myLab Radioactive Materials (RAM) 2

*my*Lab Radioactive Materials (RAM)

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Introduction

*my*Lab is the web component of the McGill Hazardous Material Management System (HMMS). This system facilitates the management of hazardous materials, consisting of **Radioactive materials** (RAM), **Hazardous chemicals** (CHEM) and **Biohazardous materials** (BIO) from acquisition to its disposal.

*my*Lab allows McGill researchers, students, laboratory workers and the university services staff to work with electronic inventories of hazardous materials in McGill laboratories. This includes the following functions:

- Reception of RAM, CHEM and BIO purchases
- Inventory and disposal records
- Waste pick up
- Training records
- Laboratory inspections
- Applications and permits for use of hazardous materials at McGill
- Emergency response reports

Getting Started

Obtaining a Permit

Researchers must possess an internal McGill permit to acquire, store and use radioisotopes at McGill University. To receive a permit, one must complete the Application to use Radioactive Materials form, available at:

http://www.mcgill.ca/ehs/forms/forms/lab_safety/radiation/

You will receive your permit number and its details by e-mail.

McGill MarketPlace (MMP)

At McGill, all hazardous materials must be purchased through the McGill MarketPlace (MMP) system.

To place purchase orders through McGill MarketPlace (MMP), in addition to a permit, you must have a FOAPAL or a PCard number.

To access the McGill MarketPlace (MMP):

Click the **myMcGill** tab from **www.mcgill.ca** webpage.

.
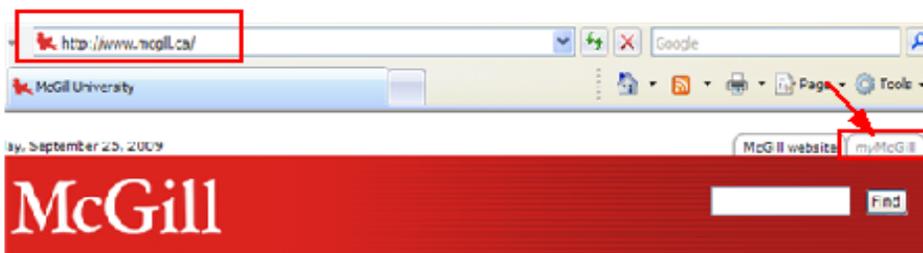
Login to MMP

Enter your McGill username (**firstname.lastname@mcgill.ca**) and password in the fields and click **Login**.
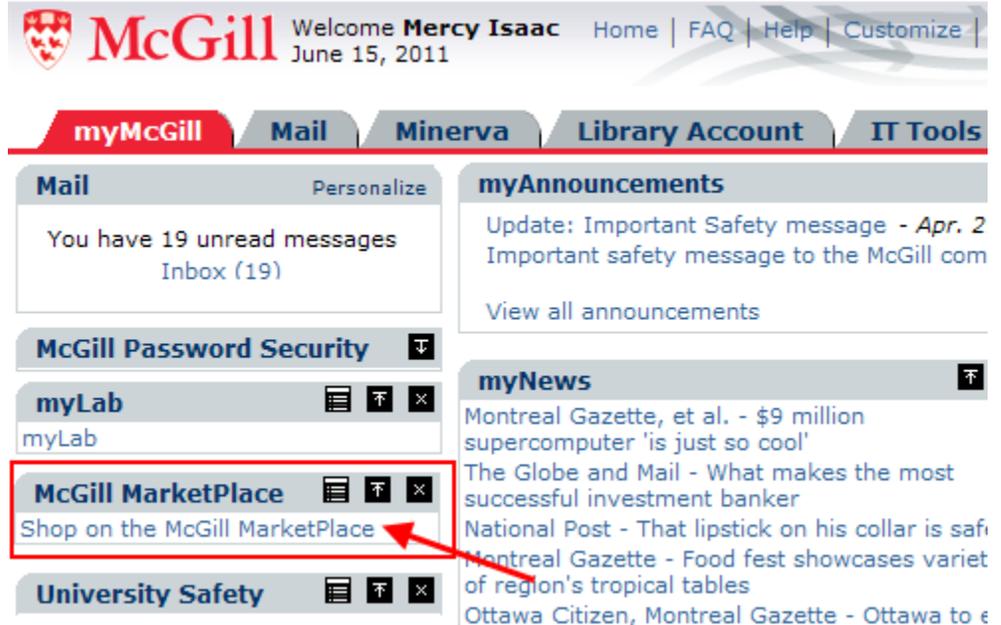
You will see the following *my*McGill page.

At the left column of the *my*McGill screen, you will see a link to **McGill MarketPlace**.

Click **Shop on the McGill MarketPlace**.

Now you are at the McGill MarketPlace Entrance page.

McGill MarketPlace Entrance

Click on **Shop with this profile** link to access the McGill MarketPlace. Alternately, you may edit 🛠 a profile (add more shipping addresses, FOAPAL favorites), or **Create New Profile**s before shopping. Click on the HELP link above for more details.

My Shopping Profiles

New default profile created.

Profile Name	Actions		Warnings
My First Profile	🛠 🗑	Shop with this profile	

Create New Profile

Before you do any shopping, you must verify and make sure that the shipping address of your McGill MarketPlace profile is the same as your shipping address associated with your hazardous material permit(s). To check or to edit the shipping address, click **Edit icon**.

Shipping Addresses

Press the **Add** button to add a new shipping address for the MarketPlace; or click on Edit 🛠 or Delete 🗑 for existing addresses. If you have more than 1 address listed below, click on the ☆ to make it your default (⭐) selection.

Actions	Ship To Alias	Location
⭐ 🛠 🗑	Isaacs Lab	Rm 0202 Sherbrooke 688
☆ 🛠 🗑	My Office	Rm 201 Burnside Hall

Add

If the shipping address listed is not correct, edit the existing address or click **Add** to add a new address. If more than one shipping address is listed, click the **star icon** to designate one of them as default and then click **Save** located at the bottom of the screen.

To go back to the shopping profiles, click **Back to profile list**.

Ordering Radioactive Material(s) through MMP

Once you are at the **McGill Marketplace Entrance** page, click **Shop with this profile** to start shopping.

You will be placed in the McGill MarketPlace **Home/Shop** page, as shown below. Lots of training materials (links to videos, how to documents, references etc on the left column) on MMP are available for you to access from this main page.

Product Search

In the **Shop** box enter some query information for your search: such as the suppliers name, product name or the catalog number and click **Go**.

For example, **Perkin Elmer** or **P32** or **BLU002001MC** etc.

Following is the search result after entering **a catalog number** (BLU002001MC) in the **Shop** box as search criteria. There is only one item that met the search criteria**.**

At the bottom left corner of each listed item, you may see some icons depending on the type of the product you are searching for. See the figure below for an explanation of those icons.

Following is the search result after entering **P32** in the **Shop** box as search criteria. There are 220 items that met the search criteria.

Placing an Order

To order an item from the displayed search list, indicate the quantity and click **Add to Cart** beside the item. If you would like to order only one item, then simply click on the **Add to Cart**.

You will see an indication of this in your cart which is displayed at the top right corner of the screen.

For example, as displayed in the following screen, to make an order of the first item from the list, click **Add to Cart** beside it.

Then you will see a new text line saying, *1 item(s) added, view cart*, below the **Add to Cart**.

Your shopping cart is located at top right corner of the screen. It has a shopping cart icon and a name which is a combination of the order date and your name by default. Now you can see that **1 item** is placed in the shopping cart for a total cost of **$9.95**.

If you wish, you can change your shopping cart's name. For additional MMP instructions and tutorials, visit *McGill's MarketPlace website.*

(*www.mcgill.ca/procurement/buy/marketplace*)

My Shopping Cart

To view full detail of the items (orders) placed in your cart (shopping),click **My Shopping Carts** tab or the **Cart** itself.

Immediately below **My Shopping Carts**, you will see a flowchart of the ordering process. Also note that **Edit Cart** is highlighted, indicating the current stage of your order process.

Below the flowchart you will see a section showing your **Cart / Requisition Name** and your **Permit Number**.

If you do not see a number to the right side of **Permit Number**, you cannot order radioactive materials. *Please contact ICS support desk at 398-3398.*

The bottom part of your shopping cart screen displays the details of the item selected to order as follows:

Note:

Please note that the price associated with the item selected in this document is not the actual value and is being used only here as an example for training purpose.

View/Edit the Order

Click **Review**, to verify and edit any details of the order such as, shipping and billing information, FOAPAL number etc.
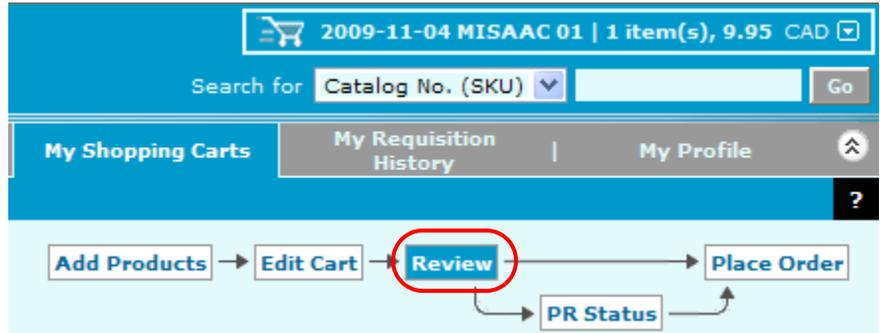
Requisition Summary

This is the middle part of the Shopping Cart Review screen. This part is divided into sections and each section can be edited. To update any of the displayed information in a section, click the corresponding **Edit**.

FOAPAL Information

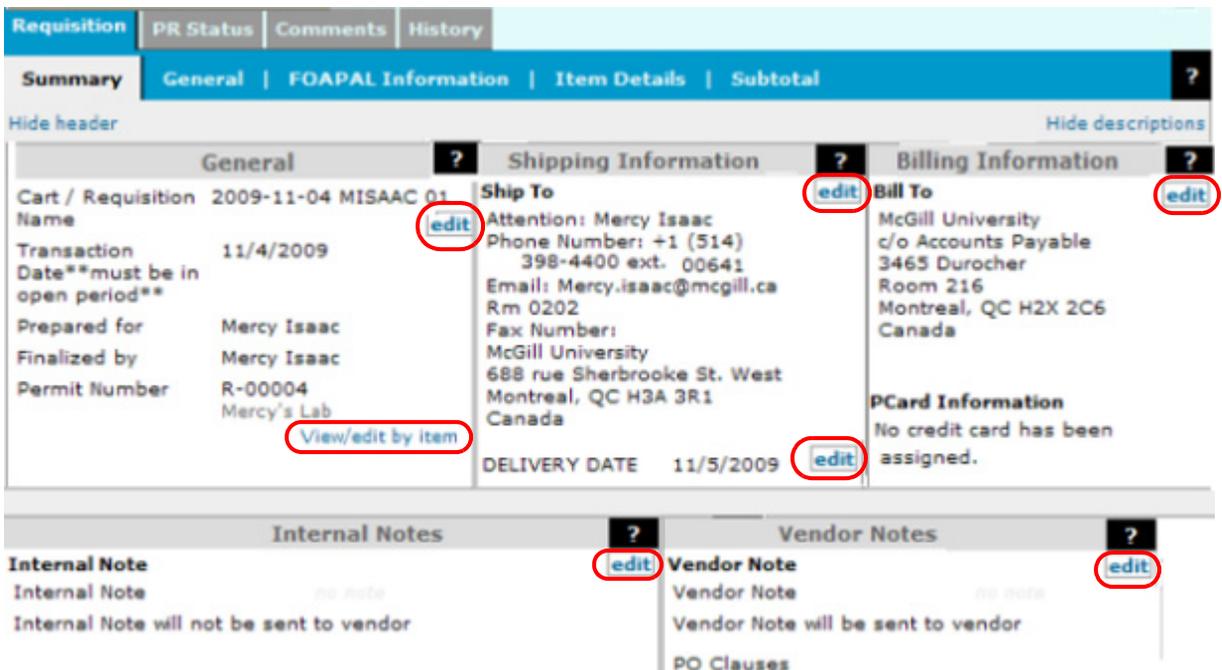To specify the FOAPAL to be charged for the Purchase Order, click **FOAPAL Information** tab or scroll down the window until you see the FOAPAL section as shown below.

Click **Edit** to enter the FOAPAL details.

Enter the **Fund** and **Account** part of the **FOAPAL** in the corresponding boxes and click **Update Org/Prog** at the bottom right corner of the FOAPAL information screen.

Upon clicking **Update Org/Prog**, the organization and Program codes of the FOAPAL will be updated as per the Fund code.

The following is an updated FOAPAL entry.

FOAPAL Information					
Fund	Organization	Account	Program	Activity	Location
159387	00044	700001	3300	000000	000000
All Codes	Clear selected value...	All Codes	Clear selected value...	My Favorite All Codes	My Favorites All Codes

Update Org/Prog

Save   Cancel

If the FOAPAL entered is the right one to use for the order, click **Save**. Once the FOAPAL is saved, you will see a screen similar to the following.

| Requisition | PR Status | Comments | History |

| Summary | General | **FOAPAL Information** | Item Details | Subtotal | ? |

Hide descriptions

The FOAPAL codes below will apply to all items. To specify different FOAPAL codes for an item, click on the <B>edit</B> button for that item.

FOAPAL Information

Fund	Organization	Account	Program	Activity	Location	edit
159387 Information Systems Resources	00044 Information Systems Resources	700001 Materials & Supplies1	3300 Academic Services - 20071015	000000 Unassigned Activity - 20071015	000000 Unassigned Location - 20071015	

PCard Users

To use **PCard** for the purchase of radioactive materials, you must enter the Pcard information in the Review screen (Requisition, Summary tab) of the order.

Click **edit** to update PCard Information. The screen below on the left side displays Pcard details before the Save and the screen on the right side is after the **Save**.

Completing the Order

Now click **Place order** of the flowchart to complete the order.
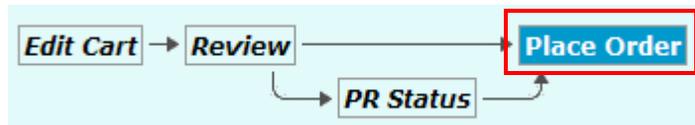
You will see the following **Submitted - Requisition** screen with your order's requisition number and some details.

You have now completed the ordering process. Take a look at **what would you like to do now?** section at the bottom of the screen. From here, you may do any of the actions listed here.

To view the status/history of this requisition# 344554, click **view** beside the requisition number.

If the requisition is approved, you will see its status as **Completed** with a green tick mark.

Click **History** to view the **Purchase Order** number associated with this approved requisition.

After you have successfully completed an order for radioactive materials, **Logout** from McGill MarketPlace. You will receive an email confirmation with your order's Purchase Order Number.

Requisition History

To view a list of orders you placed in the last 30 days, click **My Requisition History** and then **My Requisition** tab.

A red **X** mark in the status field indicates that the order is rejected.

To know the reason for its rejection, scroll the window to the right side and click the **more...** link.

equisition	PR Status	Comments	History

+ Click to filter history	?		Export CSV

Results per page 20 ▼		Records found: 5		◁ Page 1 ▼ of 1 ▷	?

Line No △	Date/Time ▼	User △	Step(s)	Action △	Note
	10/20/2009 5:46 PM	System	PR Response	Requisition rejected	The MMP order cannot be processed due to following error(s): Line #1 was rejected. A permit number ... more...
Line 1	10/20/2009 5:46 PM	System	PR Response	Requisition Line item rejected	The MMP order cannot be processed due to following error(s): Line #1 was rejected. A permit number must be selected for all radioactive items ordered. Please contact Environmental Health and Safety. Close

To view a specific list of your orders, you may use filtering by Purchase Order number or by Requisition specifics.

Click **My Requisition History** and then **Requisition History** tab. Enter some search criteria and click **Search.**

Adding New Radioactive Material to *my*Lab

To add a new radioactive materials to your *my*Lab inventory, first access **my**Lab through https://mylab.mcgill.ca.

Login with your **firstname.lastname@mcgill.ca** and its password. Then click on **Inventory/Disposals**.

In the following **Current Inventory** screen, click on **Receive New Inventory item**.

You will see the following inventory record screen. Click the **?** beside the **Isotope** field to see a list of items ordered.

From the list of items, identify and select the item you received.

To identify the item, use the McGill MarketPlace (MMP) requisition number, Compound name and/or the Purchase Order number.

Select the correct item you received from the list.

Your selection will populate some fields with item specific data.

PI906	PI906: Isaac, Mercy	Receive Inventory Record

Help

Isotope P-32 **?** License Line # 138 Permit # R-00352

Catalog #

Inventory # 100319003

Vial Desc.

Compound [γ-³²P]-Adenosir **?** ☐ Volatile?

MMP # 344554

Physical Form -- No Selection -- ▼

PO # PZ000327

Transaction Code SHP **?** Shipment

Lab/Location 233:0202 **?** SHERBROOKE 688: 0202

Comments

In the **Vial Desc** field, you may enter any description about the item.

Click the drop down arrow beside **Physical Form** and select the physical nature of the item from the list, *For example:* **Liquid**

Vial Desc.

Compound [γ-³²P]-Adenosir **?**

MMP # 344554

Physical Form -- No Selection -- ▼

PO #   -- No Selection --
         Liquid
Transaction Code   Solid   Shipment
         Gas
Lab/Location   Powder   SHERBROOKE 688: 0202
Comments   Sealed

If the storage location is not the right one, click the **?** beside **Lab/ Location** to select the correct laboratory from the list.

Activity Detail is a section you will see on the right side (scroll to the right) of this **Receive inventory record** screen. The received item's label has all the information you need to enter in the **Activity Detail** fields.

After entering the **Reference Date**, **Receipt Date** and **Reference Activi-**

ty Per Unit values, click **calc**. The system will calculate the **Total and Receipt Activity** values.

Now enter the total volume received in the **Volume** field and click the drop down arrow beside **Unit** to pick the proper volume unit from the list.

After entering all required data in the **Receive Inventory Record** screen,

click **Save.**

PI906	PI906: Isaac, Mercy		Receive Inventory Record

				Activity Detail		
Isotope	P-32	**?** License Line # 138	Permit # R-00352			
Catalog #						
Inventory #	100319003		Reference Date	3/18/2010		
Vial Desc.	Experiment 22		Receipt Date	3/19/2010		
Compound	³²P]-Adenosir **?**		Reference Activity per Unit	1.20000		
MMP #	344554		X # of Units	1		
Physical Form	-- No Selection -			calc		
PO #	PZ000327		Total Activity	1.20000		
Transaction Code	SHP **?** Shipment		Receipt Activity	1.14323		
Lab/Location	233:0202 **?** SHERBROOKE 688: 02		Volume	10.00000	Unit	uL
Comments						

Save   **Cancel**

The added item will appear in the **Current Inventory**.

Main Menu < BACK			PI PI906 Isaac, Mercy		**Log Off**

Receive New Inventory Item

⦿ Current Inventory ○ Disposed Inventory ○ Archived Inventory ○ Waste Inventory

---	-----	**Inventory #**	**Isotope**	**Compound**	**Vial Description**	**On Hand Activity (Decayed)**	**Unit**
Select	Edit	100319003	P-32	[γ-^{32}	Experiment 22	1.14323	mCi
Select	Edit	100319001	S-35	[^{35}S]-De...	Experiment 126	0.25000	mCi

Click **Back** or **Main Menu** to exit the inventory screen. You have successfully completed adding a new radioactive material to **_myLab_**.

Recording the usage of Radioactive Materials

Usage of radioactive materials must be recorded in *my*Lab by each labora-tory. To track the usage, click **Inventory/Disposals** from the ***my*Lab** main page.

From the **Current Inventory** list, **Select** the radioactive material to use.

Click **Add Usage**.

Main Menu	< BACK

☐ Totally Used?

Usage for Inventory 100319003

Catalog #

Isotope P-32

Compound ³²P]-Adenosine 5'-triphos|

PO # PZ000327

Lot #

Review Due

Last Review

Add Usage

Receipt Date 03/19/2010

Receipt Activity 1.14323 mCi

On Hand (NOT Decayed) 1.14323 mCi

On Hand (Decayed) 0.98854 mCi

Adjustments (Today) mCi

Volume 10 Unit uL

Mark As Reviewed

You will see the following **Adding Usage** screen. Enter the usage amount in the **Volume Used** field. For example, 1ul is entered. If needed, change the name of the user in the **Used By** field.

PI906: Isaac, Mercy   Adding Usage

Calculations as of 04/28/2010

Inventory # 100319003

Isotope P-32

License Line # 138

On Hand (Decayed) 0.0329 mCi

On Hand (NOT Decayed) 0.64707 mCi

Original Volume 10.00000

Activity per Volume Unit 0.01645 per uL

Date Used 04 28 2010

Used By: Isaac, Mercy

Volume Used: 1 uL

Type	Percent of Volume	Activity		
Solid 1:	%	0.00000	Container #	ⓘ
Solid 2:	%	0.00000	Container #	ⓘ

For each **Type** of radioactive waste generated, enter its quantity as a percentage in the corresponding **Percent of Volume** field. In this example, 100% of the volume used is discarded as **Liquid** waste.

Based on the **Percent of Volume** entered, the **Activity and Total Usage** fields will be updated.

It is mandatory to discard radioactive waste, solid or liquid, in the proper containers. At times, a second waste container might be needed.

Click the **blue round icon** beside a **Container #** field to see a list of containers associated to the waste type.

If you do not see any containers listed , click the **Add Container** to create a new container.

A container number is automatically generated by the system in the **Editing Container** sreen. Fill up the **Container Type** and **Open Date** fields. The **Comments** field is optional The two screens below shows the fields before and after entering data.

Click **Save**. The saved container will be added to the container list.

Select the container to use from the list. As an example, Container 0000047 is selected.

The selected container will be displayed in the corresponding **Container #** field.

Verify the values in **Volume Used, Liquid, Container #** and **Total Usage** fields.

Click **Save/Return**.

The updated usage information (**Usage Amount, Activity** etc.) can be found as a summary row, at the bottom of the screen.

Main Menu   < BACK

☐ Totally Used?

Usage for Inventory	100319003
Catalog #	
Isotope	P-32
Compound	³²P]-Adenosine 5'-triphos
PO #	PZ000327
Lot #	

Receipt Date	03/19/2010
Receipt Activity	1.14323 mCi
On Hand (NOT Decayed)	0.63062 mCi
On Hand (Decayed)	0.01645 mCi
Adjustments (Today)	mCi
Volume	10	Unit	uL

Review Due [ ]   Last Review [ ]   **Mark As Reviewed**

Add Usage

-----	Date Used	Usage Amount	Disposed	Solid 1	Solid 2	Liquid 1	Liquid 2	Liquid Scint.
Edit	04/28/2010	0.01645	.	0	0	0.01645	0	0
Edit	04/27/2010	0.03455		0.01382	0	0.02073	0	0

Click **Back** or **Main Menu** to exit this screen.

You have successfully recorded a usage of radioactive material in *my*Lab.

Transferring Radioactive Materials

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

Login to *my*Lab at https://mylab.mcgill.ca

Click **Inventory/Disposals**.

Select the radioactive material to transfer from the **Current Inventory** list.

Click **Add Usage**.

☐ Totally Used?

Usage for Inventory	100319003
Catalog #	
Isotope	P-32
Compound	[γ-³²P]-Adenosine
PO #	PZ000327
Lot #	

Receipt Date	03/19/2010	
Receipt Activity	1.14323	mCi
On Hand (NOT Decayed)	0.77959	mCi
On Hand (Decayed)	0.40251	mCi
Adjustments (Today)		mCi
Volume	10	Unit

Review Due [▼]   Last Review [ ]   Mark As Reviewed

Add Usage

In the **Adding Usage** screen, click the **Volume Used** field and enter the amount of the material you wish to transfer. If needed, change the name of the user in the **Used By** field.

PI906: Isaac, Mercy   **Adding Usage**

Calculations as of 04/28/2010

Inventory #	100319003	
Isotope	P-32	
License Line #	138	

On Hand (Decayed) 0.0329 mCi
On Hand (NOT Decayed) 0.64707 mCi

Original Volume 10.00000
Activity per Volume Unit 0.01645 per uL

On Hand Vo
2.00000
1.00000
1.00000

Volume Used: → 1.00000 uL

Type	Percent of Volume	Activity	
Solid 1:	%	0.00000	Container # ⓘ
Solid 2:	%	0.00000	Container # ⓘ
Liquid 1:	%	0.00000	Container # ⓘ
Liquid 2:	%	0.00000	Container # ⓘ
Liquid Scintillation:	%	0.00000	
Transfer:	100.00 %	0.06708 ?	
In Progress:	%	0.00000	Lab ⓘ
Loss:	%	0.00000	

In the **Transfer** field, enter the percentage of the material specified in the volume used field. *For example*: if you are planning to transfer all of **1.00u**l as in **volume used** field, then enter 100% in the **Transfer** field. The system will calculate its **Activity** and display it.

Click the **?** beside **Transfer** field. The **Transfer Information** dialog box will open up.

A new inventory number will be assigned by the system to the material that is in process of being transferred. The investigator to whom the item is transfered will see this in his/her inventory.

Click **To PI** or **?** to select a Principal Investigator from the list.

After you select the principal investigator, you will see a list of laboratories associated with the investigator. Select the correct lab location.

Choose a PI to Transfer to

Primary?	Location	Building Name	lab
Y	233:1450	SHERBROOKE 688	1450
.	177:003	ADAMS BUILDING	003

The **Transfer Information** window is updated with the selected data.

If the information displayed is correct, click **Transfer OK**.

Verify the values in **Volume Used, Transfer** and **Total Usage** fields.

PI906: Isaac, Mercy			Adding Usage	
Volume Used:	1.00000	uL		

Type	Percent of Volume	Activity		
Solid 1:	%	0.00000	Container #	ⓘ
Solid 2:	%	0.00000	Container #	ⓘ
Liquid 1:	%	0.00000	Container #	ⓘ
Liquid 2:	%	0.00000	Container #	ⓘ
Liquid Scintillation:	%	0.00000		
Transfer:	100.00 %	0.06708 ?		
In Progress:	%	0.00000	Lab	ⓘ
Loss:	%	0.00000		

Total Usage:	100.00 %	0.01645 mCi	☐ Totally Used?

Comments

[Save & Add Another Usage]   [Save/Return]   [Cancel]

Click **Save/Return.**

A summary of your **Trasnfer** details will be displayed at the bottom of screen.

Click **Back** or **Main Menu** to exit this screen.

This completes the procedure for transferring radioactive materials in *my*Lab.

Creating In Progress Inventory item

Some radioactive materials such as gels or probes are not discarded immediately after use. In such cases, use this In Progress procedure to add them to your *my*Lab inventory.

Click **Inventory/Disposals** from *my***Lab**.

From the **Current Inventory** list, **Select** the radioactive material to use.

Click **Add Usage.**

Main Menu	< BACK

☐ Totally Used?

Usage for Inventory 100319001
Catalog # NEG034H250UC
Isotope S-35
Compound [³⁵S]-Deoxyadenosine 5'thi
PO # PZ000426
Lot #

Receipt Date 03/19/2010
Receipt Activity 0.25000 mCi
On Hand (NOT Decayed) 0.25000 mCi
On Hand (Decayed) 0.21167 mCi
Adjustments (Today) mCi
Volume 100 Unit uL

Review Due _____ Last Review _____ Mark As Reviewed

Add Usage

You will see the following **Adding Usage** screen. Enter the usage amount in the **Volume Used** field. For example, 1ul is entered. If needed, change the name of the user in the **Used By** field.

906: Isaac, Mercy   Adding Usage

Volume Used: 1.00000 uL

Type	Percent of Volume	Activity		
Solid 1:	%	0.00000	Container #	ⓘ
Solid 2:	%	0.00000	Container #	ⓘ
Liquid 1:	%	0.00000	Container #	ⓘ
Liquid 2:	%	0.00000	Container #	ⓘ
Liquid Scintillation:	%	0.00000		
Transfer:	%	0.00000 ?		
In Progress:	100.00 %	0.00212	Lab	ⓘ
Loss:	%	0.00000		

Total Usage: 100.00 % 0.00212 mCi

Enter the **In Progress** quantity as a percentage in the corresponding **Percent of Volume** field. In this example, 100% of the volume used is

entered as **In Progress.**

The system will automatically calculate the activity field. Click the **blue round icon** beside the **Lab**. From the list of labs, **Select** the corresponding lab.

The **Lab** field in **Adding Usage** screen will display the selected lab information.

Verify the values in, **Volume Used**, **In Progress**, **Lab** and **Total Usage** fields. Click **Save/Return**.

A summary of your **In Progress** details will be displayed at the bottom of the resulting screen.

Click **<Back** to exit this screen.

The new **In Progress** item is added in the current inventory as a subset of the original item number. In this example, the new **In Progress** item number is 100319001A

This completes the **In Progress** usage procedure of radioactive materials in *my*Lab.

Combining Procedures

It is possible to combine the above three procedures (Recording the usage, Transferring and Creating In Progress) if needed, as per the following example.

Used By: Isaac, Mercy

Volume Used: 5.00000 uL

Type	Percent of Volume	Activity		
Solid 1:	60.00 %	0.03516	Container # 0000191	ⓘ
Solid 2:	%	0.00000	Container #	ⓘ
Liquid 1:	10.00 %	0.00586	Container # 0000192	ⓘ
Liquid 2:	%	0.00000	Container #	ⓘ
Liquid Scintillation:	1.00 %	0.00059		
Transfer:	%	0.00000 ?		
In Progress:	29.00 %	0.01699	Lab 233:0202 ⓘ SHERBROOKE 688: 0202	
Loss:	%	0.00000		

Total Usage: 100.00 %   0.05860 mCi

☐ Totally Used?

Comments [ ]

[Save & Add Another Usage] [Save/Return] [Cancel]

Removing an Item from the Inventory

Follow the procedure below to completely remove a radioactive material from your *my*Lab inventory.

Click **Inventory/Disposals** from *my***Lab**.

From the **Current Inventory** list, select the radioactive item to remove.

In this example, we will discard the remaining volume of **1**ul from the selected inventory item.

Click the **Add Usage** button. .

☐ Totally Used?

Usage for Inventory	100319003
Catalog #	
Isotope	P-32
Compound	[γ-³²P]-Adenosine 5'-triphos|
PO #	PZ000327

Receipt Date	03/19/2010
Receipt Activity	1.
On Hand (Decayed)	0.

Volume 10

Enter the volume (1ul) in the **Volume Used** field. The fields **this usage** and **Volume Used** will be updated automatically.

PI996: Isaac, Mercy   Adding Usage

Calculations as of 06/15/2010

Inventory # 100319003
Isotope P-32   On Hand (Decayed) 0.00161 mCi   Original Volume 10.00000
License Line # 138
Date Used 06 ▾ 15 ▾ 2010   Activity per Volume Unit 0.00161 per uL   On Hand Volun 1.00000 pre
                                                                                          1.00000 - thi

Used By: Isaac, Mercy ▾   0.00000 rem
Volume Used: 1.00 uL

Type	Percent of Volume	Activity	
Solid 1:	%	0.00000	Container # ⓘ
Solid 2:	%	0.00000	Container # ⓘ

Note that the volume in the **reamining** field will now display as zero.

For each **Type** of radioactive waste, enter its quantity as a percentage in the corresponding **Percent of Volume** field. In this example, 100% of the volume used is discarded as **Solid** waste.

Click the **blue i icon** of the **Container #** box to see a list of containers.

If no container is listed, then add a container by clicking the **Add Container** link.

Select the container to use from the list.

The selected container's number will be placed in the **Container #** field.

PI996: Isaac, Mercy	Ad

Inventory # 100319003

Isotope P-32

License Line # 138

Calculations as of 06/15/2010
Origin

On Hand (Decayed) 0.00161 mCi

Activi
0.00

Date Used 06 ⌄ 15 ⌄ 2010

Used By: Isaac, Mercy ⌄

Volume Used: 1.00000 uL

Type	Percent of Volume	Activity	
Solid 1:	100.00 %	0.00161	Container # 0000190 ⓘ
Solid 2:	%	0.00000	Container # ⓘ
Liquid 1:	%	0.00000	Container # ⓘ
Liquid 2:	%	0.00000	Container # ⓘ
Liquid Scintillation:	%	0.00000	
Transfer:	%	0.00000 ?	
In Progress:	%	0.00000	Lab ⓘ
Loss:	%	0.00000	

Total Usage: 100.00 % 0.00161 mCi

Verify the values in **Volume Used**, **Solid**, **Container #** and **Total Usage** fields.

Then place a check mark in the **Totally Used** field. Click **Save/Return.**

The system will prevent you from saving the usage, if the **remaining volume** is not equal to zero.

After saving, the item will be removed from your **Current Inventory,** as shown below.

| Main Menu   < BACK | | | | | PI   PI996 Isaac, Mercy | | |

Receive New Inventory Item

◉ Current Inventory ⭘ Disposed Inventory ⭘ Archived Inventory ⭘ Waste Inventory

----	-----	Inventory #	Isotope	Compound	Vial Description	On Hand Activity (Decayed)	Unit	Remaining Volume
Select	Edit	100319003C	P-32	$[\gamma\text{-}^{32}$		0.00161	mCi	1.00000
Select	Edit	100319001A	S-35	$[^{35}S]$-De…		0.00125	mCi	1.00000
Select	Edit	100319001	S-35	$[^{35}S]$-De…	Experiment 126	0.12322	mCi	99.00000

You have successfully removed an item from your inventory in *my*Lab.

Waste Container Disposal

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

Login to *my*Lab and click **Inventory/Disposals** link.

Click **Waste Inventory.**

The **Waste Inventory** screen will list all containers in use.

From the list, select the container to dispose by clicking the **Edit** link. The **Editing Container** window will appear.

Fill up the **Close Date** and **Closed By** fields. **Comments** field entry is optional. Click **Save**.

A disposal confirmation window will pop up prompting you to specify a temporary waste area.

Do you wish to close your waste container and transfer it to the following temporary waste area?

Building Transfer

_(i)_

Waste Area ID

| Yes | No |

Click the blue **i** icon to select the temporary waste area.

Select a Building				Cancel
-----	Building Name	Building Code	# of Labs Attached	Waste Area ID
Select	DUFF MEDICAL BUILDING	169	464	DUF222A
Select	LUDMER, IRVING RESEARCH AND TRAININ	101	144	R&T110A
Select	MAASS CHEMISTRY BUILDING	119	225	OM 038
Select	MACDONALD-STEWART BUILDING	446	387	MACCAGE
Select	MCINTYRE MEDICAL SCIENCES BUILDING	155	687	MMS128B
Select	MONTREAL NEUROLOGICAL INSTITUTE & H	159	168	MNI 045
Select	PARASITOLOGY BUILDING	467	116	PARA001
Select	PENFIELD 740	239	259	GEN3401
Select	SAINT URBAIN 3626	183	87	MC S30
Select	WONG BUILDING	229	385	MHW3260

Select the waste area from the list.

For example, select McIntyre Medical Sciences Building, Room 128B.

Click **Yes** to confirm the selection.

Do you wish to close your waste container and transfer it to the following temporary waste area?

Building Transfer

155   ⓘ   MCINTYRE MEDICAL SCIENCES BUILDING

Waste Area ID

MMS128B   Yes   No

Label the waste container clearly with the information that appears in the resulting screen.

Write the following information on your waste container label:

Isotope	Activity (mCi)	Container #
P-32	0.08830	0000047

OK

Click **OK**. You will return to the Waste Inventory screen.

+ Add Container +

○ Current Inventory   ○ Disposed Inventory   ○ Archived Inventory   ◉ Waste Inventory

No Existing Waste Containers found for PI906: Isaac, Mercy

-- --	Container #	Type	Open Date	Isotope	Physical Form	Total w/o Decay	Total Decayed	Comments

Note that the container you just closed no longer appears in the **Waste Inventory.** You must now transport the closed waste container to the specified temporary waste area.

Click **Back** or **Main Menu** to exit this screen. This completes the waste disposal procedure.

For more details on waste disposals, visit http://www.mcgill.ca/wmp