Why Do We Need An Institutional Inventory System?

Duke University must fully comply with State and Federal regulations regarding our receipt, transport, use and disposal of radioactive material. This on-line system enables hundreds of Duke laboratories that use radioactive material to report their inventory in a consistent manner.

How Do I Access the On-line Reporting System?

The new system is accessible via the Internet using your Web Browser. The address of the Inventory Web site is be < www.safety.duke.edu/radsafety/web_inventory/default.asp >. The hyperlinks on the Radiation Safety’s Home Page on the OESO Web Site point to the system.

Do I Still Need to Know the “Authorized User Number” to Access the System? I Can Never Remember It.

You don’t need the number. You select the name of your laboratory’s director (the “Authorized User”) from a list to access your inventory data.

What Are All the Cells on the Form For?

The Web-based inventory reporting form presents you with a list of radioactive materials shipments you have received, along with other items such as dilutions, reagents and sealed sources you might possess. There is one line per item, instead of one line per isotope. The new system tracks your holdings as a collection of individual items. Only the “Active” items you actually have show up on the list.

That Sounds Pretty Clumsy! What Are the Advantages of Doing It That Way?

It works better than you might think. First of all, you don’t have to add up the contributions from many different vials to get a total for a given isotope. The system does the addition for you. Second, the system automatically accounts for radioactive decay. All you need to do for each item is (a) if it has been used up, consign it to waste and (b) if it’s not used up, subtract the amount of radioactivity you have removed from the item since the last update, if any.

That’s Just Great. So How Do All Those Items Get Into the List? Do I Have To Enter Them All?

No. Most of the items will represent stock vials of radioactive materials that you order from your suppliers. Radiation Safety will enter these items into your inventory record at the time they receive the shipments. You will need to enter things like dilutions, synthesized custom DNA probes, or sealed sources that you intend to keep longer than one month.

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What’s the “Laboratory Specific ID” Thing? Do I Have to Fill It In?

Each item in your inventory is assigned a “Duke Unique ID” when it is created. Whenever Radiation Safety delivers a shipment to you, they will provide you with a “Radioactive Materials Use Log” form that has the Duke Unique ID printed on it. The system uses that number to track the item. The “Duke Unique ID” number might help you to identify the item... and it might not. The Laboratory Specific ID field lets you give any item its own number or name that may be more convenient for you. Using it is optional.

I Don’t Like the “Log Form” They Give Me. Do I Have to Use It?

No. You can use your own log forms to track the removal of material from a stock vial. However, you DO need to make a note of the “Duke Unique ID” that’s on the log form we give you, so that you can correlate the items on Section 1 of the on-line form with your “real-life” stock vials.

What’s the Deadline For Submitting My Inventory?

The good news is there’s NO MORE DEADLINES! You can update your inventory items any time you choose. The bad news is that you will still need to periodically update your inventory amounts using the on-line form. For all laboratories that use unsealed radioactive material, “periodically” means at least once during each calendar month.

What Do I Do With the “Confirm” Page I Get When I Finish Updating My Inventory?

Print it and save it for your records. Do NOT fax or mail it to Radiation Safety.

What Happens If I Mess Up?

If you make an error in your “Amount Remaining” submissions, and don’t realize it until after you get the “Confirm” screen, simply go back to the “Update Inventory” form and resubmit it. If you mistakenly consign an item to waste, you will need to contact Radiation Safety to get the item back. If you encounter other problems, contact Radiation Safety.