Radioisotope Management Module
Quick Start Guide

lumen.northwestern.edu

Last updated: April 27, 2020
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Accessing the Radioisotope Management Module

After you log in to Lumen, you will see your lab homepage. Before you are able to access the Radioisotope Management Module, you must complete the Radioactive Materials Radiation Worker Certification in myHR Learn.

To access the Radioisotope Module, select “Rad Summary”.

![Welcome to Lumen](image-url)
Lab Radioisotope Management Module Summary Page

On the Rad Summary page, you will see a summary for your entire lab, including:

1. Lab member status (Name and Enabled columns)
2. A list of authorized isotopes
3. An inventory of current radioisotope vials
4. Any pending rad orders
Completing a Radioisotope Order Request

1. From the Rad Summary page, select “Rad Request”.

2. Enter the following information about your order request:
   a. Company (vendor) from which you would like to order
   b. Information for the item(s) you are requesting, including product code, compound, active isotope, activity requested (in mCi) and quantity (# of vials)
   c. For Research Safety package delivery to your lab, enter Building and Room Number in “Special Instructions” field.
Completing a Radioisotope Order Request continued

3. This page also displays a “Laboratory Isotope Summary”, which gives you a quick look at the isotopes you are permitted to order and their limits.

When you have completed entering the data for your request, click Submit.

4. Once you have submitted the order request, an email is sent to Research Safety staff to inform them of your request. You will see a message at the top of the screen to confirm that a “Rad Acquisition” has been created and a RAN (Rad Acquisition Number) has been assigned to your request.

Note: Your order must still be entered into NU Financials; follow your Department’s ordering process.
Completing a Radioisotope Order Request continued

5. When you return to the Rad Summary page, you will see your current isotope inventory as well as a list of Pending Orders. Your new order request will be listed here until it is received.

<table>
<thead>
<tr>
<th>Visit Number</th>
<th>Isotope</th>
<th>Compound</th>
<th>Ordered By</th>
<th>Date Received</th>
<th>Initial Activity</th>
<th>Current Activity</th>
<th>Amount</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>R2</td>
<td>Carbon 14</td>
<td>ronex</td>
<td>Sample, HPS</td>
<td>06/23/2018</td>
<td>2 mCi</td>
<td>1.99990 mCi</td>
<td></td>
<td>Log Use</td>
</tr>
<tr>
<td>R3</td>
<td>Hydrogen 3</td>
<td>thymidine</td>
<td>Sample, HPS</td>
<td>06/23/2018</td>
<td>2 mCi</td>
<td>1.95938 mCi</td>
<td></td>
<td>Log Use</td>
</tr>
<tr>
<td>R4</td>
<td>Phosphorus 32</td>
<td>dCTP</td>
<td>Sample, HPS</td>
<td>09/04/2016</td>
<td>2 mCi</td>
<td>0.40221 mCi</td>
<td></td>
<td>Log Use</td>
</tr>
<tr>
<td>R5</td>
<td>Phosphorus 32</td>
<td>ATP</td>
<td>Sample, HPS</td>
<td>09/04/2016</td>
<td>2 mCi</td>
<td>0.52627 mCi</td>
<td></td>
<td>Log Use</td>
</tr>
<tr>
<td>R6</td>
<td>Technetium 99m</td>
<td>inorganic salt</td>
<td>Sample, HPS</td>
<td>09/11/2018</td>
<td>10 mCi</td>
<td>0 mCi</td>
<td></td>
<td>Log Use</td>
</tr>
</tbody>
</table>

See all Current Vials

Pending Orders

<table>
<thead>
<tr>
<th>RAN</th>
<th>Date Ordered</th>
<th>Company</th>
<th>Lab Name</th>
<th>Contact</th>
<th>Room #</th>
<th>Building</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>R7</td>
<td>09/18/2018</td>
<td>Cardinal Health Nuclear Pharmacy</td>
<td>Sample Lab</td>
<td>Sample, HPS</td>
<td>123</td>
<td>Abbott Hall</td>
<td>Edit</td>
</tr>
<tr>
<td>R8</td>
<td>09/18/2018</td>
<td>Cardinal Health Nuclear Pharmacy</td>
<td>Sample Lab</td>
<td>Sample, HPS</td>
<td>123</td>
<td>Abbott Hall</td>
<td>Edit</td>
</tr>
<tr>
<td>R9</td>
<td>09/18/2018</td>
<td>Cardinal Health Nuclear Pharmacy</td>
<td>Sample Lab</td>
<td>Sample, HPS</td>
<td>123</td>
<td>Abbott Hall</td>
<td>Edit</td>
</tr>
<tr>
<td>R10</td>
<td>10/01/2018</td>
<td>PerkinElmer</td>
<td>Sample Lab</td>
<td>Sample, HPS</td>
<td>123</td>
<td>Abbott Hall</td>
<td>Edit</td>
</tr>
</tbody>
</table>

View RAD Request history
Viewing Rad Order Request History

1. To view past Rad Order requests, scroll to the bottom of the Rad Summary page and select “View RAD Request History”.

2. On this page you can review all past Rad Requests. You can filter by Date Range, Building, Department, Lab, Campus and RAN (Rad Acquisition Number). You can also sort by the date the order was placed.
Logging RAM Use

To log RAM use, click on the Rad Summary Page. Under Current Vials, click “Log Use” next to the appropriate vial.

In the pop-up window, complete Logged Usage, Date and Time fields. Remaining Activity will automatically decrement.

In the Log Message field, indicate what you did with the material. Click Save when you are finished entering data.
Waste Pickup Request

1. You can access the waste pickup request page two different ways:
   a. Select “Rad Waste Pickup” in the left menu, or
   b. Select “Waste Pickup Request” from the Rad Summary page

2. Complete the “Containers to Pickup” fields, including the isotope and the type of waste container (include activity in mCi or uCi and volume, see Examples). Also indicate if you have any vials to pickup.

   Examples:
   - **Bags** (e.g., dry solids): 25 uCi, 22 GAL
   - **Source Vials**: DO NOT USE. To remove a stock vial, see "Vials to Pick Up" list
   - **Liquid**: (include all constituents and their percentages) 0.1 mCi, 1 GAL
   - **Plastic** (sharps in sealable, puncture-proof container): 10 uCi, 1 container
   - **Scint. Vials**: 50 uCi, 10 GAL
Waste Pickup Request continued

3. You may skip the Supplies Requested section. Hazardous Waste Services will provide a 1-1 replacement when they pick up your waste. If you need additional supplies, contact Research Safety. When you are finished entering waste for pickup, select Submit.
View Completed Pickup Requests

1. From the Rad Summary page, select “Completed Pickup Requests”.

2. On this page you can review all completed waste pickup requests for your lab. You can sort by Date Requested. To view an individual request, click “View”.

![Sample Lab Rad Summary](image1)

![Sample Lab Completed Pickup Requests](image2)