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.

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
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.

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 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).

![People & Isotopes](image1)

![Authorized Radioisotope Users](image2)
Training Certificates, Requested Radioisotopes and Experimental Procedures

1. You may skip the Additional Documentation section.

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.

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

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

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.
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.

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.
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.

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.
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.