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1.0   PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and procedures for radioactive material (RAM) inventory management in the EHS Assistant online database. Initial RAM data is entered in EHSA by the Office of Environmental Health & Safety. Every research group is then required to log usage of radioactive isotopes to track possession limit under each radiation permit at USC.

Online records must reflect what is present on-hand and in waste containers. Note that usage records are tied to waste container records and account for total possession limit of an isotope. All usage records are inspected every six (6) months and any discrepancies will be considered as findings.

2.0   PROCEDURES

Manage RAM Inventory: Log into EHSA > RAM Inventory > Removal of isotope from PI's Inventory > Record usage to appropriate waste stream > Add usage records to correct waste containers > Save

2.1   Login

1.   Log in at EHSA (https://adminsafety.usc.edu/ehsaweb/) and click on the *Inventory* icon (see image below).
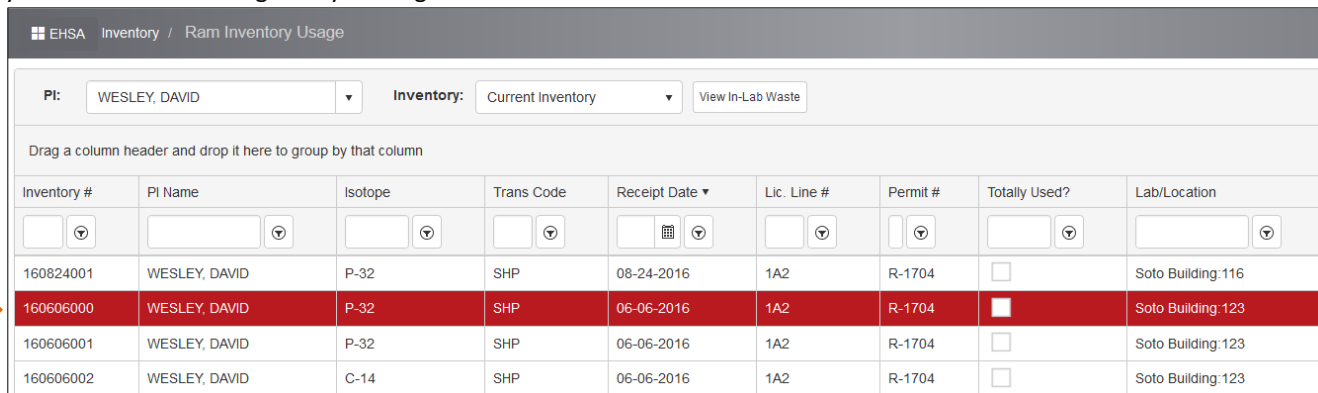

2.   At the **RAM Inventory** box, click on "Removal of Isotope from PI's Inventory" (see arrow).
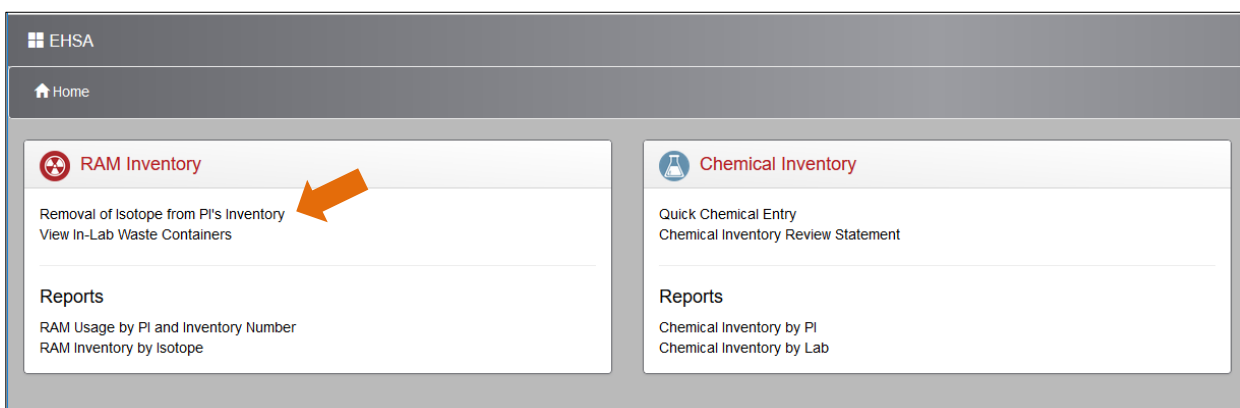
2.2 Manage RAM

1. A list of radioisotopes in the Principal Investigator's inventory will appear in tabular form. Highlight the radioisotope that you want to record usage of by clicking on it.
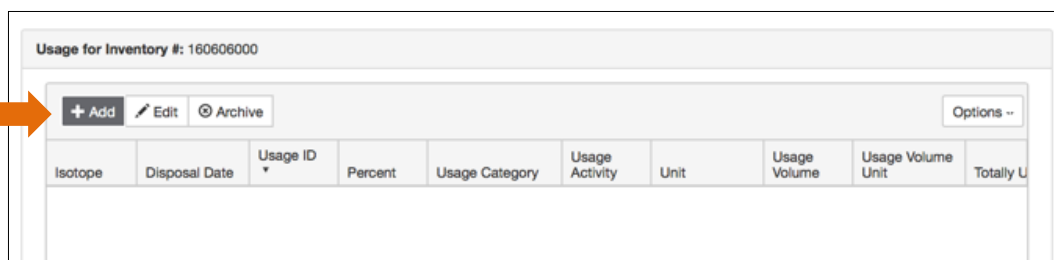
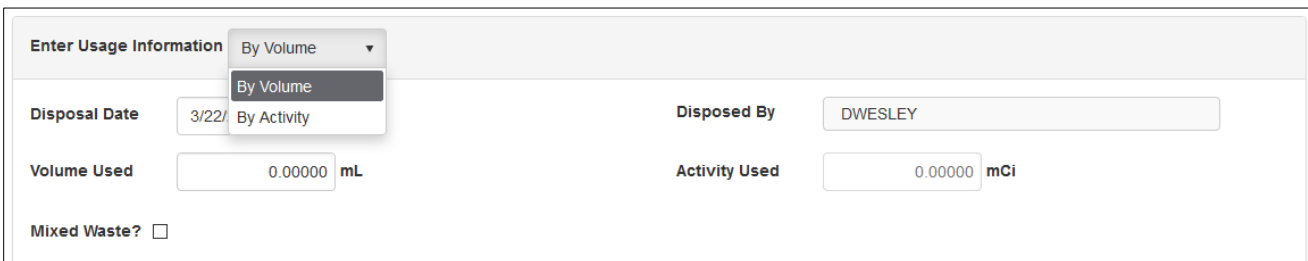| Inventory #	PI Name	Isotope	Trans Code	Receipt Date ▼	Lic. Line #	Permit #	Totally Used?	Lab/Location
160824001	WESLEY, DAVID	P-32	SHP	08-24-2016	1A2	R-1704	☐	Soto Building:116
160606000	WESLEY, DAVID	P-32	SHP	06-06-2016	1A2	R-1704	☐	Soto Building:123
160606001	WESLEY, DAVID	P-32	SHP	06-06-2016	1A2	R-1704	☐	Soto Building:123
160606002	WESLEY, DAVID	C-14	SHP	06-06-2016	1A2	R-1704	☐	Soto Building:123

2. Double-click the radioisotope to open a new window of usage records for that inventory number (see image below). If this is first time for that inventory#, records will be blank under usage box. Click the **+Add** button (see arrow) to record usage.

3. Select usage type by highlighting "By Volume" or "By Activity" (see image below).
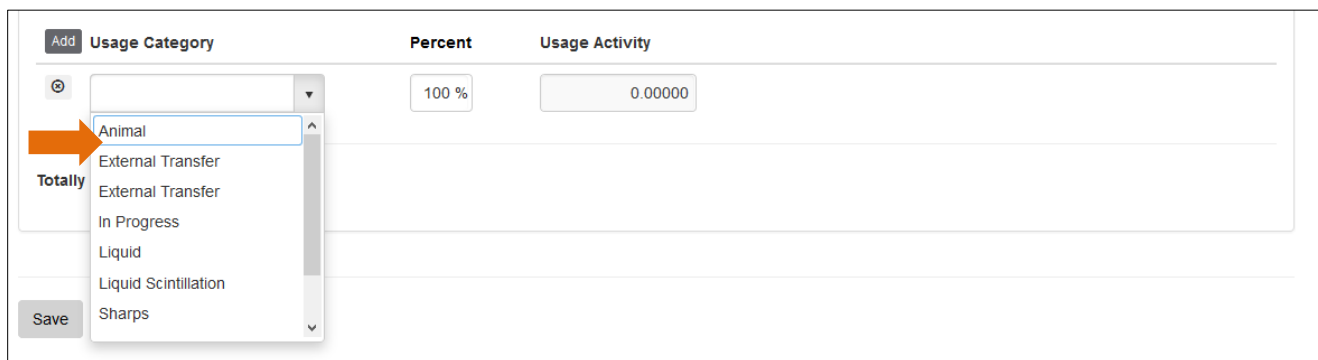
4. Select "Usage Category" (e.g., Solid, Liquid, Liquid Scintillation, Animals, or Sharps) by clicking in the corresponding field.

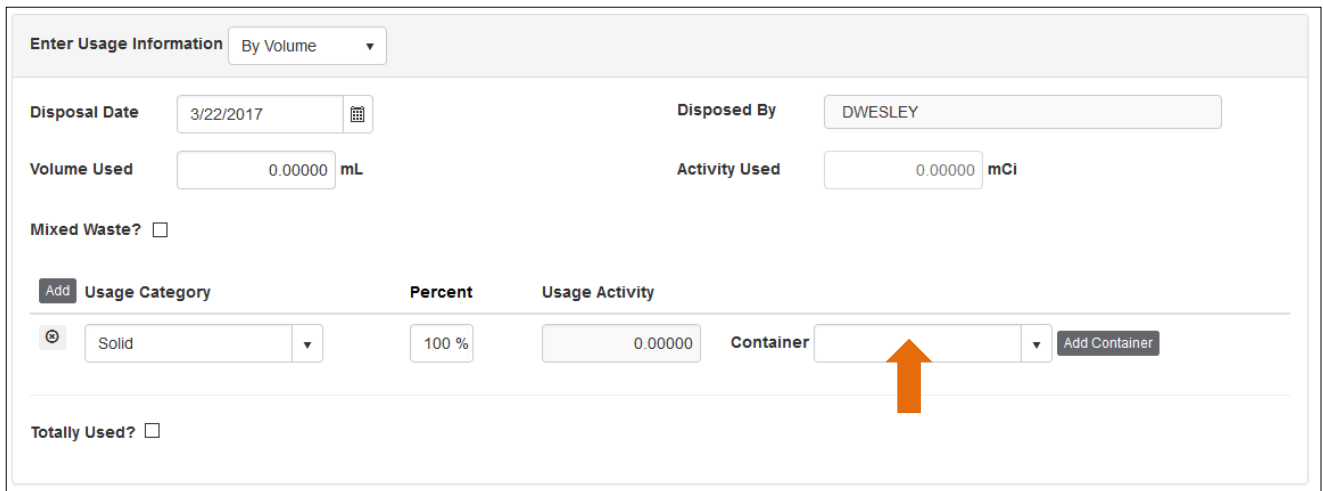5. You may choose more than one usage category based on your procedure and select appropriate percentages (%) of waste that will be generated from that procedure. Click in the "Container" field (see arrow) to display currently available waste containers.

Enter Usage Information	By Volume ▼		
Disposal Date 3/22/2017 📅		**Disposed By** DWESLEY	
Volume Used 0.00000 mL		**Activity Used** 0.00000 mCi	
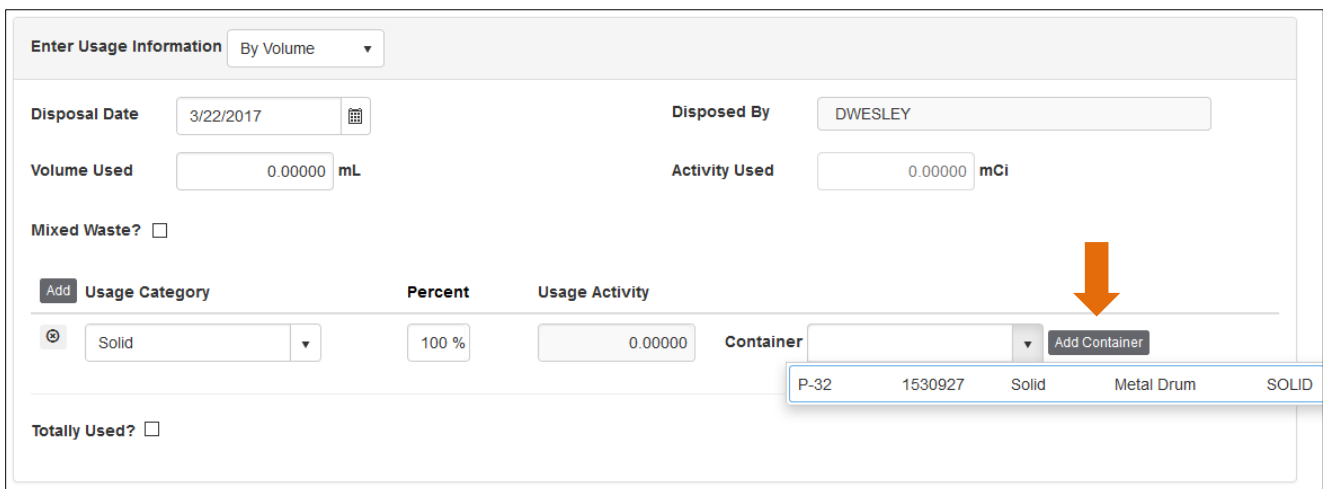
Mixed Waste? ☐

Add	**Usage Category**	**Percent**	**Usage Activity**	
⊗	Solid ▼	100 %	0.00000	**Container** [▼] Add Container

Totally Used? ☐

6. Current waste containers are displayed. Create a new waste container by clicking "Add Container" (see arrow) if one is unavailable.

Enter Usage Information	By Volume ▼		
Disposal Date 3/22/2017 📅		**Disposed By** DWESLEY	
Volume Used 0.00000 mL		**Activity Used** 0.00000 mCi	

Mixed Waste? ☐

Add	**Usage Category**	**Percent**	**Usage Activity**	
⊗	Solid ▼	100 %	0.00000	**Container** [▼] Add Container

P-32	1530927	Solid	Metal Drum	SOLID

Totally Used? ☐

7. Fill out the required fields (e.g., Usage Category, Container Type; Waste Type, Location) and click "Save" button.

Add Waste Container For P-32	✕
Usage Category	Solid ▼
Container Type	Plastic Bottle ▼
Waste Type	SOLID ▼
Volume	1.00000 ▲▼ Gallons ▼ **Unit**
Isotope	P-32 ✕
Opened Date	3/22/2017 📅
Building	ALLAN HANCOCK FOUNDATION ▼
Location	B9 ▼
	Save Cancel
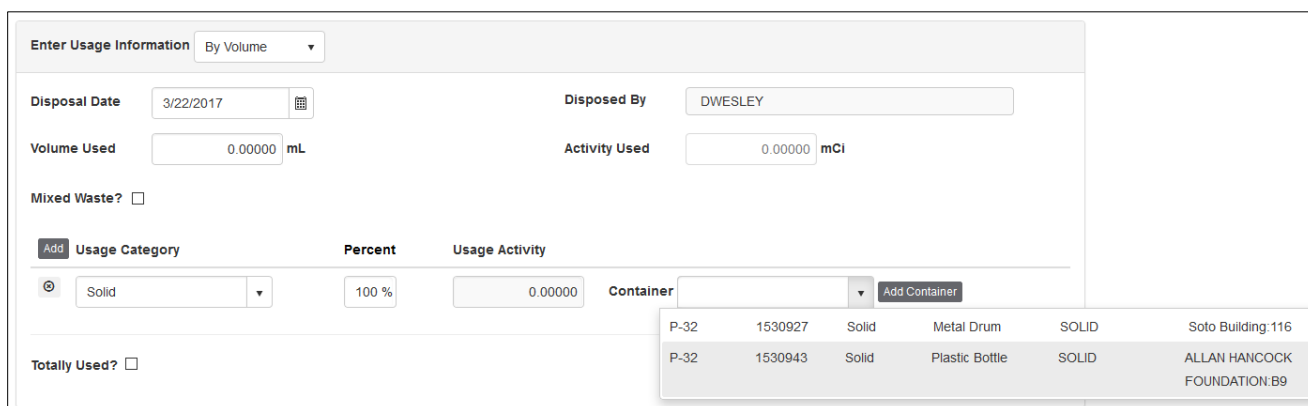
8. The new container will then be added to the "Container" drop-down menu (see image below).

9. Repeat Steps 7 through 10 as needed to accommodate additional waste types generated from your procedure (see image below).

10. If this is the final usage of the radioisotope for the Inventory # (final volume equals zero), then click "Totally Used" checkbox (see arrow in above image) to remove the radioisotope from the active inventory. Click the "Save" button.

11. A usage log will be generated for that Inventory # displaying the following data:

Isotope	Disposal Date	Usage ID	Percent	Usage Category	Usage Activity	Unit	Usage Volume	Usage Volume Unit	Totally U
P-32	09-26-2016	19	10	Solid	0.00035	mCi	0.02	mL	☐
P-32	09-26-2016	19	90	Liquid	0.00315	mCi	0.18	mL	☐

12. If all information is correct and final, click "Done" button. Click the "Add" button to continue adding usage if needed; click the "Edit" button to correct errors in data entry (see above image). NOTE: Once waste containers are picked up by EH&S Hazmat, the usage log is no longer editable.

3.0   SOP REVIEW/REVISION

Date prepared: 10/2017   By: Vivek Dharne

Date revised: 11/2017   By: Alfred M. Bouziane