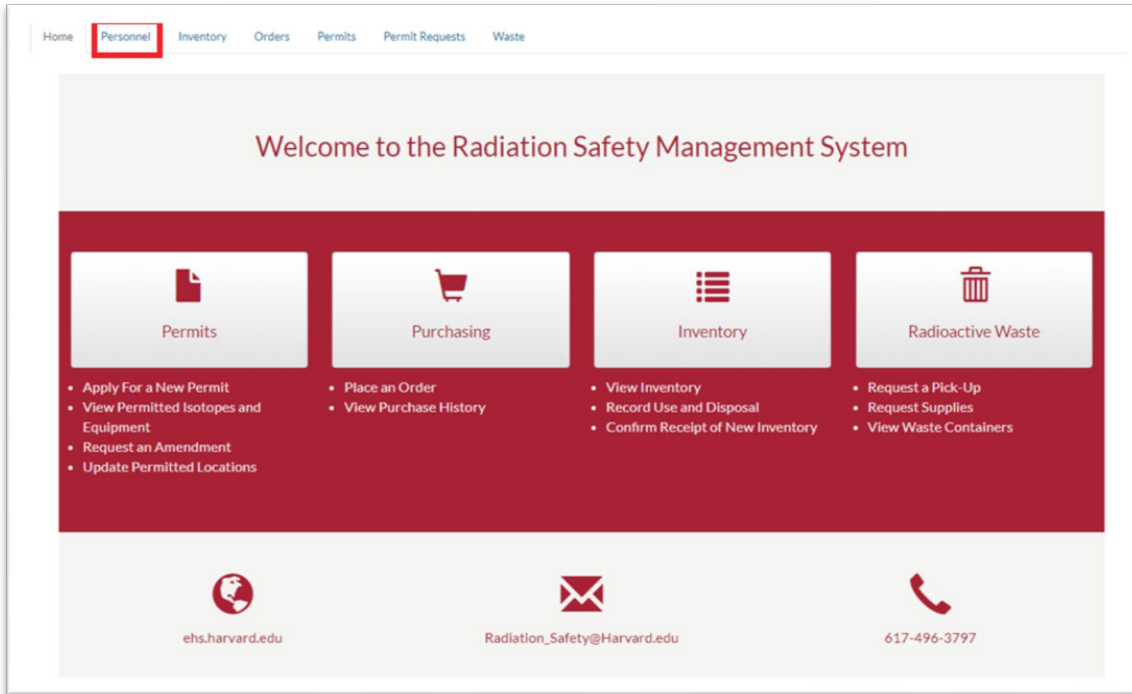




RAM Semiannual Inventory

Semiannual Radioactive Material Inventory

To confirm and manage inventory your role must be **PI** or **Lab Manager** (roles can be viewed/edited in the “Personnel” tab)



1. Navigate to the **Inventory** tab and choose the “**Show All**” status for your inventory. This will display your historical inventory including disposed material.
 - a. From this list please confirm receipt of items that have already been delivered to your lab (the person who entered the order can also do this). **Please note, this step is easily overlooked and should be completed after each package delivery.**

Status	Code	Principal Investigator	Isotope	Compound	Current Activity	Physical Form	Receipt Date	Last Survey	Permit Number	Manufacturer	Actions
Delivered	20180815-353	Mitchell, Corinne	P-32		0.00456 uCi	Liquid	Aug 15, 2018	Aug 15, 2018	R0771	Perkin Elmer	Surveys, Sub-Vial, Confirm
Disposed	20180727-249	Mitchell, Corinne	P-32		0.00220 uCi	Liquid	Jul 27, 2018		R0771	Perkin Elmer	Surveys, Sub-Vial
In Stock	20181204-637	Mitchell, Corinne	Cs-137		9.92779 uCi	Liquid	Dec 4, 2018		R0771	Perkin Elmer	Surveys, Dispose, Sub-Vial
In Stock	20181204-638	Mitchell, Corinne	P-32		2.27720 uCi	Liquid	Dec 4, 2018		R0771	Perkin Elmer	Surveys, Dispose, Sub-Vial



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

2. Next, select the “**In Stock**” status to view what the system believes is your current physical inventory (this should not contain material scheduled for a waste pickup).
3. Use this list to check against your physical inventory and make note of any discrepancies.
 - a. If no discrepancies exist, please email radiation_safety@harvard.edu confirming a RAM inspection has been completed and your inventory is accurate.
 - b. If there are discrepancies (possibly due to clerical errors during the transition to AIMS or unrecorded waste pickups) please email radiation_safety@harvard.edu with the correct isotopes and activities and we will update your inventory accordingly. Material in your physical inventory that you would like to remove should be handled through the normal waste pickup procedure. (As a reminder, instructions for scheduling a waste pickup can be found on our website: <https://www.ehs.harvard.edu/node/7548>).

Status	Code	Principal Investigator	Isotope	Compound	Current Activity	Physical Form	Receipt Date	Last Survey	
In Stock	20180815-353	Mitchell, Corinne	P-32		0.00393 uCi	Liquid	Aug 15, 2018	Aug 15, 2018	Surveys Dispose Sub-Vial
In Stock	20181204-637	Mitchell, Corinne	Cs-137		9.92588 uCi	Liquid	Dec 4, 2018		Surveys Dispose Sub-Vial
In Stock	20181204-638	Mitchell, Corinne	P-32		1.96419 uCi	Liquid	Dec 4, 2018		Surveys Dispose Sub-Vial
In Stock	20190207-772	Mitchell, Corinne	Cs-137		29.93950 uCi	Liquid	Feb 7, 2019		Surveys Dispose Sub-Vial