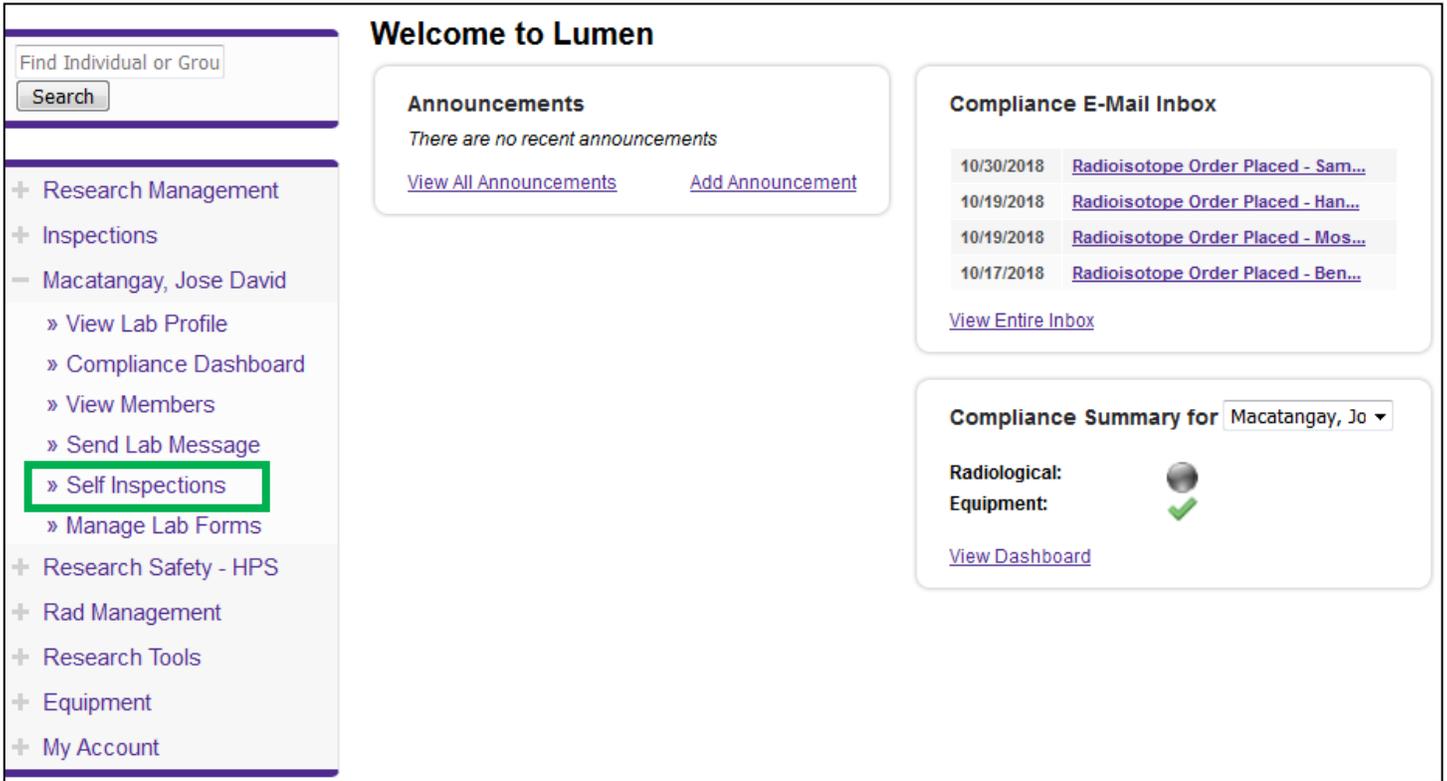


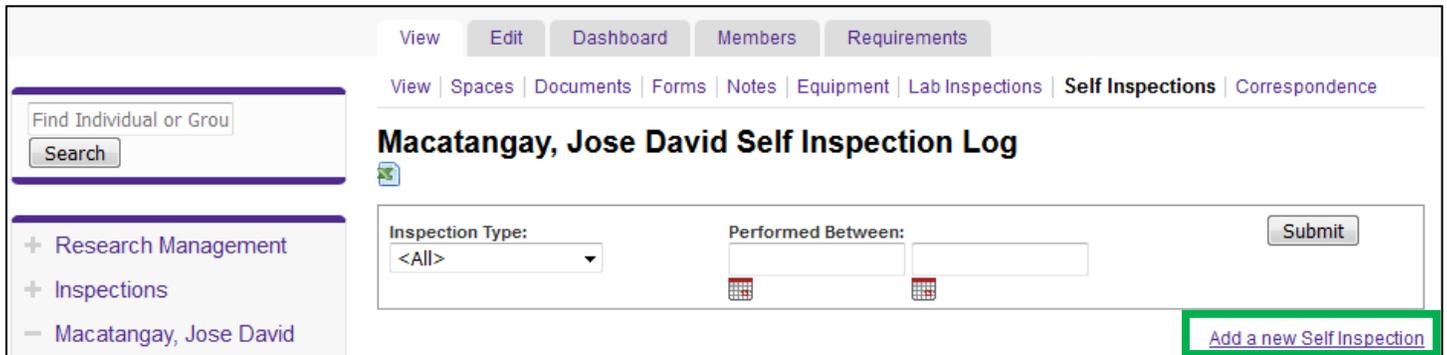
RAM Labs: Completing and Uploading Monthly Inspections

In the left menu in Lumen, select “Self Inspections”. If you do not see the Self Inspections option, click on the PI’s name to expand the menu.



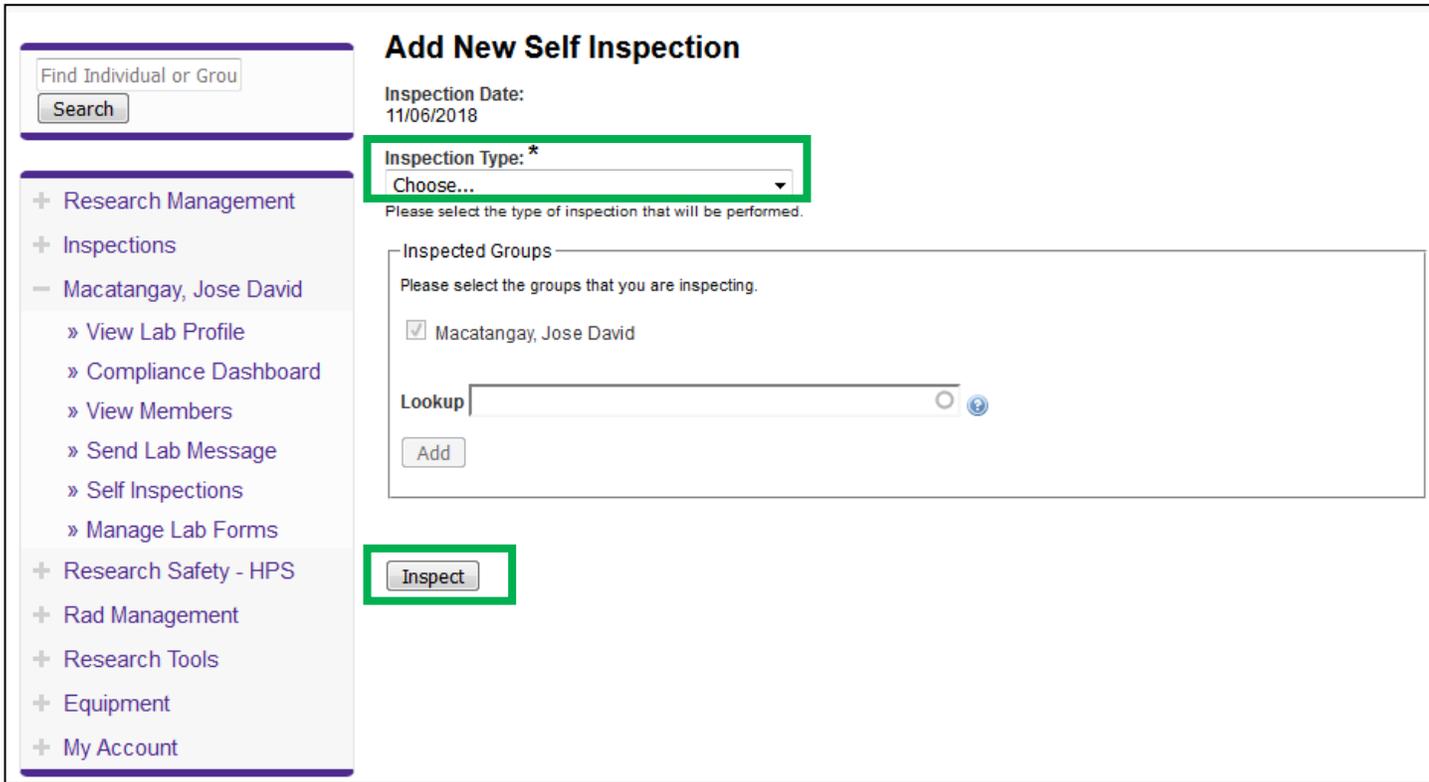
The screenshot shows the Lumen dashboard interface. On the left is a navigation menu with a search bar at the top. The menu items include: Research Management, Inspections, Macatangay, Jose David (expanded), View Lab Profile, Compliance Dashboard, View Members, Send Lab Message, **Self Inspections** (highlighted with a green box), Manage Lab Forms, Research Safety - HPS, Rad Management, Research Tools, Equipment, and My Account. The main content area is titled "Welcome to Lumen" and contains three sections: "Announcements" (no recent announcements), "Compliance E-Mail Inbox" (listing several radioisotope order emails), and "Compliance Summary for Macatangay, Jo" (showing Radiological and Equipment status with a green checkmark).

Click on “Add a new Self Inspection.”



The screenshot shows the "Macatangay, Jose David Self Inspection Log" page. At the top, there are tabs for View, Edit, Dashboard, Members, and Requirements. Below these are navigation links for View, Spaces, Documents, Forms, Notes, Equipment, Lab Inspections, **Self Inspections**, and Correspondence. The page title is "Macatangay, Jose David Self Inspection Log". Below the title is a form with "Inspection Type:" set to "<All>" and "Performed Between:" with two calendar icons. A "Submit" button is to the right. At the bottom right, the "Add a new Self Inspection" button is highlighted with a green box.

Under “Inspection Type”, choose either “Lab Monthly Inspection—RAM used” or “Lab Monthly Inspection—No RAM used”, then click “Inspect”.



Add New Self Inspection

Inspection Date:
11/06/2018

Inspection Type: *
Choose...

Please select the type of inspection that will be performed.

Inspected Groups
Please select the groups that you are inspecting.

Macatangay, Jose David

Lookup

Find Individual or Group

- + Research Management
- + Inspections
 - Macatangay, Jose David
 - » View Lab Profile
 - » Compliance Dashboard
 - » View Members
 - » Send Lab Message
 - » Self Inspections
 - » Manage Lab Forms
- + Research Safety - HPS
- + Rad Management
- + Research Tools
- + Equipment
- + My Account

If your lab has not used radioactive materials in the last month, select “yes”. If your lab used radioactive materials, please choose the self-inspection survey that states RAM was used.



If RAM was used:

1. Answer “yes” to “...have you completed your monthly survey?”
2. Upload a copy of your completed survey.
3. Click Save

Find Individual or Group

- + Research Management
- + Inspections
- Macatangay, Jose David
 - » View Lab Profile
 - » Compliance Dashboard
 - » View Members
 - » Send Lab Message
 - » Self Inspections
 - » Manage Lab Forms
- + Research Safety - HPS
- + Rad Management
- + Research Tools
- + Equipment
- + My Account

Submit Self Inspection

Inspection Date:

Format: 11/06/2018

Inspected Groups
Please select the groups that you are inspecting.

Macatangay, Jose David

Add the laboratories, groups, or rooms that you are inspecting.

Lookup

Inspected Area:

If inspection was targeted to a specific area, enter details here.

Inspection Type:

Summary:
Radioactive material was used since the previous monthly survey.

1

Findings Found
Select findings to populate the Corrective Actions section with default text. This text can be edited prior to saving the Inspection Report.

Radioactive
If your lab has worked with RAM in the last month, have you completed your monthly survey? If yes, include your survey in the attachments. (+3 Important)

Yes No N/A [Add Details](#)

Other Findings
Other Comments/Corrective Actions:

2

Attachments
Attach new file:
 No file selected.

3