



Radioisotope Management-RAM Registration and Renewals

Quick Start Guide for PIs

lumen.northwestern.edu

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Starting or Renewing a Radioisotope Materials Registration

Knowing When a Registration is Due

You will be asked to complete a Registration if you:

- Have a lab in Lumen which is newly rad-enabled
- Have a rad-enabled lab in Lumen with an expired permit

For new Registrations, upon log-in, you will see a prompt alerting you to this requirement. Select “Start Now” to begin completing the Registration.

Welcome to Lumen

The "Radioisotope Material Registration Wizard" is incomplete for the Sample Lab [Start Now](#)

Announcements

08/06/2018: [Lab inspection coming soon!](#)
Be ready for me.

08/02/2018: [08/02/2018 -- Sandbox Test](#)
Welcome Lumen!!!

[View All Announcements](#)

Compliance E-Mail Inbox

09/24/2018 [Radioisotope Authorization Granted](#)

09/24/2018 [Radioisotope Authorization Granted](#)

09/24/2018 [Radioisotope Authorization Revoked](#)

09/18/2018 [Radioisotope Order Placed](#)

[View Entire Inbox](#)

Compliance Summary for Sample Lab

Radiological:

Equipment:

[View Dashboard](#)

For Registration renewals, upon log-in, you will see the Setup Steps screen. You may:

1. Update your renewal by selecting “Radioisotope Material Registration Wizard, or
2. Select “Skip Setup” to update the renewal later

Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please [Contact Us](#).

Sample Lab Setup

1 • [Radioisotope Material Registration Wizard](#) Not Complete!

2 [Skip Setup](#)

Starting or Renewing a Radioisotope Materials Registration

Delegating the Registration to a Lab Member

If you choose to delegate this task to a trusted member of your lab, you will see this page. You may:

1. Select one of the members of your lab from the dropdown, or
2. Add a new member to your lab if you do not see them available

Once you are finished, select “Delegate” to complete the process. A message will be sent to your chosen delegate to notify them of this assignment.

Delegation

Please indicate below the lab member that you would like to delegate to.

1 <None>

2 [Enter new lab member](#)

Delegate Registration Responsibilities

Before delegating the responsibility of registering your use of radioisotopes to your lab member(s) please read the following carefully.

What your delegee(s) will have to do:

- Identify the people in your lab that should have authorization to work with radioisotopes.
- Identify the radioisotopes you wish to have authorization to work with.
- Explain the procedures that you plan to perform using radioisotopes and safety equipment available.
- Provide any supplemental training or experience information about you or the members of your lab.

What you will still have to do:

- Review the summary of the information entered once it is complete (We will notify you.)
- Certify & Submit the summary to the Radiation Safety Office.

(Please ensure that your delegee(s) knows enough of the scientific details about your research to answer the questions.)

Filling Out the Registration

Lab Members

Confirm the accuracy of the members of your laboratory in Lumen. Here you may add or remove members as appropriate before moving on to the next step. When you are done, or if no changes are required, select “Done Adding Members” to proceed to the next step.

Radioisotope Material Registration Wizard Welcome

Confirm Your Lab Members

People & Isotopes

Equipment

Radioisotope Materials Registration Review

Sign and Submit

Thank You

Name	Email	Designation
Mason, Cindi	c-mason@northwestern.edu	Principal Investigator
Yamashiroya, Katie	katie.yamashiroya@northwestern.edu	Postdoctoral Fellow

Add a member

Name:

Designation:

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. Please only click Add Once. Thank you for your patience.

Radioisotope Users

This step contains most of the information that will be collected in the Registration. The first sections gather information about the people in your laboratory.

Please complete these sections with information about:

1. The License Holder/Authorized User (you, lab's Principal Investigator), including Experience Description (include location, dates and radionuclides).
2. The users within your lab that you would like to be authorized to work with radioisotopes on your permit.
3. Indicate if you would like any of these individuals to have permission to place Rad Order requests. These individuals do not have to be trained in radiation safety (e.g., Department Administrator).

Radioisotope Material Registration Wizard

Radioisotope Material Registration Wizard Welcome

Confirm Your Lab Members

People & Isotopes

Equipment

Radioisotope Materials Registration Review

Sign and Submit

Thank You

People & Isotopes

Radioisotope Users

Please complete the following fields to provide information about the applicant (Principal Investigator) as well as any personnel requested for authorization to perform radioactive material procedures.

License Holder

Principal Investigator: HPS Sample 1

Department:

Office Location: Abbott Hall - 123

Contact Information: 222222222

Briefly describe your previous work experience with radioactive materials to indicate your ability to administer your proposed radioisotope program. Include radioisotopes and maximum amounts used, as well as dates of experience.

Experience Description: *

Radiation Safety Training: Principles and practices of radiation protection/Northwestern Memorial Hospital/> 1 year (on the job training and formal courses)

RAM Experience: Y-90/Max Activity 100 mCi/Northwestern Memorial Hospital/3 years/ used in tumor treatment

Authorized Radioisotope Users

List all individuals requested by the Principal Investigator (PI) to perform the procedures outlined in this registration.

Name	Designation	Authorized	Rad Order Requests
Cindi Mason	Principal Investigator	☑ 2	☑ 3
Katie Yamashiroya	Postdoctoral Fellow	☑	☑

Training Certificates, Requested Radioisotopes and Experimental Procedures

1. You may skip the Additional Documentation section.

▼ [Additional Documentation](#)

Please upload any additional files, such as the PI's biosketch or certifications for training relevant to this application.

Attach new file:
 No file selected.

2. Select the isotopes that you would like to be authorized to work with from the dropdown. Indicate the chemical form, possession limit in mCi, as well as whether this isotope will be used with animals and/or as a sealed source.

Requested Radioisotopes

Isotopes

Please list the isotopes you are requesting permission to use.

Isotope name	Chemical Form	Possession Limit (mCi)	Animal Use	Sealed Source
Phosphorus 32 ▼	<input type="text" value="dCTP"/>	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phosphorus 32 ▼	<input type="text" value="ATP"/>	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phosphorus 32 ▼	<input type="text" value="phosphorous"/>	<input type="text" value="10"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technetium 99m ▼	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Summarize the Experimental Procedures that you will be performing with all isotopes listed.

Experimental Procedures

Please summarize the procedures that the requested radioisotopes will be used for, including radiological aspects of other experiments. Be sure to note any procedures that might result in aerosol such as heating, stirring, centrifuge, etc.

4. Upload any Standard Operating Procedures that you would like to include in addition to the Experimental Procedures listed.

▼ [Standard Operating Procedures](#)

Attach new file:
 No file selected.

Allowed extensions: *txt doc docx pdf*

Rooms and Spaces, Safety Equipment

1. All spaces identified in your Lumen profile will be listed in the Rooms and Spaces section. Indicate whether any of these spaces will be used for work with and/or storage of radioisotopes. If you do not see any of your spaces listed, contact Research Safety to update them.

Rooms and Spaces

Please identify the rooms and spaces where work will be conducted and experimental models and reagents will be stored. If any spaces are not listed below, please contact RS in order to have them added.

Rooms and spaces within your laboratory that will be used for this project:

Building	Room #	Work	Storage
No spaces have been identified for your laboratory			

2. Indicate the types of safety equipment that you will have available to people working with radioisotopes in your lab. Select the appropriate isotope(s) from the dropdown, as well as details about the kind of PPE or equipment that will be used.

Rad Safety Equipment

Please indicate the type(s) of rad safety equipment that will be required and available to lab workers while working with radioactive materials.

Shielding

Additional Details:
use with P-32

Selected Isotopes:
Phosphorus 32, Phosphorus 32, Phosphorus 32

Gloves

Additional Details:

Selected Isotopes:
4 of 5 selected

Lab Coats

Selected Isotopes:
4 of 5 selected

Booties

Safety Glasses

Selected Isotopes:
4 of 5 selected

Survey Meter

Selected Isotopes:
4 of 5 selected

Fume Hood

Other

Radioactive Waste

Indicate the types of contaminated radioactive waste that you expect will be generated in your lab. Indicate if you will have animal carcasses or metals in the “Additional Information” field.

You may skip the Annual Volume and Method of Disposal sections. This is the last part of this step of the Registration. When you are finished entering waste types, select Submit to continue to the next step.

Waste Generated

For each isotope above, please specify the anticipated radioactive waste generated from its usage, the associated annual waste volumes, and method of disposal. Please remember to minimize waste whenever possible.

	Waste Type	Annual Volume	Method of Disposal
<input type="checkbox"/>	Liquid Scintillation	<input type="text"/>	Filter...
<input type="checkbox"/>	Liquid	<input type="text"/>	Filter...
<input type="checkbox"/>	Solid	<input type="text"/>	Filter...
<input type="checkbox"/>	Biohazardous	<input type="text"/>	Filter...
<input type="checkbox"/>	Sharps	<input type="text"/>	Filter...

Additional Information:

Equipment

Review the Radiation Detection Equipment and Sealed Sources that you have in your inventory. You may add any missing Radiation Detection Equipment to your inventory on this page (When you add a new piece of equipment, you have the option to add a certification record for the device). If there are any Sealed Sources not listed, please contact Research Safety to add them. Once you are finished, select Next Step to proceed.

- If you have added a new Geiger Counter or Scintillation Counter go your inventory, use the browser back button to return to the Registration.

Equipment

Your Geiger Counter has been created.

Radiation Detection Equipment

Type	Manufacturer	Model	Serial Number	Building	Room #	
There is no equipment currently in this Laboratory.						

[Add Geiger Counter](#)
[Add Scintillation Counter](#)

Sealed Sources

Type	Manufacturer	Model	Serial Number	Building	Room #	
There is no equipment currently in this Laboratory.						

When finished please click "Next Step" to proceed

[Previous Step](#) [Next Step](#)

Registration Review

Review the information that has been entered for your Registration. If you would like to make any changes, you may go back to the appropriate step using the menu on the left.

If you are the PI, select the “Certify” button at the end of the Review page to proceed to the next step of Certifying and Submitting your Registration. If you are the PI’s delegate, you will instead see a “Notify PI” button here. Selecting “Notify PI” will send a message to your PI asking them to log into Lumen to review and certify this registration for submission.

The screenshot shows a table titled "Waste Generated" with three columns: "Waste Type", "Annual Volume", and "Method of Disposal". The table contains two rows: "Liquid" and "Solid", both with dashes in the "Annual Volume" and "Method of Disposal" columns. Below the table is a "Certify" button, which is highlighted with a green box. At the bottom left, there is a link that says "Return to the Rad Snapshot".

Waste Type	Annual Volume	Method of Disposal
Liquid	-	-
Solid	-	-

[Return to the Rad Snapshot](#)

Submitting the Registration for Review

On the final page, you will be asked to review the standard safety principles of working with radioisotopes, and initial the page to certify your adherence to these policies. Select “Certify and Submit” to send the Registration to Research Safety for review.

The screenshot shows the "Sign and Submit" page. It includes a section for initialing using HS, a list of safety procedures for personnel, and a "Certify and Submit" button, which is highlighted with a green box. The safety procedures listed are:

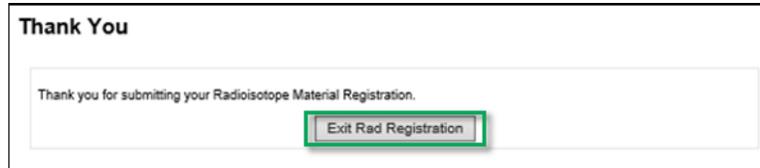
- Follow ALARA Procedure (procedures to minimize personnel exposure and laboratory contamination).
- Wear appropriate PPE when handling unsealed radioactive materials (RAM).
- Work with RAM on absorbent paper in spill trays, and change contaminated paper.
- Keep liquid in double containment.
- Use the smallest practical amounts of RAM and confine use to as small an area as possible.
- Post RAM labs, work areas, and storage containers (including refrigerator/freezers) with appropriate "Radioactive Material" signs or labels.
- Maintain compliance with all required training.
- Monitor and report hands, clothing and work surfaces for contamination after each procedure and before leaving the area.
- Abstain from eating, drinking, smoking, applying cosmetics, or storing personal belongings in any area where radioactive materials are used or stored.
- Never pipette by mouth.
- Confine radioactive materials in containers clearly identified and labeled with the name of radioisotope, date, activity, and store them in secure locked containers and/or rooms.
- Transport any high energy beta or gamma emitting materials in shielded containers.
- Familiarize themselves with the SOPs and Safety Procedures associated with the radioactive material before working with the radioactive materials.
- Follow established emergency procedures for both minor and major spills.

Please initial here: *

By clicking this button I, HPS Sample, agree to all of the terms stated above.

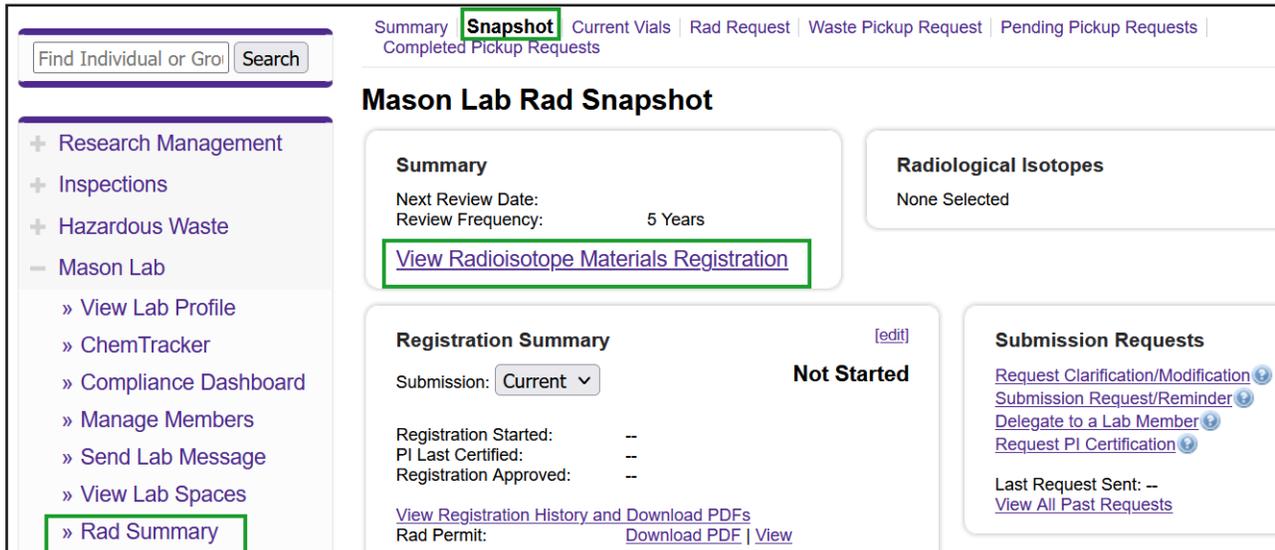
Thank You

Congratulations! Your Registration has now been submitted to Research Safety for review. A message will be sent to the appropriate personnel in Research Safety to alert them of your submission. Select “Exit Registration” to return to the Lumen homepage.



Registration Status

To review the status of your Registration, click on Rad Summary in the left menu, then select “Snapshot” under your Rad tab. If you would like to submit any changes to your Registration, select “View Radioisotope Materials Registration” and then select the edit link.



A screenshot of the 'Mason Lab Rad Snapshot' page. The page has a navigation bar with tabs: Summary, Snapshot (highlighted), Current Vials, Rad Request, Waste Pickup Request, Pending Pickup Requests, and Completed Pickup Requests. Below the navigation bar is a search bar with the text 'Find Individual or Group' and a 'Search' button. The main content area is titled 'Mason Lab Rad Snapshot' and is divided into several sections:

- Summary:** Next Review Date: --, Review Frequency: 5 Years. A button labeled 'View Radioisotope Materials Registration' is highlighted.
- Radiological Isotopes:** None Selected.
- Registration Summary:** Submission: Current (dropdown), Not Started (status). Includes links for 'View Registration History and Download PDFs' and 'Rad Permit: Download PDF | View'. An '[edit]' link is also present.
- Submission Requests:** Includes links for 'Request Clarification/Modification', 'Submission Request/Reminder', 'Delegate to a Lab Member', and 'Request PI Certification'. Below these links is the text 'Last Request Sent: --' and a link for 'View All Past Requests'.

The left sidebar contains a menu with the following items: Research Management, Inspections, Hazardous Waste, Mason Lab (expanded), View Lab Profile, ChemTracker, Compliance Dashboard, Manage Members, Send Lab Message, View Lab Spaces, and Rad Summary (highlighted).