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myLab Radioactive Materials (RAM)



Introduction

myLab 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.

myLab 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)



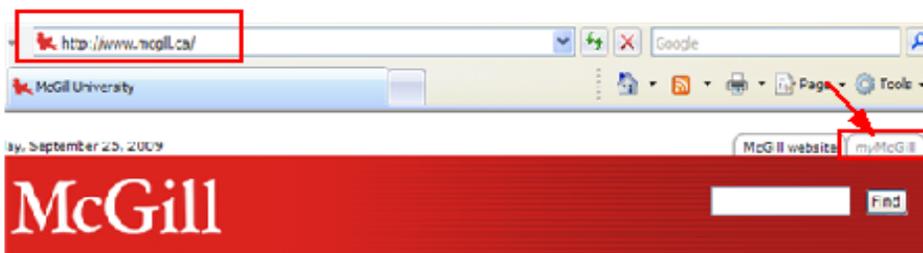
McGill MarketPlace (MMP)

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**.

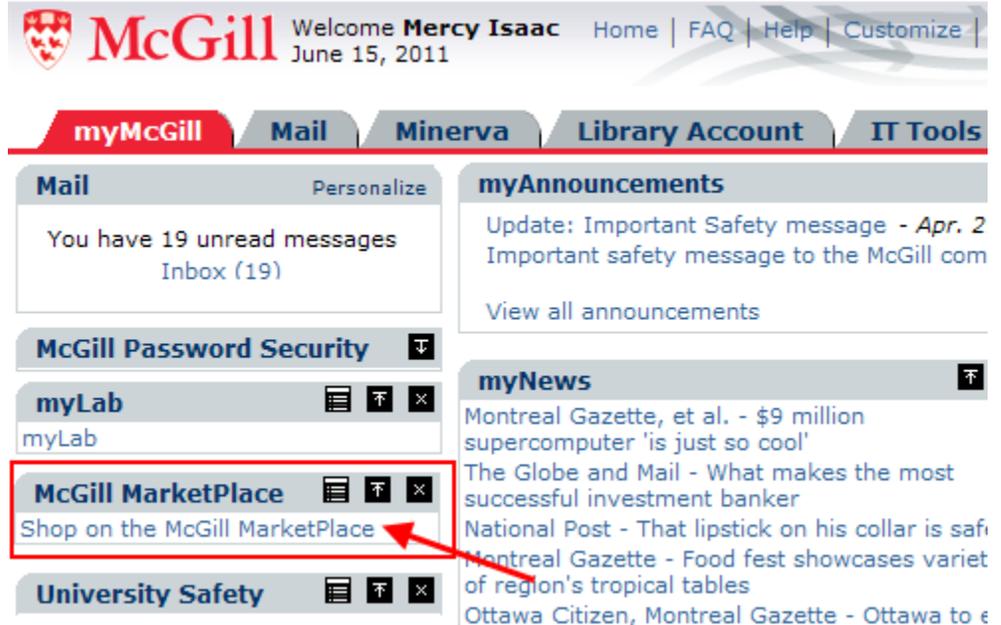
A screenshot of the myMcGill login page. At the top is the McGill logo. Below it is a grey box with text: 'Access to the portal is available to Faculty, Staff, Students and Alumni. For general information about the portal please see the list of Frequently Asked Questions. All myMcGill users agree to comply with the Code of Conduct.' The main heading is 'Welcome to myMcGill'. Below this is a message: 'Please enter your McGill Username (john.smith@mail.mcgill.ca or john.smith@mcgill.ca) and McGill Password (McGill email password)'. A red box highlights the login fields: 'McGill Username' with the value 'Mercy.isaac@mcgill.ca', 'McGill Password' with masked characters, and a 'Login' button.

Login to MMP



You will see the following **myMcGill** page.

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



McGill Welcome **Mercy Isaac** Home | FAQ | Help | Customize |
June 15, 2011

myMcGill Mail Minerva Library Account IT Tools

Mail Personalize
You have 19 unread messages
Inbox (19)

McGill Password Security

myLab
myLab

McGill MarketPlace
Shop on the McGill MarketPlace

University Safety

myAnnouncements
Update: Important Safety message - Apr. 2
Important safety message to the McGill com
View all announcements

myNews
Montreal Gazette, et al. - \$9 million supercomputer 'is just so cool'
The Globe and Mail - What makes the most successful investment banker
National Post - That lipstick on his collar is safe
Montreal Gazette - Food fest showcases variety of region's tropical tables
Ottawa Citizen, Montreal Gazette - Ottawa to e

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 Profiles** 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 **star** 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



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.

Ordering Radioactive Material(s) through MMP



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.

McGill Marketplace
Mercy Isaac My Profile | logout | Select Pending Cart or Add Item to Cart CAD

Product Search - All
Catalog No. (SKU) [BLU002001MC] Go

Home My Favorites | forms | My Shopping Carts | My Requisition History | My Profile

shop

Shop Everything [BLU002001MC] Go advanced search

rites | forms | non-catalog item | quick order Browse: suppliers | categories | chemicals

Results for: Everything : BLU002001MC Showing 1 - 1 of 1 results Compare Selected: 0

Products per page 20 Sort by: Best Match Page 1 of 1

[γ -³²P]-Adenosine 5'-triphosphate, 1mCi (37MBq), Specific Activity: 10Ci (370GBq)/mMole, 10mM Tricine (pH 7.6), Lead Free Packaging from PerkinElmer LSA Canada Inc. 9.95 CAD 1mCi, 1/EA

Part Number BLU002001MC Add to Cart

Manufacturer BLU002001MC - (PerkinElmer Life and Analytical Sciences) add favorite | compare

Info

CAS Number 51963-61-2

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.

Supplier Classes

- 1 McGill Contract Vendor

Product Flags

- Hazardous material
- Radioactive

Ordering Radioactive Material(s) through MMP



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

The screenshot shows the McGill Marketplace website interface. At the top, there is a navigation bar with the user's name 'Mercy Isaac', 'My Profile', and 'logout'. A shopping cart icon indicates 'Select Pending Cart or Add Item to Cart CAD'. Below this is a 'Product Search - All' section with a search box containing 'p32' and a 'Go' button. A secondary navigation bar includes 'Home', 'My Favorites', 'forms', 'My Shopping Carts', 'My Requisition History', and 'My Profile'. The main search area shows 'Shop Everything' with a dropdown menu and 'p32' in the search box. A 'Go' button and an 'advanced search' link are present. Below the search bar, there are links for 'forms', 'non-catalog item', and 'quick order', along with a 'Browse' section for 'suppliers', 'categories', and 'chemicals'. A red box highlights the search results summary: 'Results for: Everything : p32 Showing 1 - 20 of 220 results'. The product list shows 'Products per page' set to 20, 'Sort by: Best Match', and 'Page 1 of 11'. The first product is '[γ -³²P]-Adenosine 5'-triphosphate, 1mCi (37MBq), Specific Activity: 10Ci (370GBq)/mMole, 10mM Tricine (pH 7.6), Lead Free Packaging from PerkinElmer LSA Canada Inc.' with a price of 9.95 CAD. The product details include 'Part Number: BLU002001MC', 'Manufacturer: BLU002001MC - (PerkinElmer Life and Analytical Sciences)', and 'CAS Number: 51963-61-2'. There are icons for a document, a diamond, and a radiation symbol. To the right of the product, there is a quantity input field with '1', an 'Add to Cart' button, and links for 'add favorite' and 'compare'. A red arrow points to the 'Add to Cart' button.

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.

Ordering Radioactive Material(s) through MMP



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**.

MarketPlace Mercy Isaac My Profile | logout 2009-11-04 MISAAC 01 | 1 item(s), 9.95 CAD

Product Search - All Catalog No. (SKU) Go

Home My Favorites | forms | My Shopping Carts | My Requisition History | My Profile

Shop Everything BLU002001MC advanced search

| forms | non-catalog item | quick order **Browse:** suppliers | categories | chemicals

results for: Everything : BLU002001MC Showing 1 - 1 of 1 results Compare Selected: 0

Products per page: 10 Sort by: Best Match Page 1 of 1

[γ -³²P]-Adenosine 5'-triphosphate, 1mCi (37MBq), Specific Activity: 10Ci (370GBq)/mMole, 10mM Tricine (pH 7.6), Lead Free Packaging from PerkinElmer LSA Canada Inc.

Part Number BLU002001MC
Manufacturer BLU002001MC - (PerkinElmer Life and Analytical Sciences)
Info
CAS Number 51963-61-2

1

add favorite | compare

1 item(s) added, view 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)

Ordering Radioactive Material(s) through MMP



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.*

Ordering Radioactive Material(s) through MMP



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

Item Details

Show item details For selected items

PerkinElmer LSA Canada Inc. [more info...](#) PO Number

Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Qty/UOM	Ext. Price	<input type="checkbox"/>
1 [γ- ³² P]-Adenosine 5'-triphosphate, 1mCi (37MBq), Specific Activity: 10Ci (370GBq)/mMole, 10mM Tricine (pH 7.6), Lead Free Packaging more info...	BLU002001MC	1mCi 1/EA	9.95	<input type="text" value="1"/> EA	9.95 CAD	<input type="checkbox"/>
Supplier subtotal					9.95 CAD	

GST and QST will be calculated by Banner and encumbered accordingly. If paid by PCard, GST and QST will be charged by each vendor when applicable. Total amount of your order including applicable shipping, handling and taxes should not exceed your PCard limit or it will be rejected by the vendor.

Subtotal	9.95
GST	0.00
QST	0.00
Total	9.95 CAD

Note:

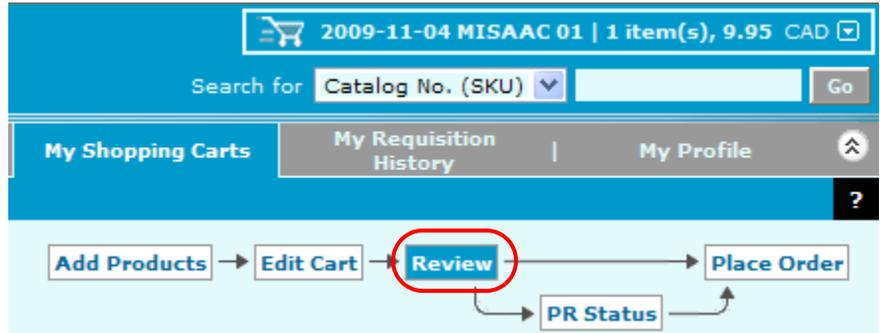
Please note that the price associated with the item selected in this document is not the actual value and is being used only here as an example for training purpose.

Ordering Radioactive Material(s) through MMP



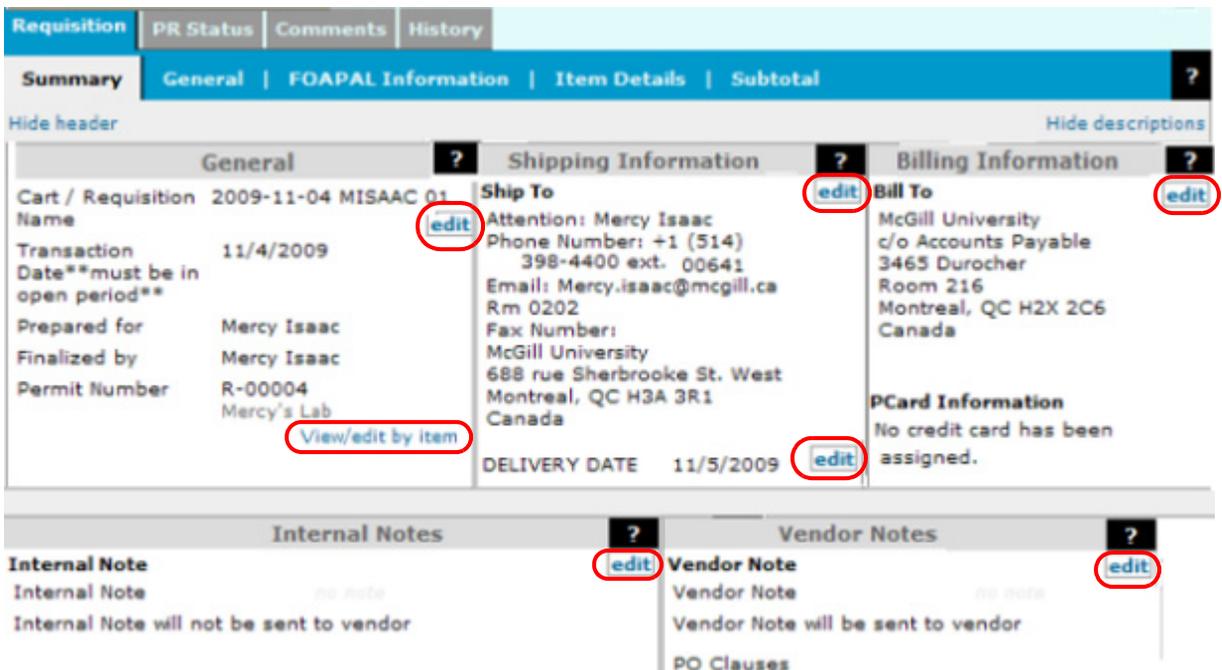
View/Edit the Order

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**.



Ordering Radioactive Material(s) through MMP



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.

FOAPAL Information						edit
Fund	Organization	Account	Program	Activity	Location	
<i>no value</i> ✘ Required field	000000 Unassigned 20071015	000000 Unassigned 20071015				

[View/edit by item](#)

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

FOAPAL Information					
Fund	Organization	Account	Program	Activity	Location
<input type="text"/> All Codes	Clear selected value...	<input type="text"/> All Codes	Clear selected value...	<input type="text" value="000000"/> My Favorites All Codes	<input type="text" value="000000"/> My Favorites All Codes

[Update Org/Prog](#)

[Save](#) [Cancel](#)

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.

FOAPAL Information					
Fund	Organization	Account	Program	Activity	Location
<input type="text" value="159387"/> All Codes	Clear selected value...	<input type="text" value="700001"/> All Codes	Clear selected value...	<input type="text" value="000000"/> My Favorites All Codes	<input type="text" value="000000"/> My Favorites All Codes

[Update Org/Prog](#)

[Save](#) [Cancel](#)

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

Ordering Radioactive Material(s) through MMP



The following is an updated FOAPAL entry.

FOAPAL Information					
Fund	Organization	Account	Program	Activity	Location
<input type="text" value="159387"/>	00044	<input type="text" value="700001"/>	3300	<input type="text" value="000000"/>	<input type="text" value="000000"/>
All Codes	Clear selected value...	All Codes	Clear selected value...	My Favorite All Codes	My Favorites All Codes
					Update Org/Prog
<input type="button" value="Save"/> <input type="button" value="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 edit button for that item.						
FOAPAL Information						
Fund	Organization	Account	Program	Activity	Location	edit
159387	00044	700001	3300	000000	000000	
Information Systems Resources	Information Systems Resources	Materials & Supplies1	Academic Services - 20071015	Unassigned Activity - 20071015	Unassigned Location - 20071015	

Ordering Radioactive Material(s) through MMP



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.

Requisition	PR Status	Comments	History
Summary General FOAPAL Information Item Details Subtotal			
Hide header Hide descriptions			
General		Shipping Information	Billing Information
Cart / Requisition Name	2009-11-04 MISAAC 01	Ship To	Bill To
Transaction Date**must be in open period**	11/4/2009	Attention: Mercy Isaac Phone Number: +1 (514) 398-4400 ext. 00641 Email: Mercy.isaac@mcgill.ca Rm 0202 Fax Number: McGill University 688 rue Sherbrooke St. West Montreal, QC H3A 3R1 Canada	McGill University c/o Accounts Payable 3465 Durocher Room 216 Montreal, QC H2X 2C6 Canada
Prepared for	Mercy Isaac		
Finalized by	Mercy Isaac		
Permit Number	R-00004 Mercy's Lab		
	View/edit by item	DELIVERY DATE 11/5/2009	PCard Information
			No credit card has been assigned.

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**.

PCard Information		?	X
Card Details			
PCardholder Name	Mercy Isaac		
PCard Number (no space)	4111111111111111		
Card Security Code	123		
Expiration Date	1 2011		
Save Cancel Unassign			

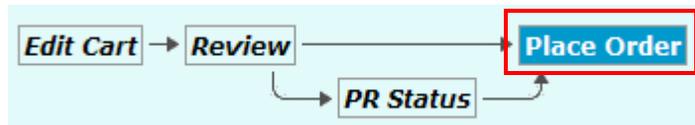
Billing Information		?
Bill To	McGill University c/o Accounts Payable 3465 Durocher Room 216 Montreal, QC H2X 2C6 Canada	edit
PCard Information	PCardholder Name: Mercy Isaac PCard Number (no space): XXXXXXXXXXXXX1111 Card Security Code: XXX Expiration Date: 1/2011	edit

Ordering Radioactive Material(s) through MMP



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.

MarketPlace Mercy Isaac My Profile logout Select Pending Cart or Add Item to Cart CAD

Submitted - Requisition 344554

Catalog No. [dropdown] Go

Home | My Favorites | forms My Shopping Carts My Requisition History My Profile

Current Cart Pending Carts

Create Cart

Edit Cart → Review → Place Order

PR Status

Requisition Information

Requisition number 344554 has been submitted for shopping cart 2009-11-04 MISAAC 01	
Requisition number	344554 view
Cart name	2009-11-04 MISAAC 01
Requisition date	11/4/2009
Requisition total	9.95 CAD
Number of line items	1

What would you like to do now?

- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

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.

Ordering Radioactive Material(s) through MMP



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.

MarketPlace Summary - Requisition 344554

Home | My Favorites | My Requisition History | My Profile

Order History | **Requisition History** | My Requisitions

Requisition PR Status Comments History

Summary General | FOAPAL Information | Item Details | Subtotal

General		Shipping Information		Bill To
Status	✓ Completed (11/4/2009 3:48 PM)	Ship To	Attention: Mercy Isaac Phone Number: +1 (514) 398-4400 ext. 00641 Email: Mercy.isaac@mcgill.ca Rm 0202	McGill Univ c/o Account 3465 Duro Room 216 Montreal, (
Submitted	11/4/2009 3:47 PM			
Cart / Requisition Name	2009-11-04 MISAAC 01			

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

Requisition PR Status Comments **History**

+ Click to filter history

Results per page 20 Records found: 7

Line No	Date/Time	User	Step(s)	Action	Field Name
	11/4/2009 3:48 PM	System		Requisition approval process completed	
	11/4/2009 3:48 PM	System		Requisition is being processed	Card Security Code
	11/4/2009 3:48 PM	System	Create PO	PO Created	PO#: PZ000327
	11/4/2009	System	PR	Requisition Authorized	This has been Approved

Ordering Radioactive Material(s) through MMP



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.

Home | My Favorites | forms | My Shopping Carts | **My Requisition History**

Order History | Requisition History | **My Requisitions** | my purchase orders

New Search | Select Query | Save Query

Results per page 10 Requisition(s) meeting the search criteria: 8 Page legend ?

Status ^	Requisition No. ^	Requisition Name ^	Requisitioner ^	Date/Time v	Total (CAD)
✓	344554	2009-11-04 MISAAC 01	Isaac, Mercy	11/4/2009 3:47 PM	9.95
✓	341392	Test Cart	Isaac, Mercy	10/29/2009 10:50 AM	9.95
X	338897	2009-10-09 MISAAC 01	Isaac, Mercy	10/20/2009 5:46 PM	0.00
✓	338655	2009-10-08 MISAAC 01	Isaac, Mercy	10/8/2009 12:25 PM	9.95

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

Ordering Radioactive Material(s) through MMP



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

Requisition | PR Status | Comments | **History**

+ Click to filter history [?] Export CSV

Results per page 20 [v] Records found: 5 Page 1 [v] 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

Ordering Radioactive Material(s) through MMP



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**.

The screenshot displays the MMP web application interface. At the top, there is a navigation bar with tabs: Home, My Favorites, My Shopping Carts, and My Requisition History. Below this is a secondary navigation bar with tabs: Order History, Requisition History, My Requisitions, and my purchase orders. A yellow 'Select Query' button is located below the secondary navigation bar. Below the secondary navigation bar, there are two tabs: 'by PO No.' and 'by Requisition'. The main content area contains a search filter section with the following fields and controls:

- Requisition Name:
- Requisition No.:
- Vendor Name: Select Vendor
- Catalog No. (SKU):
- Filter:
- Check Filter if you want to use the filters below.
- Results per page: 10
-

Below the search filter section is a 'Filters' section with the following controls:

- To find your purchase documents quickly and easily, choose a date range to search for purchase documents placed during a specified time frame.
- My Orders Company Orders
- Start Date: (mm/dd/yyyy)
- End Date: (mm/dd/yyyy)
- Finalized by:
- Prepared for:

Adding New Radioactive Material to myLab



Adding New Radioactive Material to myLab

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

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

PI: PI906: Isaac, Mercy Log Off



RAM

 [Inventory/Disposals](#)  [PI's Permit Limits](#) [Training](#) [Reports](#) [Permit Worker Registration](#)

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

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	Remainin Volume
Select	Edit	100319001	S-35	[³⁵ S]-De...	Experiment 126	0.25000 mCi	100.00

Adding New Radioactive Material to myLab



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

PI906		PI906: Isaac, Mercy		Receive Inventory Record	
Help					
Isotope	<input type="text"/>	?	License Line #	<input type="text"/>	Permit # <input type="text"/>
Catalog #	<input type="text"/>				
Inventory #	<input type="text" value="100319003"/>				
Vial Desc.	<input type="text"/>				
Compound	<input type="text"/>				
MMP #	<input type="text"/>				
Physical Form	<input type="text" value="-- No Selection -"/>				
PO #	<input type="text"/>				
Transaction Code	<input type="text"/>	?	<input type="text"/>		
Lab/Location	<input type="text"/>	?	<input type="text"/>		
Comments	<input type="text"/>				

Activity Detail

Reference Date

Receipt Date

Reference Activity per Unit

X # of Units

Total Activity

Receipt Activity

Volume Unit

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

Main Menu		< BACK		PI		PI906 Isaac, Mercy		Log Of	
----	MMP #	Requisition Date	Isotope	Order	Unit	Compound		PO #	
<input type="button" value="Select"/>	344554	03/19/2010	P-32	1	mCi	[γ - ³² P]-Adenosine 5'-triphosphate, 1mCi (37MBq), Specific Activity: 10Ci		<input type="text" value="PZ000327"/>	

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.

Adding New Radioactive Material to myLab



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- ³² P]-Adenosir			?	<input type="checkbox"/> 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- ³² P]-Adenosir			?	
MMP #	344554				
Physical Form	-- No Selection - ▾				
PO #	-- No Selection --				
Transaction Code	Shipment				
Lab/Location	SHERBROOKE 688: 0202				
Comments					

Physical Form dropdown menu options: Liquid, Solid, Gas, Powder, Sealed

Adding New Radioactive Material to myLab



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

PI906		PI906: Isaac, Mercy				
Isotope	P-32	?	License Line #	138	Permit #	R-00352
Catalog #						
Inventory #	100319003					
Vial Desc.	Experiment 22					
Compound	[γ]- ³² P]-Adenosir			?	<input type="checkbox"/>	Volatile?
MMP #	344554					
Physical Form	Liquid					
PO #	PZ000327					
Transaction Code	SHP	?	Shipment			
Lab/Location	233:0202	?	SHERBROOKE 688: 0202			
Comments						

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.

Activity Detail	
Reference Date	3/18/2010
Receipt Date	3/19/2010
Reference Activity per Unit	1.2
X # of Units	1
calc	
Total Activity	0.00000
Receipt Activity	0.00000
Volume	0.00000
Unit	-- No

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

Adding New Radioactive Material to myLab



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

Activity Detail	
Reference Date	3/18/2010
Receipt Date	3/19/2010
Reference Activity per Unit	1.20000
X # of Units	1
calc	
Total Activity	1.20000
Receipt Activity	1.14323
Volume	10.00000
Unit	-- No

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.

Activity Detail	
Reference Date	3/18/2010
Receipt Date	3/19/2010
Reference Activity per Unit	1.20000
X # of Units	1
calc	
Total Activity	1.20000
Receipt Activity	0.00000
Volume	10.00000
Unit	-- No

- No
- No Sel
- uL
- uG

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

Adding New Radioactive Material to myLab



click **Save**.

PI906		PI906: Isaac, Mercy		Receive Inventory Record	
Isotope	P-32	License Line #	138	Permit #	R-00352
Catalog #					
Inventory #	100319003				
Vial Desc.	Experiment 22				
Compound	³²P]-Adenosir				
MMP #	344554				
Physical Form	-- No Selection -				
PO #	PZ000327				
Transaction Code	SHP	Shipment			
Lab/Location	233:0202	SHERBROOKE 688: 02			
Comments					
		Save	Cancel		

Activity Detail

Reference Date: 3/18/2010
Receipt Date: 3/19/2010
Reference Activity per Unit: 1.20000
X # of Units: 1
calc
Total Activity: 1.20000
Receipt Activity: 1.14323
Volume: 10.00000 Unit: uL

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

Main Menu < BACK		PI	PI906	Isaac, Mercy	Log Off		
Receive New Inventory Item							
<input checked="" type="radio"/> Current Inventory <input type="radio"/> Disposed Inventory <input type="radio"/> Archived Inventory <input type="radio"/> Waste Inventory							
		<u>Inventory #</u>	<u>Isotope</u>	<u>Compound</u>	<u>Vial Description</u>	<u>On Hand Activity (Decayed)</u>	<u>Unit</u>
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



Recording the usage of Radioactive Materials

Usage of radioactive materials must be recorded in *myLab* by each laboratory. To track the usage, click **Inventory/Disposals** from the **myLab** main page.

PI: PI906: Isaac, Mercy Log Off








RAM

[Inventory/Disposals](#) 

[PI's Permit Limits](#)

[Training](#)

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

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

Recording the usage of Radioactive Materials



Click **Add Usage**.

Main Menu < BACK

Totally Used?

Usage for Inventory Receipt Date

Catalog # Receipt Activity mCi

Isotope On Hand (NOT Decayed) mCi

Compound On Hand (Decayed) mCi

PO # Adjustments (Today) mCi

Lot # Volume Unit

Review Due Last Review

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 # Original Volume

Isotope On Hand (Decayed) mCi

License Line # On Hand (NOT Decayed) mCi

Activity per Volume Unit

Date Used

Used By:

Type	Percent of Volume	Activity	Container #
Solid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	<input type="text"/>
Solid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	<input type="text"/>

Recording the usage of Radioactive Materials



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.

PI906: Isaac, Mercy **Adding Usage**

Calculations as of 04/28/2010

Inventory # <input type="text" value="100319003"/>	On Hand (Decayed) <input type="text" value="0.0329"/> mCi	Original Volume <input type="text" value="10.00000"/>
Isotope <input type="text" value="P-32"/>	On Hand (NOT Decayed) <input type="text" value="0.64707"/> mCi	Activity per Volume Unit <input type="text" value="0.01645 per uL"/>
License Line # <input type="text" value="138"/>	Date Used <input type="text" value="04"/> <input type="text" value="28"/> 2010	
Used By: <input type="text" value="Isaac, Mercy"/>		
Volume Used: <input type="text" value="1"/> uL		

Type	Percent of Volume	Activity	Container #
Solid 1:	<input type="text" value=""/>	<input type="text" value="0.00000"/>	<input type="text" value=""/>
Solid 2:	<input type="text" value=""/>	<input type="text" value="0.00000"/>	<input type="text" value=""/>
Liquid 1:	<input type="text" value="100.00"/>	<input type="text" value="0.01645"/>	<input type="text" value=""/>
Liquid 2:	<input type="text" value=""/>	<input type="text" value="0.00000"/>	<input type="text" value=""/>
Liquid Scintillation:	<input type="text" value=""/>	<input type="text" value="0.00000"/>	
Transfer:	<input type="text" value=""/>	<input type="text" value="0.00000"/> ?	
In Progress:	<input type="text" value=""/>	<input type="text" value="0.00000"/>	Lab <input type="text" value=""/>
Loss:	<input type="text" value=""/>	<input type="text" value="0.00000"/>	

Total Usage: % mCi

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.

Recording the usage of Radioactive Materials



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

+ Add Container + (Waste cannot be added to a sealed container.) Cancel

No Existing Waste Containers found for TEST5: Isaac, Mercy

<u>Container #</u>	<u>Type</u>	<u>Open Date</u>	<u>Sealed Date</u>	<u>Decay in Storage?</u>	<u>Estimated Disposal Date</u>	<u>Isotope</u>	<u>Physical Form</u>	<u>Comments</u>
--------------------	-------------	------------------	--------------------	--------------------------	--------------------------------	----------------	----------------------	-----------------

A container number is automatically generated by the system in the **Editing Container** screen. 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.

Editing Container

Help

Container #

Container Type

Open Date

Isotope

Physical Form

Comments

Editing Container

Help

Container #

Container Type

Open Date

Isotope

Physical Form

Comments

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.

+ Add Container + (Waste cannot be added to a sealed container.) Cancel

<u>Container #</u>	<u>Type</u>	<u>Open Date</u>	<u>Sealed Date</u>	<u>Decay in Storage?</u>	<u>Estimated Disposal Date</u>	<u>Isotope</u>	<u>Physical Form</u>	<u>Comments</u>
Select Edit 0000047	RP1	03/22/2010				P-32	Liquid	

Recording the usage of Radioactive Materials



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

PI906: Isaac, Mercy **Adding Usage**

Inventory # Calculations as of 04/28/2010 Original Volume On Hand Volume

Isotope On Hand (Decayed) mCi

License Line # On Hand (NOT Decayed) mCi Activity per Volume Unit

Volume Used: uL

Type	Percent of Volume	Activity	Container #
Solid 1:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	<input type="text" value=""/>
Solid 2:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	<input type="text" value=""/>
Liquid 1:	<input type="text" value="100.00"/> %	<input type="text" value="0.01645"/>	<input type="text" value="0000047"/>
Liquid 2:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	<input type="text" value=""/>
Liquid Scintillation:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	
Transfer:	<input type="text" value=""/> %	<input type="text" value="0.00000"/> ?	
In Progress:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	Lab <input type="text" value=""/>
Loss:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	

Total Usage: % mCi Totally Used?

Comments

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

Click **Save/Return**.

Recording the usage of Radioactive Materials



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

Catalog #

Isotope

Compound

PO #

Lot #

Receipt Date

Receipt Activity mCi

On Hand (NOT Decayed) mCi

On Hand (Decayed) mCi

Adjustments (Today) mCi

Volume Unit

Review Due

Last Review

-----	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 **myLab**.

Transferring Radioactive Materials



Transferring Radioactive Materials

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

Login to myLab at <https://mylab.mcgill.ca>

PI: PI906: Isaac, Mercy Log Off

RAM

-  [Inventory/Disposals](#)
-  [PI's Permit Limits](#)
-  [Training](#)
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-  [Permit Worker Registration](#)

Click **Inventory/Disposals**.

Main Menu < BACK PI PI906 Isaac, Mercy Log Off

Current Inventory Disposed Inventory Archived Inventory Waste Inventory

	Inventory #	Isotope	Compound	Vial Description	On Hand Activity (Decayed)	Unit	Remainin Volume
	Select Edit	100319003	P-32	[^γ - ³²	Experiment 22	0.40251 mCi	6.00
	Select Edit	100319001	S-35	[³⁵ S]-De...	Experiment 126	0.22913 mCi	100.00

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

Transferring Radioactive Materials



Click **Add Usage**.

Totally Used?

Usage for Inventory Receipt Date

Catalog # Receipt Activity mCi

Isotope On Hand (NOT Decayed) mCi

Compound On Hand (Decayed) mCi

PO # Adjustments (Today) mCi

Lot # Volume Unit

Review Due Last Review

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 # <input type="text" value="100319003"/>	On Hand (Decayed) <input type="text" value="0.0329"/> mCi	Original Volume <input type="text" value="10.00000"/>	On Hand Vo <input type="text" value="2.00000"/>
Isotope <input type="text" value="P-32"/>	On Hand (NOT Decayed) <input type="text" value="0.64707"/> mCi	Activity per Volume Unit <input type="text" value="0.01645 per uL"/>	<input type="text" value="1.00000"/>
License Line # <input type="text" value="138"/>			<input type="text" value="1.00000"/>

Volume Used: uL

Type	Percent of Volume	Activity	
Solid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> i
Solid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> i
Liquid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> i
Liquid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> i
Liquid Scintillation:	<input type="text"/> %	<input type="text" value="0.00000"/>	
Transfer:	100.00 %	<input type="text" value="0.06708"/> ?	
In Progress:	<input type="text"/> %	<input type="text" value="0.00000"/>	Lab <input type="text"/> i
Loss:	<input type="text"/> %	<input type="text" value="0.00000"/>	

Transferring Radioactive Materials



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 **1.00uL** as in **volume used** field, then enter 100% in the **Transfer** field. The system will calculate its **Activity** and display it.

Date Used: 03 30 2010
 Used By: Isaac, Mercy
 Volume Used: 1.00000 uL

	Percent of Volume	Activity
Solid:	<input type="text"/> %	0.00000
Liquid:	<input type="text"/> %	0.00000
Contamination:	<input type="text"/> %	0.00000
Transfer:	100.00 %	0.06708 ?
Progress:	<input type="text"/> %	0.00000
Loss:	<input type="text"/> %	0.00000

Transfer Information

To PI: ?

Lab:

New Inventory # 100319003B

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 transferred will see this in his/her inventory.

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

Choose a PI to Transfer to

Help							
<u>PI</u>	<u>Name</u>	<u>Permit #</u>	<u>Isotope</u>	<u>LIC. Line #</u>	<u>Shipment Limit</u>	<u>Annual Possession Limit</u>	<u>Possession Limit</u>
PI000	TEST USER,	R-00350	P-32	138	10	15	15
PI103	Sonenberg, Nahum	R-00103	P-32	138	10	9999	108

Transferring Radioactive Materials



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.

Transfer Information

To PI: PI000 ? TEST USER,
Lab 233:1450
New Inventory # 100319003B

Transfer OK Cancel

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

Transferring Radioactive Materials



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

PI906: Isaac, Mercy Adding Usage

Volume Used: uL

Type	Percent of Volume	Activity	
Solid 1:	<input type="text"/>	<input type="text" value="0.00000"/>	Container # <input type="text"/>
Solid 2:	<input type="text"/>	<input type="text" value="0.00000"/>	Container # <input type="text"/>
Liquid 1:	<input type="text"/>	<input type="text" value="0.00000"/>	Container # <input type="text"/>
Liquid 2:	<input type="text"/>	<input type="text" value="0.00000"/>	Container # <input type="text"/>
Liquid Scintillation:	<input type="text"/>	<input type="text" value="0.00000"/>	
Transfer:	<input type="text" value="100.00"/>	<input type="text" value="0.06708"/>	
In Progress:	<input type="text"/>	<input type="text" value="0.00000"/>	Lab <input type="text"/>
Loss:	<input type="text"/>	<input type="text" value="0.00000"/>	

Total Usage: % mCi Totally Used?

Comments

Click **Save/Return**.

Transferring Radioactive Materials



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

Main Menu < **BACK**

Totally Used? Receipt Date

Usage for Inventory Receipt Activity mCi

Catalog # On Hand (NOT Decayed) mCi

Isotope On Hand (Decayed) mCi

Compound Adjustments (Today) mCi

PO # Volume Unit

Lot #

Review Due Last Review

---	Date Used	Usage Amount	Liquid	Liquid Scint.	Transferred	In Progress	Used By	Comments
Edit	03/30/2010	0.06708	0	0	0.06708	0	Isaac, Mercy	Transferred to PI000: TEST U

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

This completes the procedure for transferring radioactive materials in *myLab*.

Creating In Progress Inventory item



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 *myLab* inventory.

Click **Inventory/Disposals** from **myLab**.

PI: PI906: Isaac, Mercy Log Off

RAM

-  [Inventory/Disposals](#)
-  [PI's Permit Limits](#)
-  [Training](#)
-  [Reports](#)
-  [Permit Worker Registration](#)

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

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	Remaining Volume	Unit
Select Edit	100319003	P-32	[³² Y]	Experiment 22	0.20660 mCi		5.00000 uL	
Select Edit	100319001	S-35	[³⁵ S]-De...	Experiment 126	0.21167 mCi		100.00000 uL	

Creating In Progress Inventory item



Click **Add Usage**.

Main Menu < **BACK**

Totally Used?

Usage for Inventory Receipt Date

Catalog # Receipt Activity

Isotope On Hand (NOT Decayed)

Compound On Hand (Decayed)

PO # Adjustments (Today)

Lot # Volume Unit

Review Due Last Review

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.

006: Isaac, Mercy Adding Usage

Volume Used:

Type	Percent of Volume	Activity	
Solid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> <input type="button" value="i"/>
Solid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> <input type="button" value="i"/>
Liquid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> <input type="button" value="i"/>
Liquid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> <input type="button" value="i"/>
Liquid Scintillation:	<input type="text"/> %	<input type="text" value="0.00000"/>	
Transfer:	<input type="text"/> %	<input type="text" value="0.00000"/> ?	
In Progress:	<input type="text" value="100.00"/> %	<input type="text" value="0.00212"/>	Lab <input type="text"/> <input type="button" value="i"/>
Loss:	<input type="text"/> %	<input type="text" value="0.00000"/>	

Total Usage: %

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

Creating In Progress Inventory item



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.

Cancel

	Permit #	Building Code	Building Name	Lab/Room	Lab Type
	Select R-00352	233	SHERBROOKE 688	0202	

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

106: Isaac, Mercy Adding Usage

Volume Used: uL

Type	Percent of Volume	Activity	
Solid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> 
Solid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> 
Liquid 1:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> 
Liquid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	Container # <input type="text"/> 
Liquid Scintillation:	<input type="text"/> %	<input type="text" value="0.00000"/>	
Transfer:	<input type="text"/> %	<input type="text" value="0.00000"/>	
In Progress:	<input type="text" value="100.00"/> %	<input type="text" value="0.00212"/>	Lab <input type="text" value="233:0202"/>  SHERBROOKE 688: 0202
Loss:	<input type="text"/> %	<input type="text" value="0.00000"/>	

Total Usage: % mCi

Totally Used? Comments

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

Creating In Progress Inventory item



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

Main Menu < **BACK** 

Totally Used?

Usage for Inventory

Catalog #

Isotope

Compound

PO #

Lot #

Receipt Date

Receipt Activity

On Hand (NOT Decayed)

On Hand (Decayed)

Adjustments (Today)

Volume Unit

Review Due

Last Review

----	Date Used	Usage Amount	Disposed	Liquid	Liquid Scint.	Transferred	In Progress
Edit	04/09/2010	0.00212	.	0	0	0	0.00212

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

Current Inventory Disposed Inventory Archived Inventory Waste Inventory

---	----	Inventory #	Isotope	Compound	Vial Description	On Hand Activity (Decayed)	Unit	Remaining Volume	Unit
Select	Edit	100319001A	S-35	[³⁵ S]-De...		0.00212	mCi	1.00000	
Select	Edit	100319003	P-32	[³² P]-	Experiment 22	0.20660	mCi	5.00000	uL
Select	Edit	100319001	S-35	[³⁵ S]-De...	Experiment 126	0.20955	mCi	99.00000	uL

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

Combining Procedures



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:

Volume Used:

Type	Percent of Volume	Activity	
Solid 1:	<input type="text" value="60.00"/> %	<input type="text" value="0.03516"/>	Container # <input type="text" value="0000191"/>
Solid 2:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	Container # <input type="text" value=""/>
Liquid 1:	<input type="text" value="10.00"/> %	<input type="text" value="0.00586"/>	Container # <input type="text" value="0000192"/>
Liquid 2:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	Container # <input type="text" value=""/>
Liquid Scintillation:	<input type="text" value="1.00"/> %	<input type="text" value="0.00059"/>	
Transfer:	<input type="text" value=""/> %	<input type="text" value="0.00000"/> ?	
In Progress:	<input type="text" value="29.00"/> %	<input type="text" value="0.01699"/>	Lab <input type="text" value="233:0202"/> SHERBROOKE 688: <input type="text" value="0202"/>
Loss:	<input type="text" value=""/> %	<input type="text" value="0.00000"/>	

Total Usage: %

Totally Used?

Comments

Removing an Item from the Inventory



Removing an Item from the Inventory

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

Click **Inventory/Disposals** from **myLab**.

PI: PI906: Isaac, Mercy Log Off



RAM

-  [Inventory/Disposals](#) 
-  [PI's Permit Limits](#)
-  [Training](#)
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-  [Permit Worker Registration](#)

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

Main Menu < BACK PI PI996 Isaac, Mercy Log Off

Receive New Inventory Item

Current Inventory Disposed Inventory Archived Inventory Waste Inventory

		<u>Inventory #</u>	<u>Isotope</u>	<u>Compound</u>	<u>Vial Description</u>	On Hand Activity (Decayed)	<u>Unit</u>	<u>Remaining Volume</u>	<u>Unit</u>
Select	Edit	100319003C	P-32	[Y- ³²		0.00161	mCi	1.00000	
Select	Edit	100319001A	S-35	[³⁵ S]-De...		0.00125	mCi	1.00000	
Select	Edit	100319003	P-32	[Y- ³²	Experiment 22	0.00161	mCi	1.00000	uL
Select	Edit	100319001	S-35	[³⁵ S]-De...	Experiment 126	0.12322	mCi	99.00000	uL

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

Removing an Item from the Inventory



Click the **Add Usage** button. .

Totally Used?

Usage for Inventory	<input type="text" value="100319003"/>	Receipt Date	<input type="text" value="03/19/2010"/>
Catalog #	<input type="text"/>	Receipt Activity	<input type="text" value="1."/>
Isotope	<input type="text" value="P-32"/>	On Hand (Decayed)	<input type="text" value="0."/>
Compound	<input type="text" value="[\u03b3;-<sup>32</sup>P]-Adenosine 5'-triphos "/>		
PO #	<input type="text" value="PZ000327"/>		



Volume

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

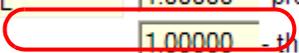
PI996: Isaac, Mercy

Adding Usage

Calculations as of 06/15/2010

Inventory #	<input type="text" value="100319003"/>	On Hand (Decayed)	<input type="text" value="0.00161"/>	mCi	Original Volume	<input type="text" value="10.00000"/>	
Isotope	<input type="text" value="P-32"/>	Activity per Volume Unit	<input type="text" value="0.00161"/>	per uL	On Hand Volun	<input type="text" value="1.00000"/>	pre
License Line #	<input type="text" value="138"/>					<input type="text" value="1.00000"/>	- thi
Date Used	<input type="text" value="06"/> <input type="text" value="15"/> <input type="text" value="2010"/>					<input type="text" value="0.00000"/>	ren
Used By:	<input type="text" value="Isaac, Mercy"/>						
Volume Used:	<input type="text" value="1.00"/> uL						

Type	Percent of Volume	Activity	Container #
Solid 1:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>
Solid 2:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>



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

Removing an Item from the Inventory



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.

PI996: Isaac, Mercy
Adding Usage

Calculations as of 06/15/2010

Inventory # On Hand (Decayed) mCi Original Volume

Isotope License Line # Activity per Volume Unit

Date Used

Used By:

Volume Used: uL

Type	Percent of Volume	Activity	Container #
Solid 1:	<input type="text" value="100.00"/> %	<input type="text" value="0.00161"/>	<input type="text"/>
Solid 2:	<input type="text"/> %	<input type="text" value="0.00000"/>	<input type="text"/>
Transfer:	<input type="text"/> %	<input type="text" value="0.00000"/> ?	

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

Select the container to use from the list.

[+ Add Container +](#) (Waste cannot be added to a sealed container.) Cancel

		<u>Container #</u>	<u>Type</u>	<u>Open Date</u>	<u>Sealed Date</u>	<u>Decay in Storage?</u>	<u>Estimated Disposal Date</u>	<u>Isotope</u>	<u>Physical Form</u>	<u>Comment</u>
Select	Edit	0000190	RP1	04/27/2010				P-32	Solid	
Select	Edit	0000191	RP20	04/27/2010				P-32	Solid	

Removing an Item from the Inventory



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

PI996: Isaac, Mercy Ad

Inventory # Calculations as of 06/15/2010

Isotope On Hand (Decayed) mCi Origin

License Line # Activ

Date Used 2010

Used By:

Volume Used: uL

Type	Percent of Volume	Activity	Container #
Solid 1:	<input type="text" value="100.00"/> %	<input type="text" value="0.00161"/>	<input type="text" value="0000190"/>
Solid 2:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>
Liquid 1:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>
Liquid 2:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>
Liquid Scintillation:	<input type="text"/>	<input type="text" value="0.00000"/>	
Transfer:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>
In Progress:	<input type="text"/>	<input type="text" value="0.00000"/>	<input type="text"/>
Loss:	<input type="text"/>	<input type="text" value="0.00000"/>	

Total Usage: % 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.

Removing an Item from the Inventory



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

		<u>Inventory #</u>	<u>Isotope</u>	<u>Compound</u>	<u>Vial Description</u>	<u>On Hand Activity (Decayed)</u>	<u>Unit</u>	<u>Remaining Volume</u>
Select	Edit	100319003C	P-32	[Y- 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 **myLab**.

Waste Container Disposal



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 *myLab* and click **Inventory/Disposals** link.

PI: PI906: Isaac, Mercy **Log Off**

**RAM**
 [Inventory/Disposals](#) 
 [PI's Permit Limits](#)
 [Training](#)
 [Reports](#)
 [Permit Worker Registration](#)

Click **Waste Inventory**.

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	100319001A	S-35	[³⁵ S]-De...		0.00205	mCi	1.00000
Select	Edit	100319003	P-32	[^γ - ³²	Experiment 22	0.17020	mCi	5.00000
Select	Edit	100319001	S-35	[³⁵ S]-De...	Experiment 126	0.20301	mCi	99.00000

Waste Container Disposal



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

+ Add Container +

Current Inventory Disposed Inventory Archived Inventory Waste Inventory

	Container #	Type	Open Date	Isotope	Physical Form	Total w/o Decay	Total Decayed	Comments	Decay in Storage?	Estimated Disposal Date
View Edit	0000047	RP1	03/22/2010	P-32	Liquid	0.29656	0.10211			

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

Editing Container

Help

Container #	<input type="text" value="0000047"/>
Container Type	<input type="text" value="RP1 : Plastic container 1L"/> <input type="button" value="v"/>
Open Date	<input type="text" value="03"/> <input type="text" value="22"/> <input type="text" value="2010"/> <input type="button" value="Today"/>
Isotope	<input type="text" value="P-32"/> <input type="button" value="v"/>
Physical Form	<input type="text" value="Liquid"/> <input type="button" value="v"/>
Close Date	<input type="text" value="4/16/2010"/> <input type="button" value="v"/>
Closed By	<input type="text" value="Mercy Isaac"/>
Comments	<input type="text" value="Experiment 22 waste"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

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.

Waste Container Disposal



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

Building Transfer



Waste Area ID

Click the blue  icon to select the temporary waste area.

Select a Building		<input type="button" value="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
Sele	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.

Waste Container Disposal



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



Waste Area ID

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

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

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