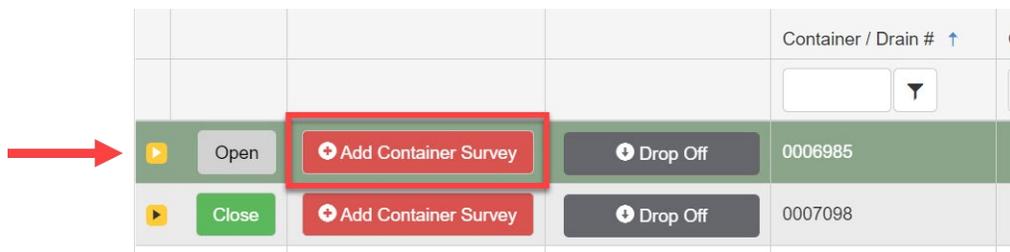
To open a closed container:

- 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:

The screenshot shows 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. Below the calculator is the 'Survey Information' section, which has fields for 'Package Wipe Exterior' (0 Bq/cm<sup>2</sup>), 'Surveyor', and 'Comments'. At the bottom, there are 'Save' and 'Cancel' buttons.

- 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

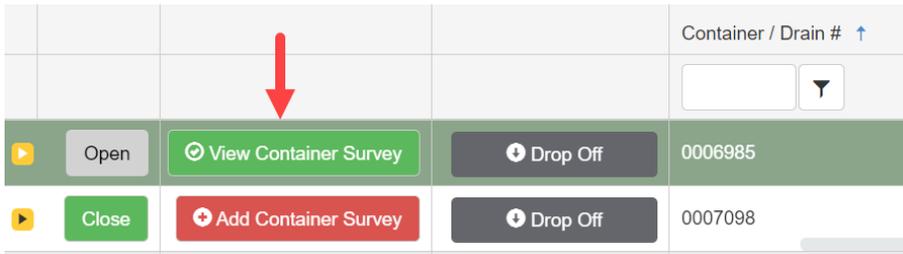
B. In the **Survey Information tab**, enter the following information:

- 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)

T:514.398.5066

Isotope <b>ii</b>	Activity (millicuries) <b>iii</b>	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  
www.mcgill.ca/hwm

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

- 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.

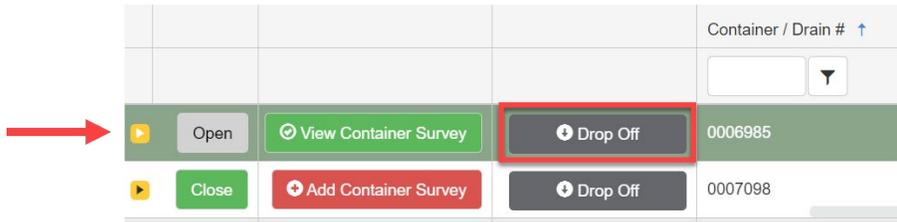
	Open		View Container Survey	Drop Off	0006985			
--	------	--	-----------------------	----------	---------	--	--	--

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

	Close		Add Container Survey	Drop Off	0006985			
		<b>Decayed Balance: P-32: 0.00612</b>			<b>iii</b>			
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](mailto: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](mailto:mylab.ehs@mcgill.ca)

