Inventory Management for Radioactive Materials

This guide will show you how to keep track of your inventory online using the Assistant program. If you are using this system, you do not need to keep paper inventory records in your lab (though you may continue to do so if it is convenient). If you are requesting a waste pickup, this is step one of two.

Start by logging into the EH&S Assistant. Your home page should look like this:

Click on “Inventory/Disposals” to begin.

You’ll be taken to an automatically populated list of vials you currently have in your inventory. This list is generated when vials are shipped to you or transferred to your authorization. Select a vial to add an inventory record for it.
Selecting a vial will open up the record for that vial. If you have already entered records for that vial, they will be listed under the red bar. To add a new record, click the “Add Usage” button.

In the Add Usage screen, you’ll indicate use of a compound by transferring activity from the vial to a waste container. The waste containers online are analogous to the waste containers in your lab; this means that they will be separated by isotope and phase of matter, and can also have waste placed in them more than once and from more than one vial.
To add a container, click on the blue “i”. If you have already created containers, they will be selectable by the drop down lists.

After clicking on the blue “i”, you will see a list of open containers available. To add a new container, click the blue “Add Container” button.

If you’re adding a container, fill out the requested information and click the “submit” button to create the container. Do not seal the Container.

Submitting a container will take you back to the list of available containers. Select the container you have just created. Do not click “Seal.”
Now that you have selected a container, add the amount of activity you wish to transfer to the waste container from the vial. Note that you can alter the usage date; by entering an earlier date, you can let the system calculate the decayed amount automatically. The calculated amount will be displayed in the “Total Usage” field. Click “Submit” to finish the inventory step.

Do not attempt to select more than one type of container (e.g., entering activity in both a Liquid bottle and a Dry Solid container) at the same time as the system cannot handle multiple inputs. For a second inventory in a different type of container, submit the first inventory and then click the “Add Usage” button again to begin a second inventory.

If you are disposing of an entire vial into one container, click the “Stock Vial” option, which automatically transfers the entire contents of the vial to the selected container.

This is the end of the inventory and disposal process.

If you wish to request a waste pickup, there is one more step to complete. See the second document here for instructions on how to request a waste pickup.