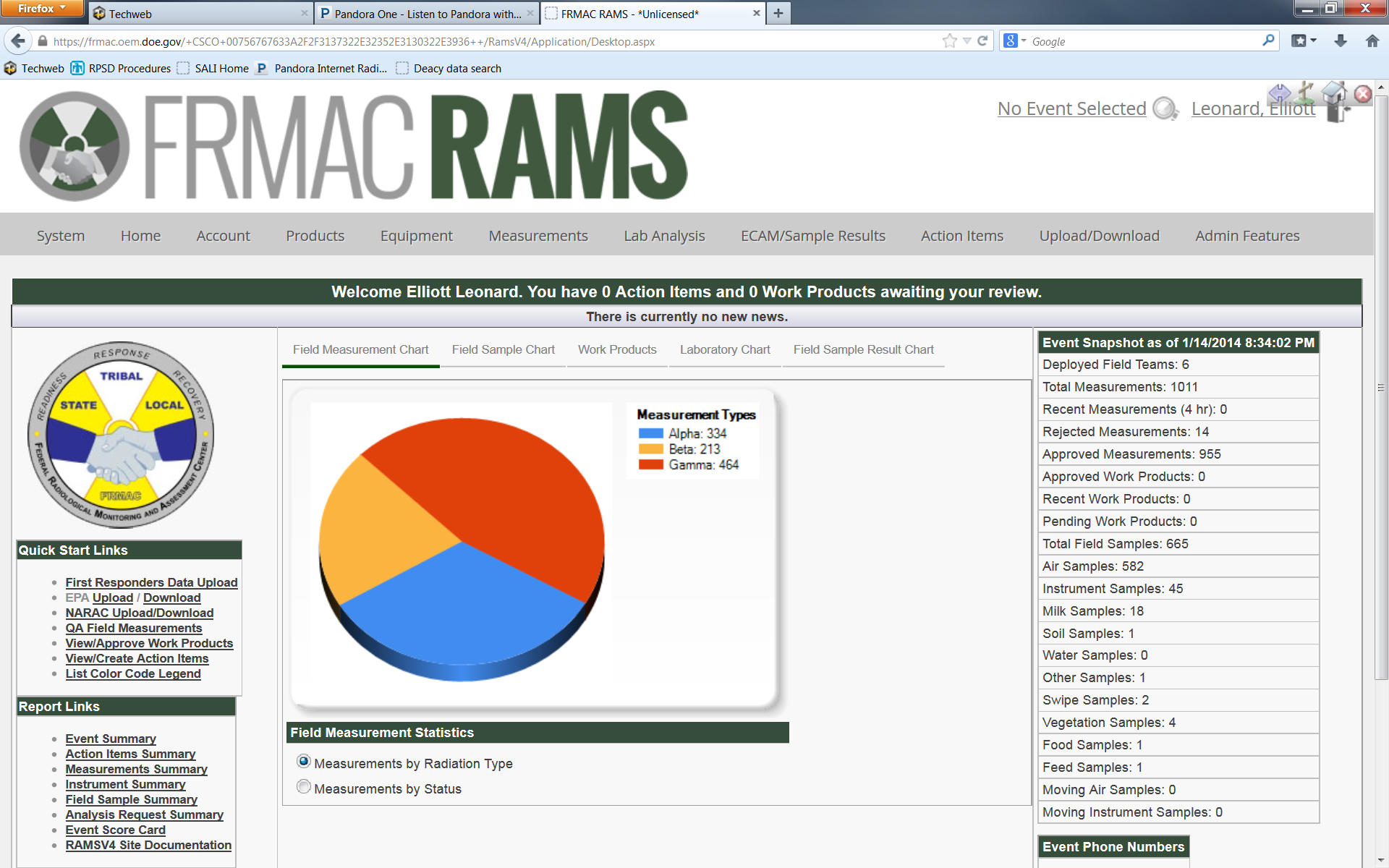
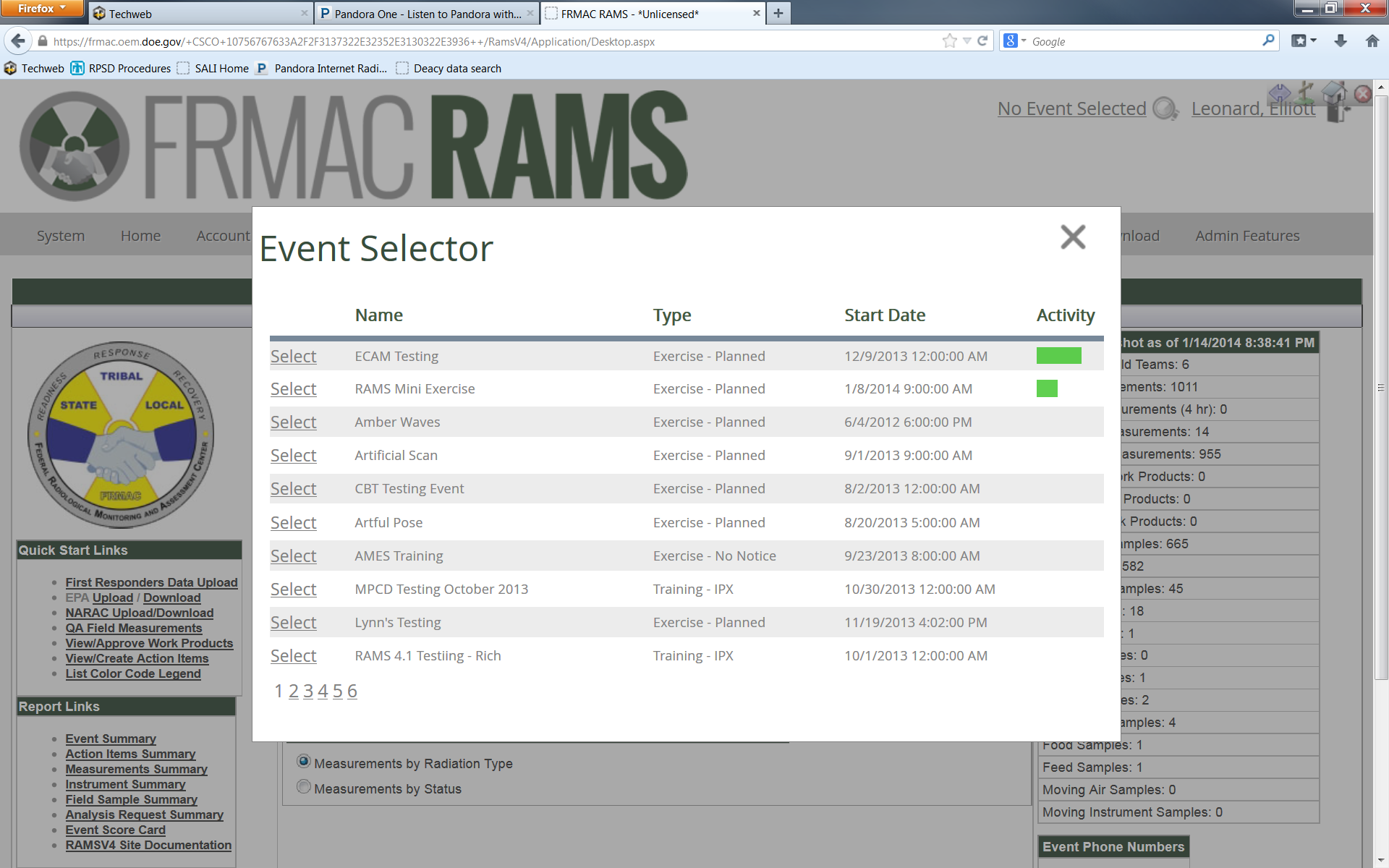
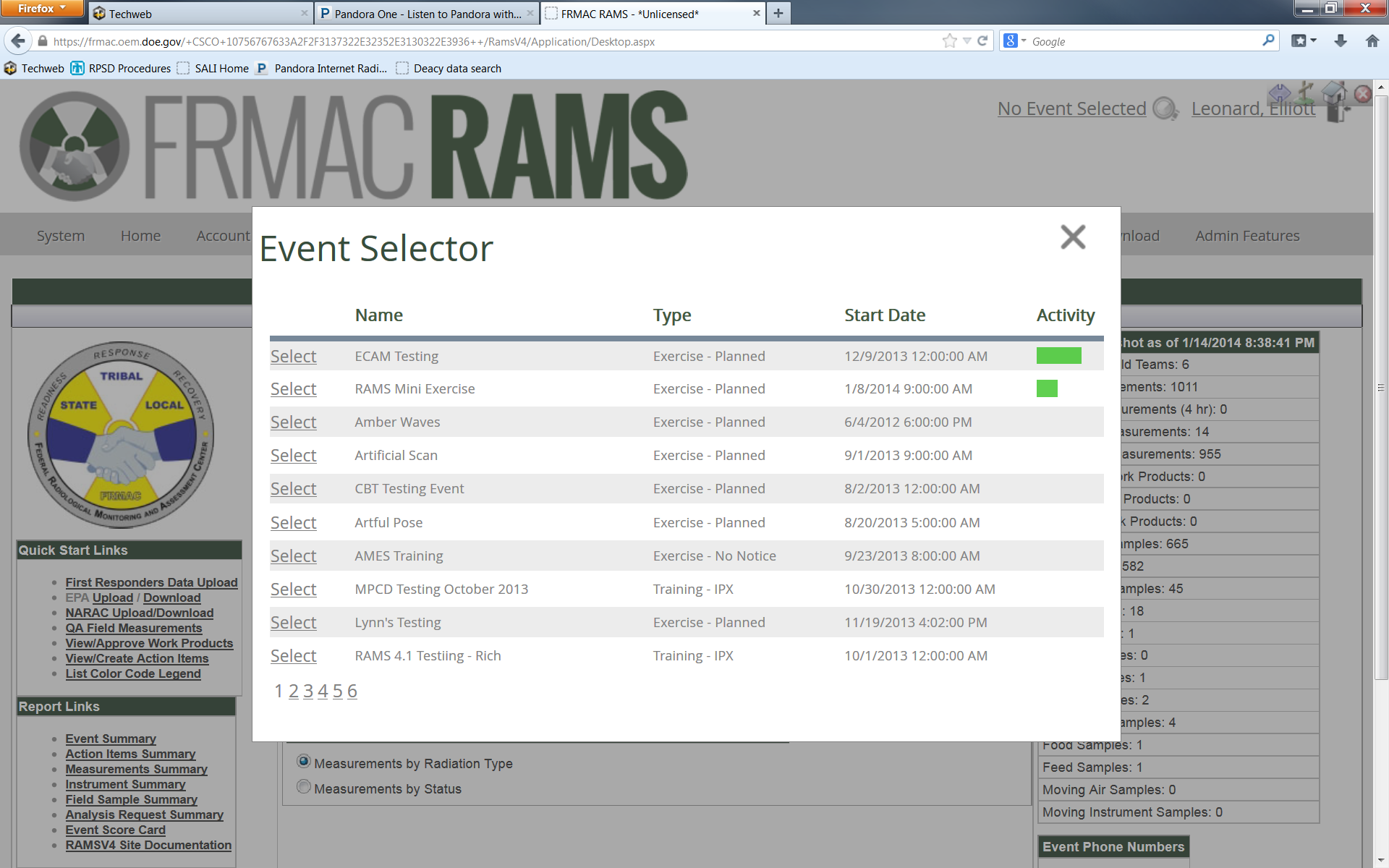
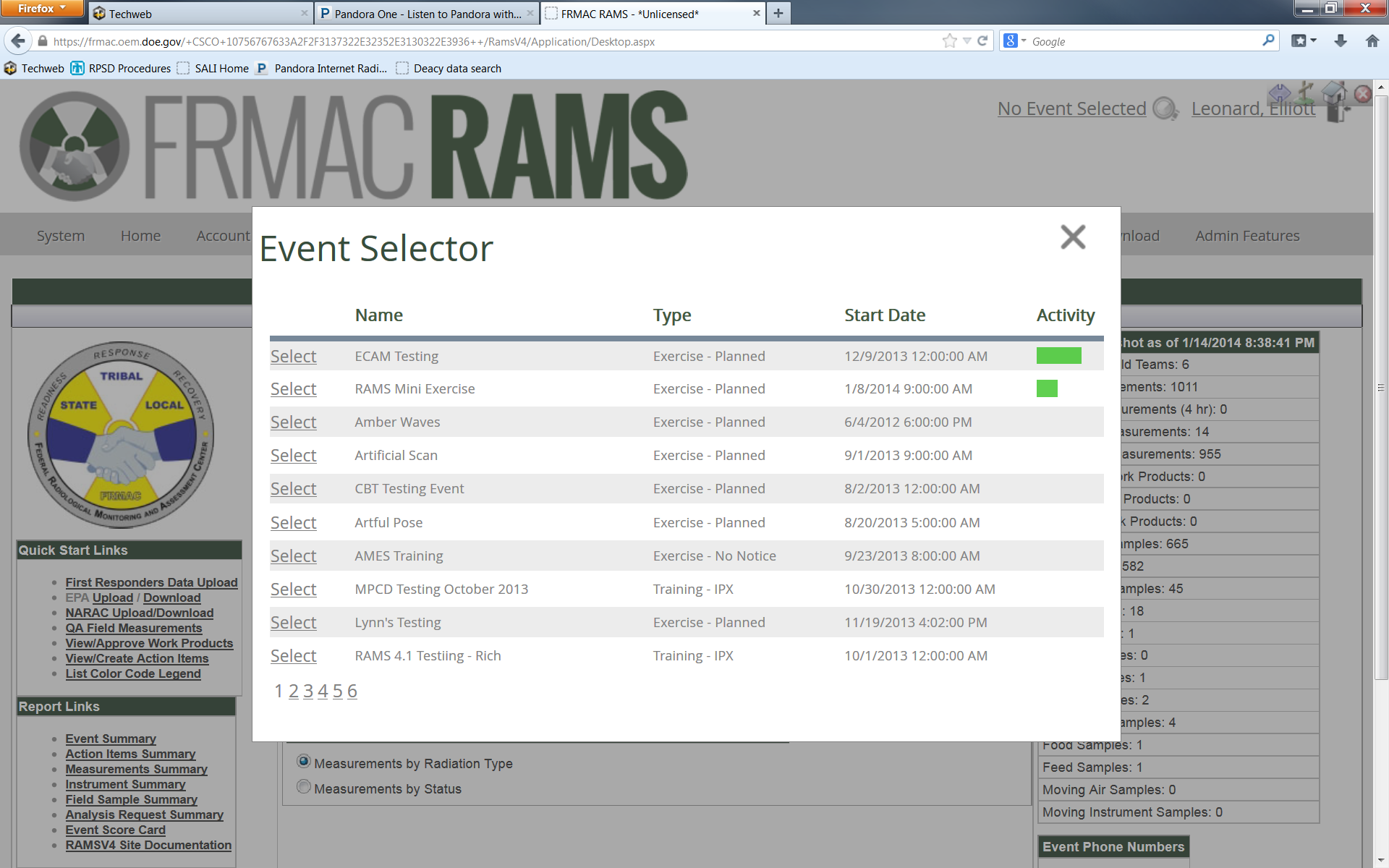
**Job Aid – Sample Receiving**

NOTE: Samples received should have already been cleared, ***i.e.,*** dose rate measurement and removable contamination surveys performed, by radiological control technicians. If a sample is breached, call a radiological control technician for guidance. After entering in the sample information using the steps that follow, a nonconformance report will need to be generated. Instructions for generating a non-conformance report are provided in the job aid for creating a non-conformance form**.**

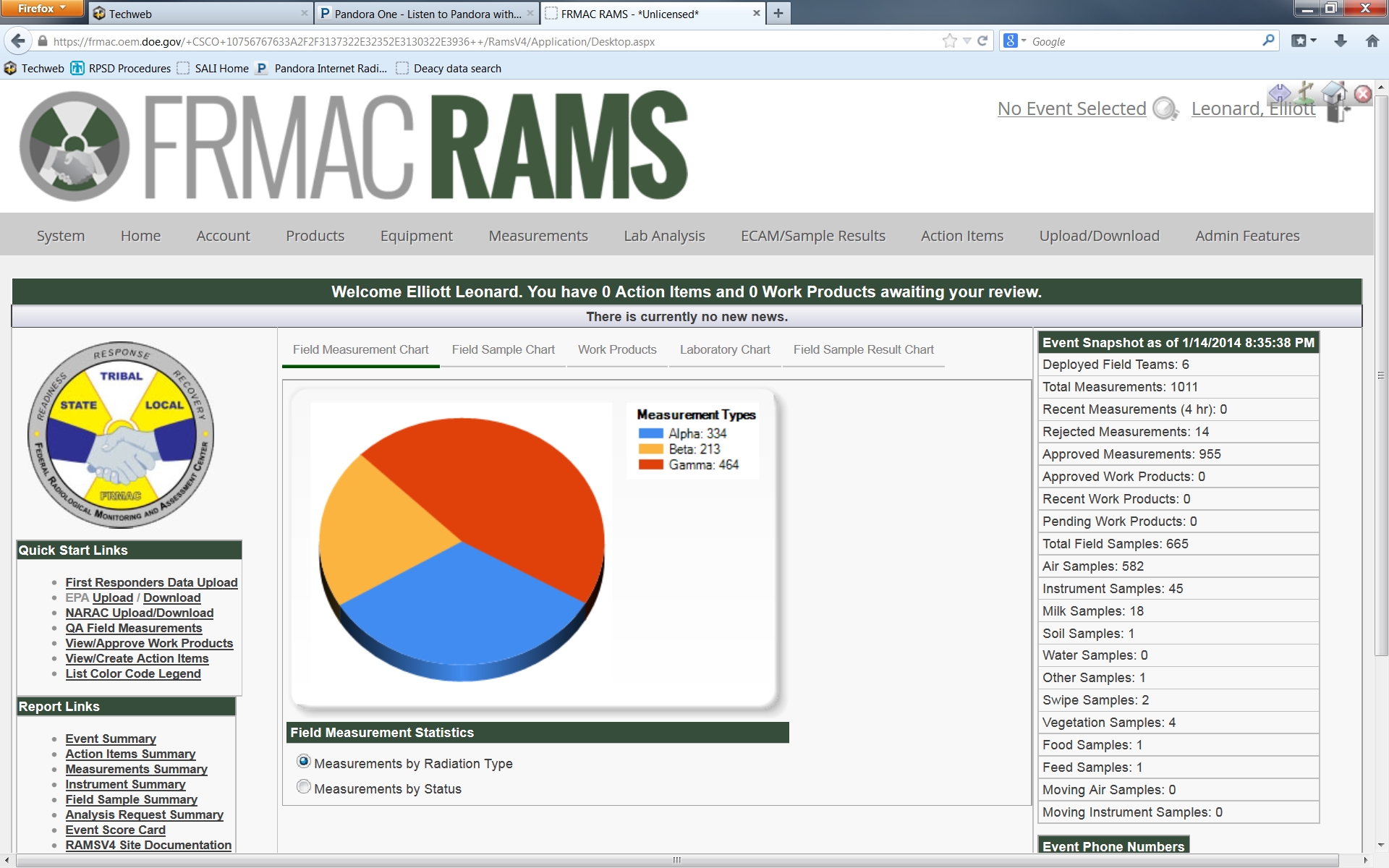
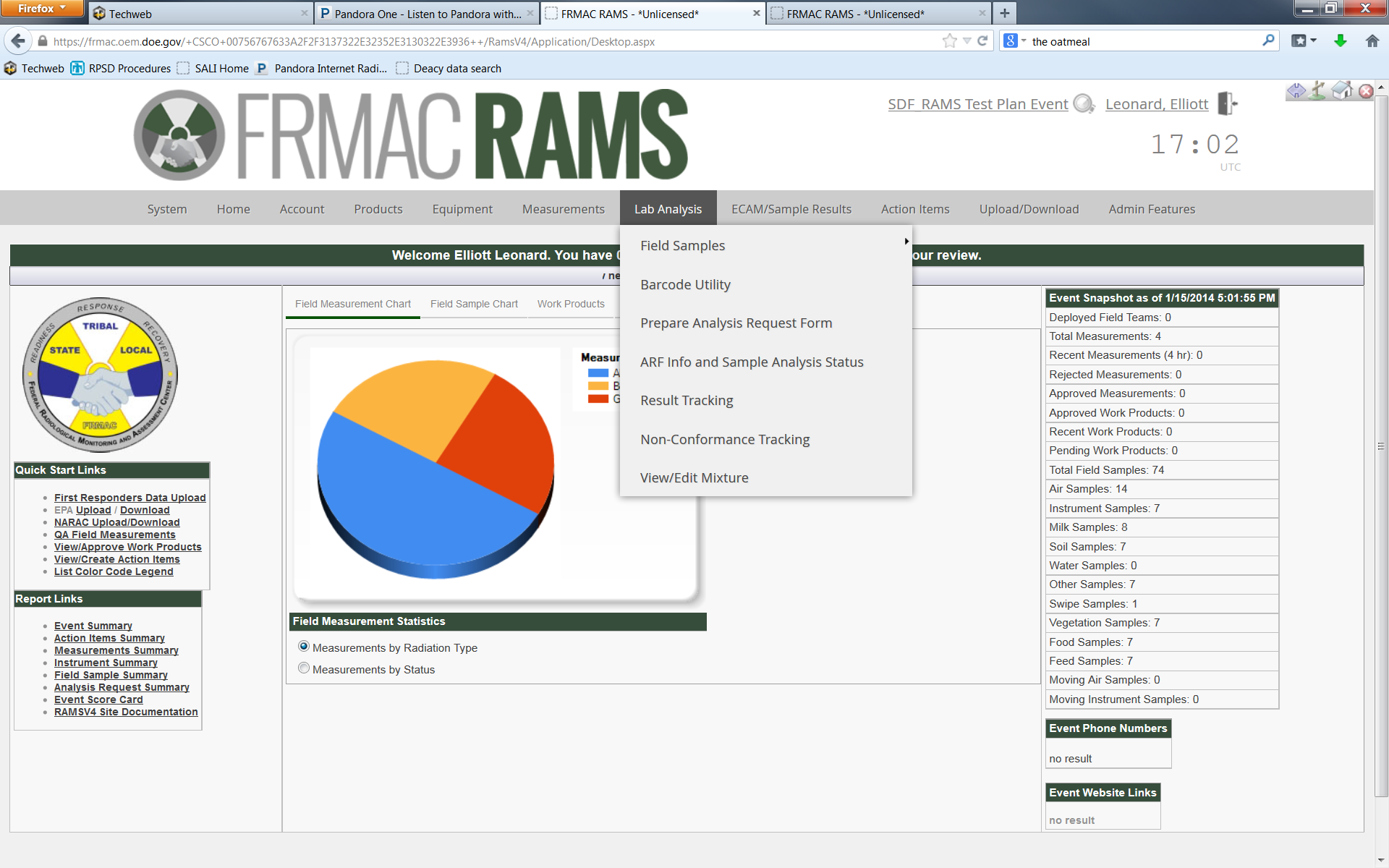
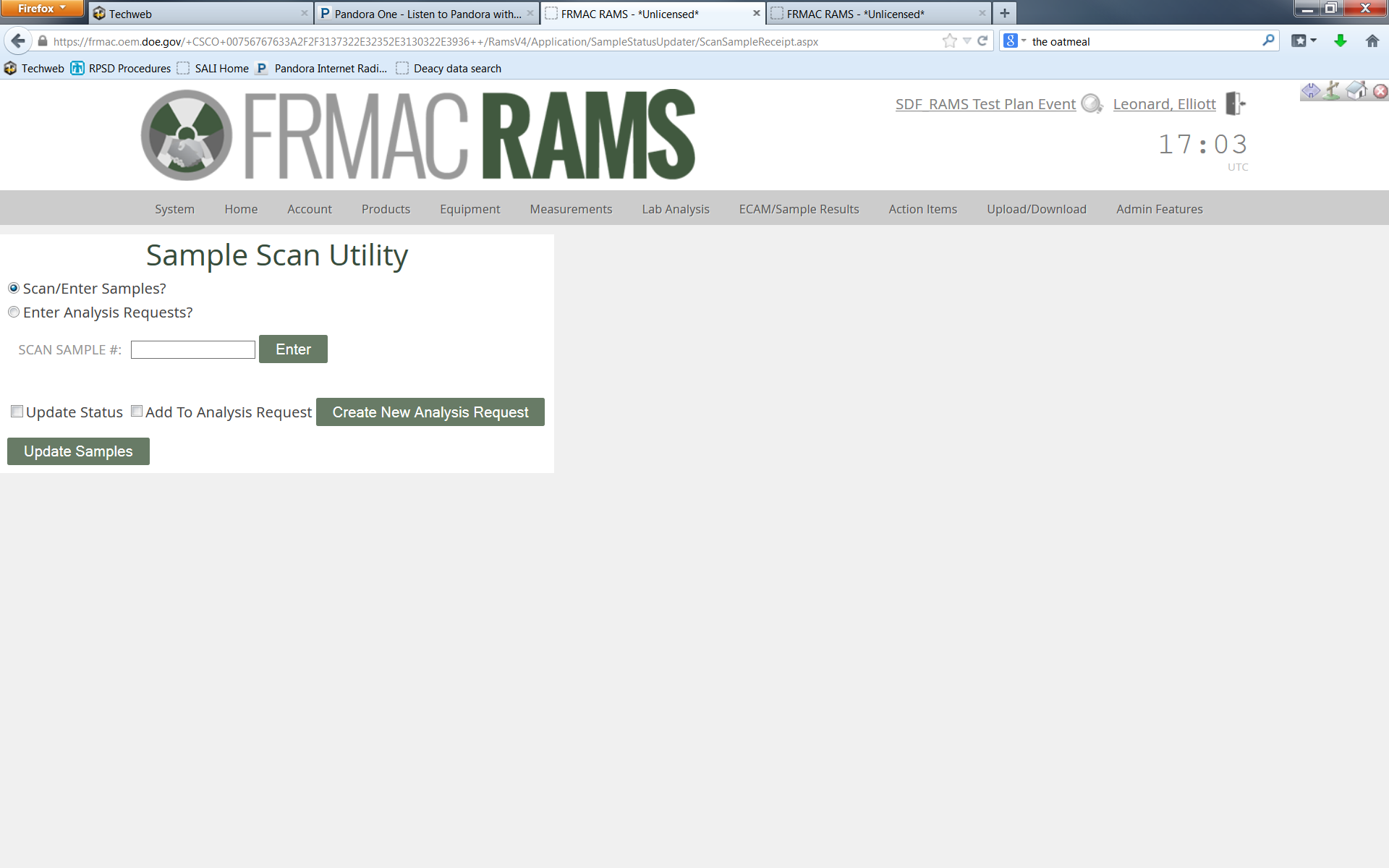
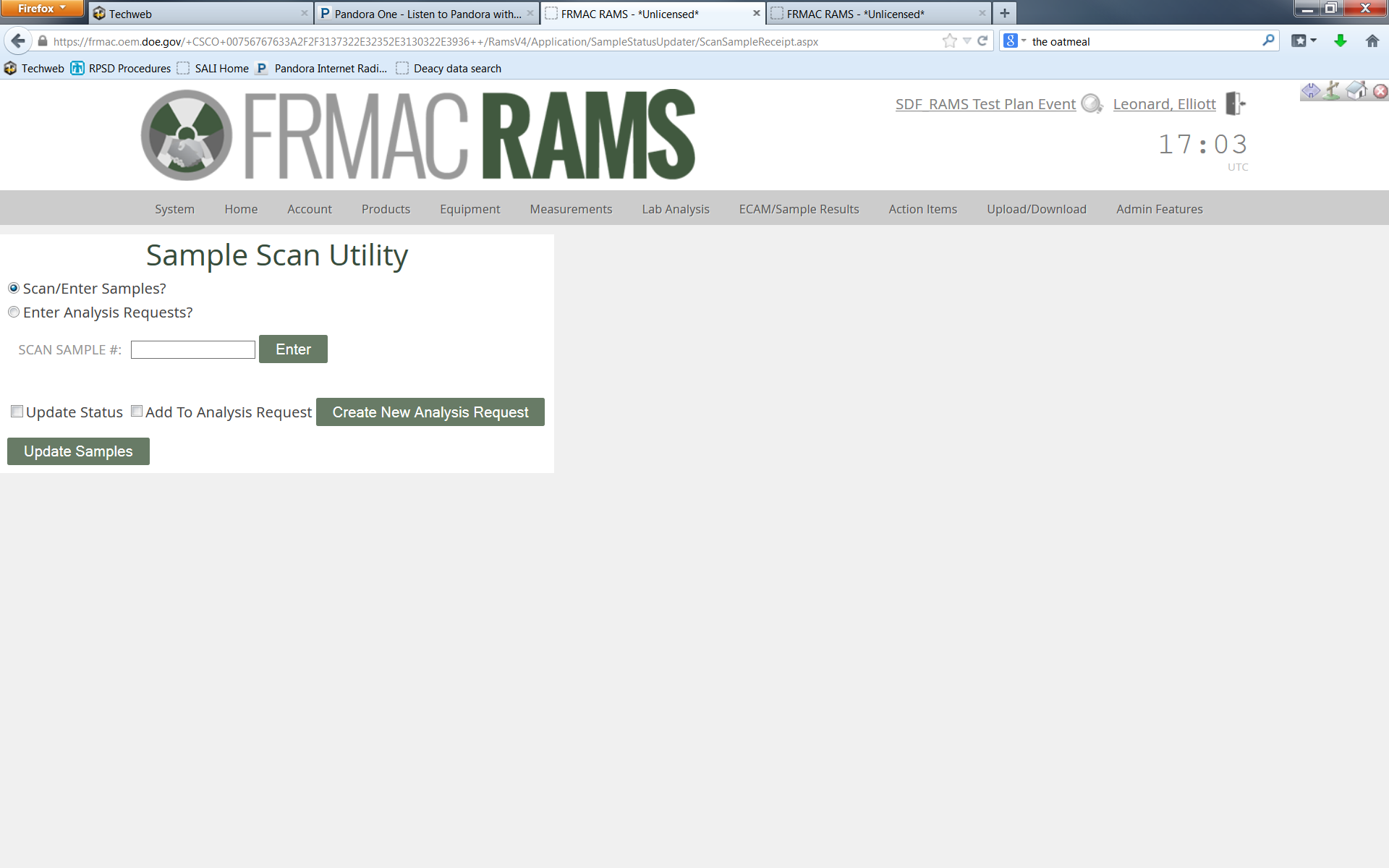
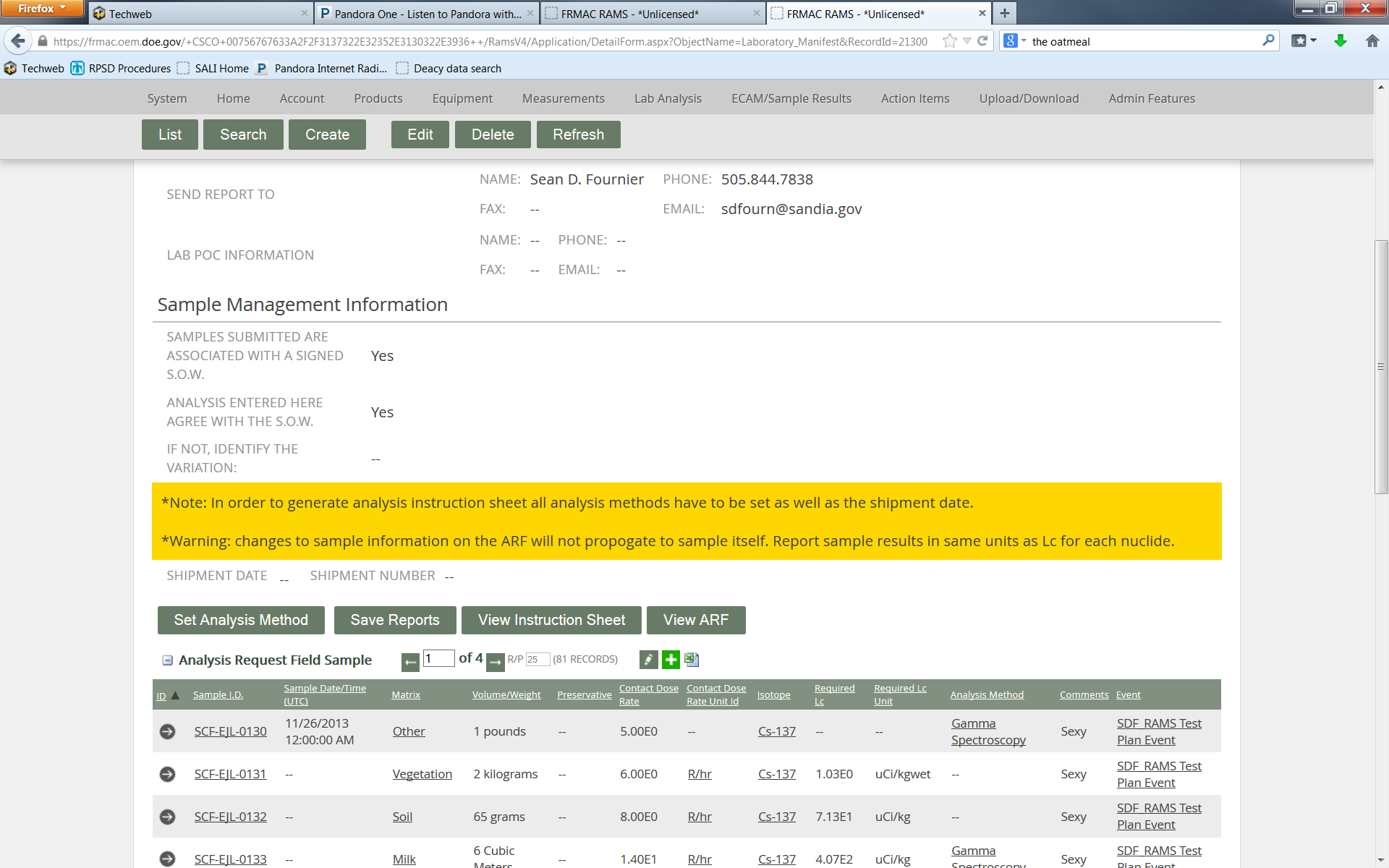
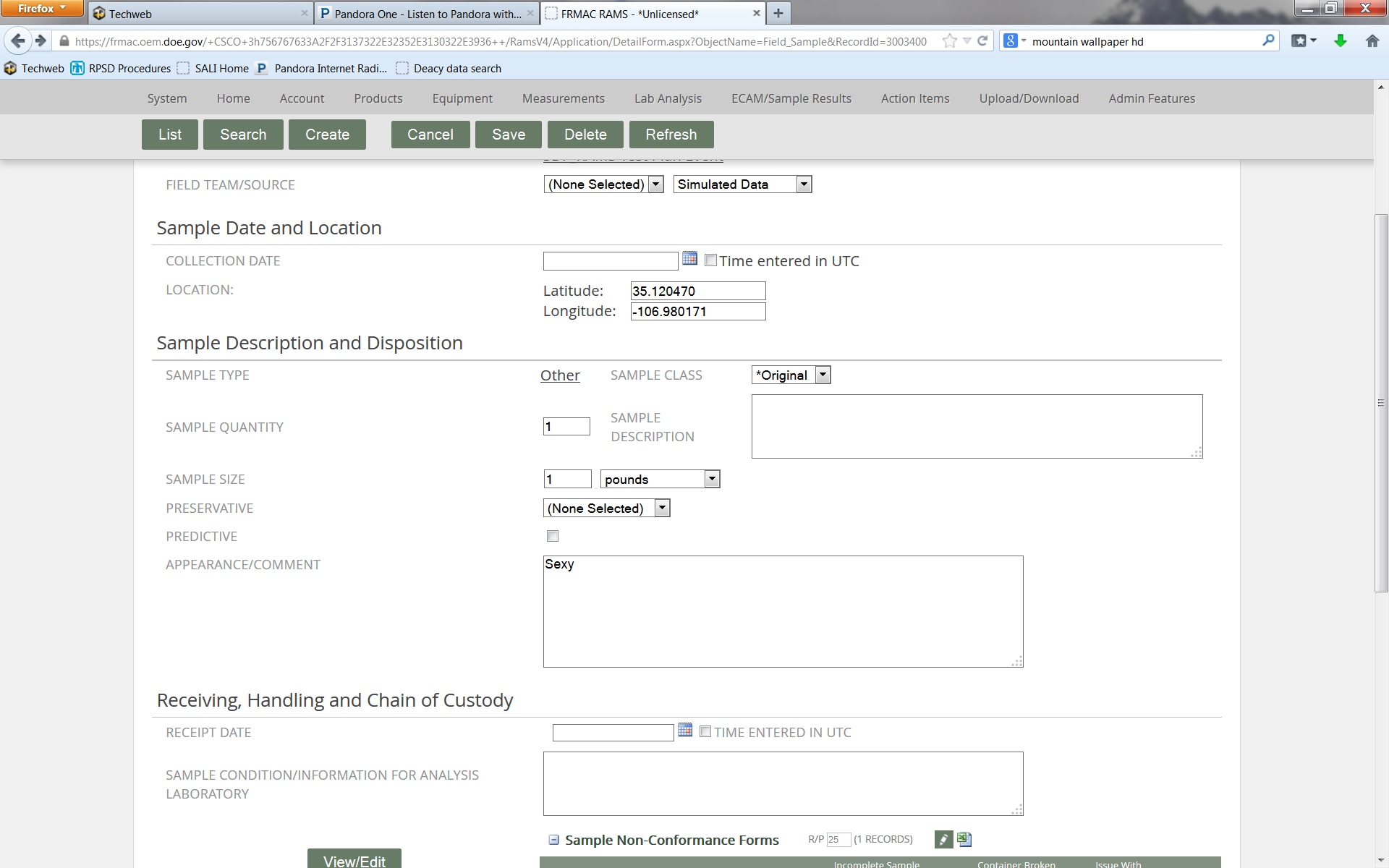
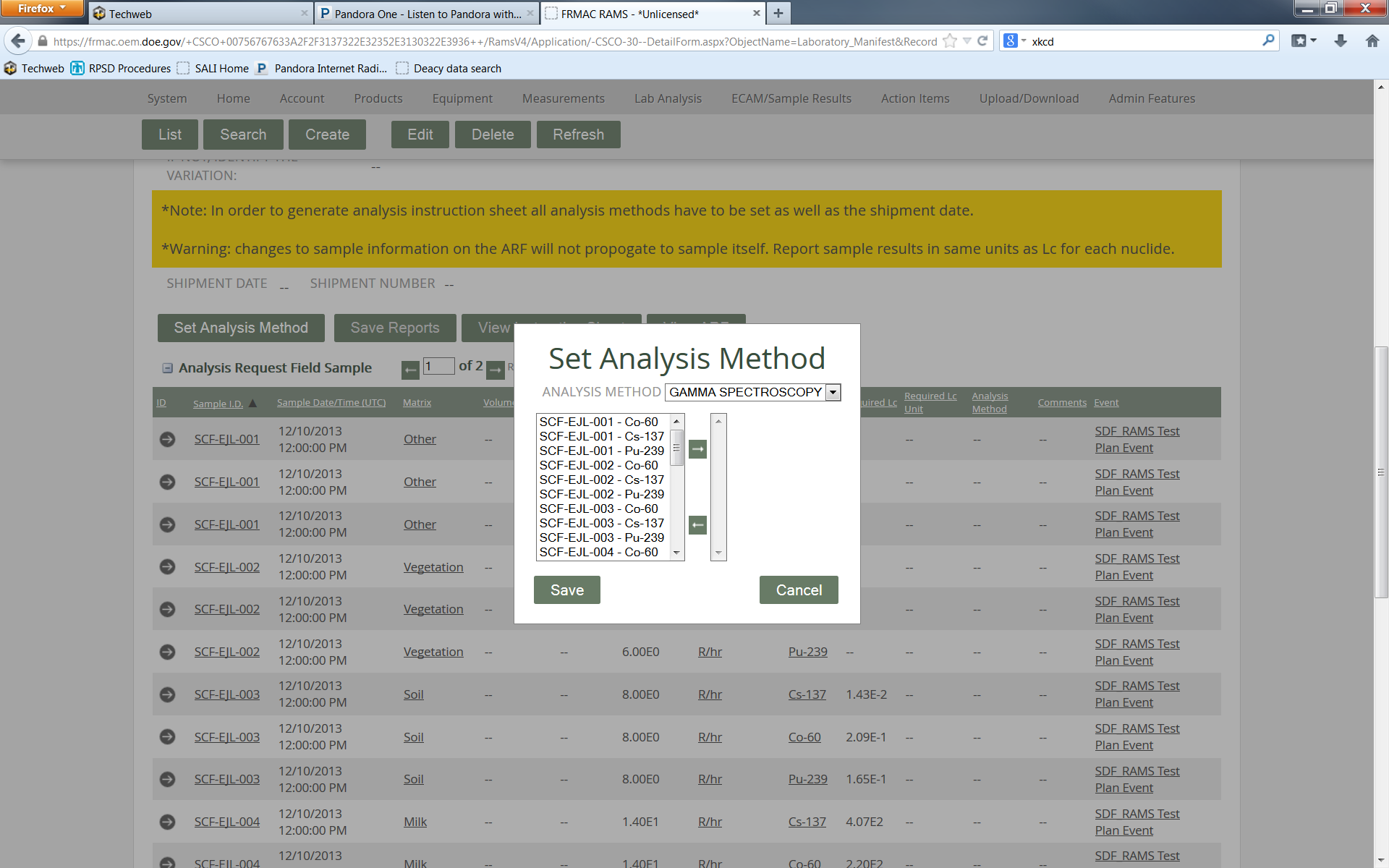
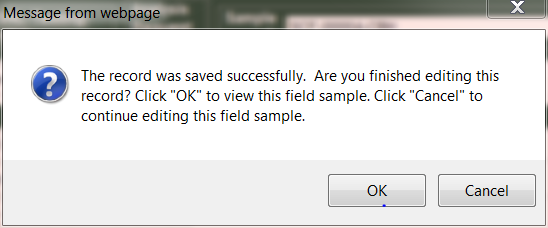
**Logging on the RAMS V4.1**

1. Go the FRMAC website: <https://frmac.oem.doe.gov>
2. Select the appropriate Group, and type in your user name and password.
3. Select the RAMS V4.1 button on the web page.
4. Select the event by clicking on the event  which opens the window below.

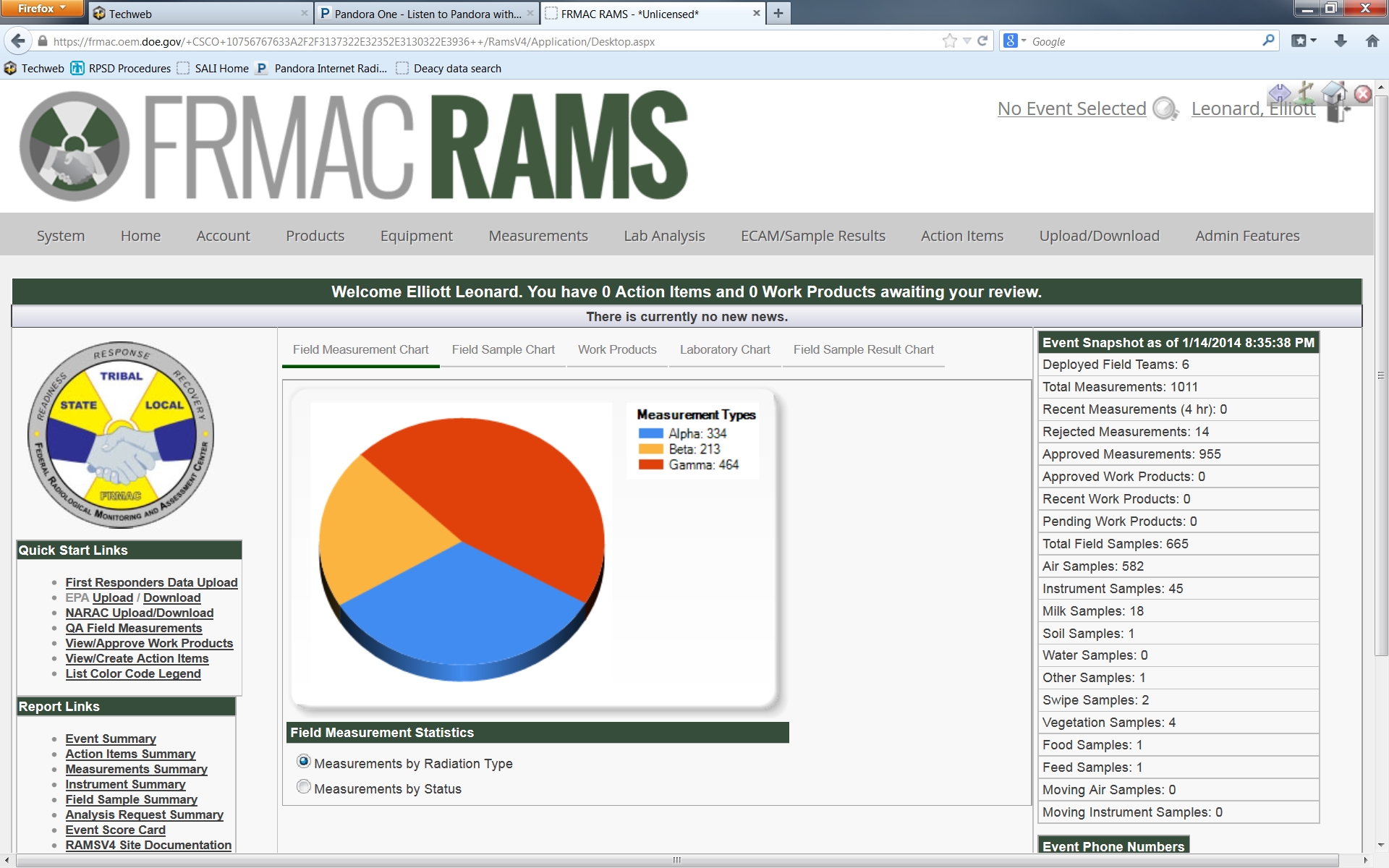
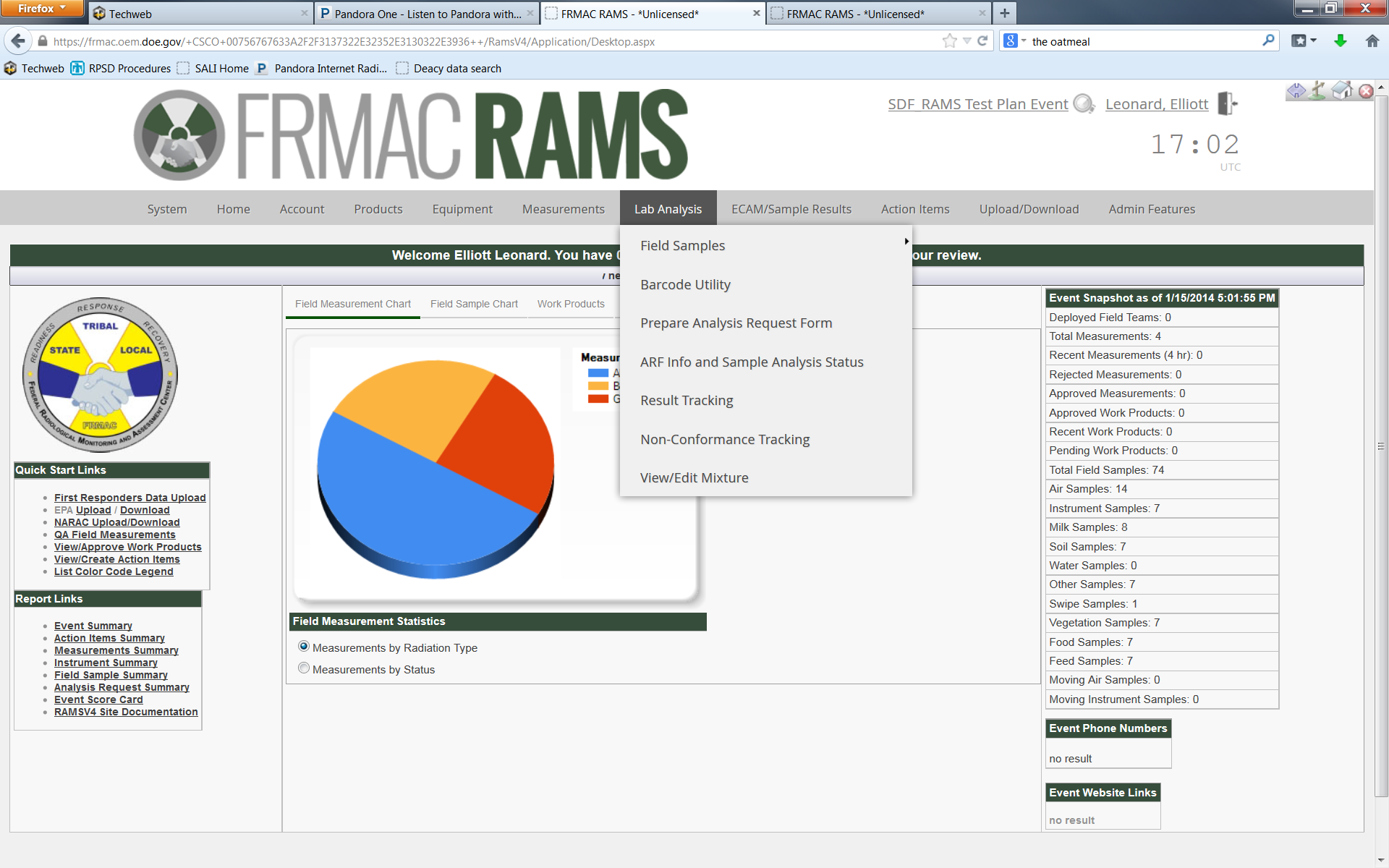
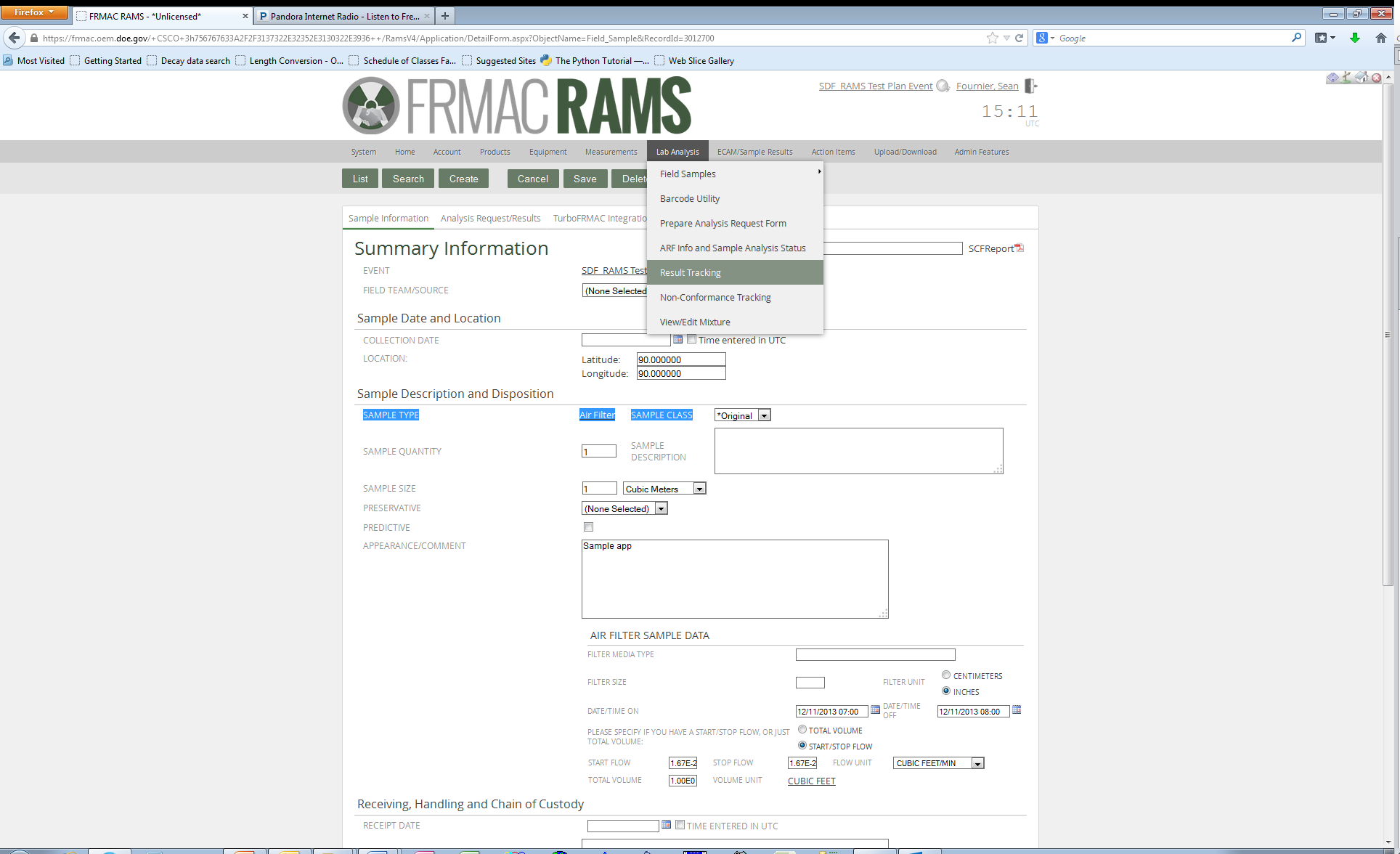
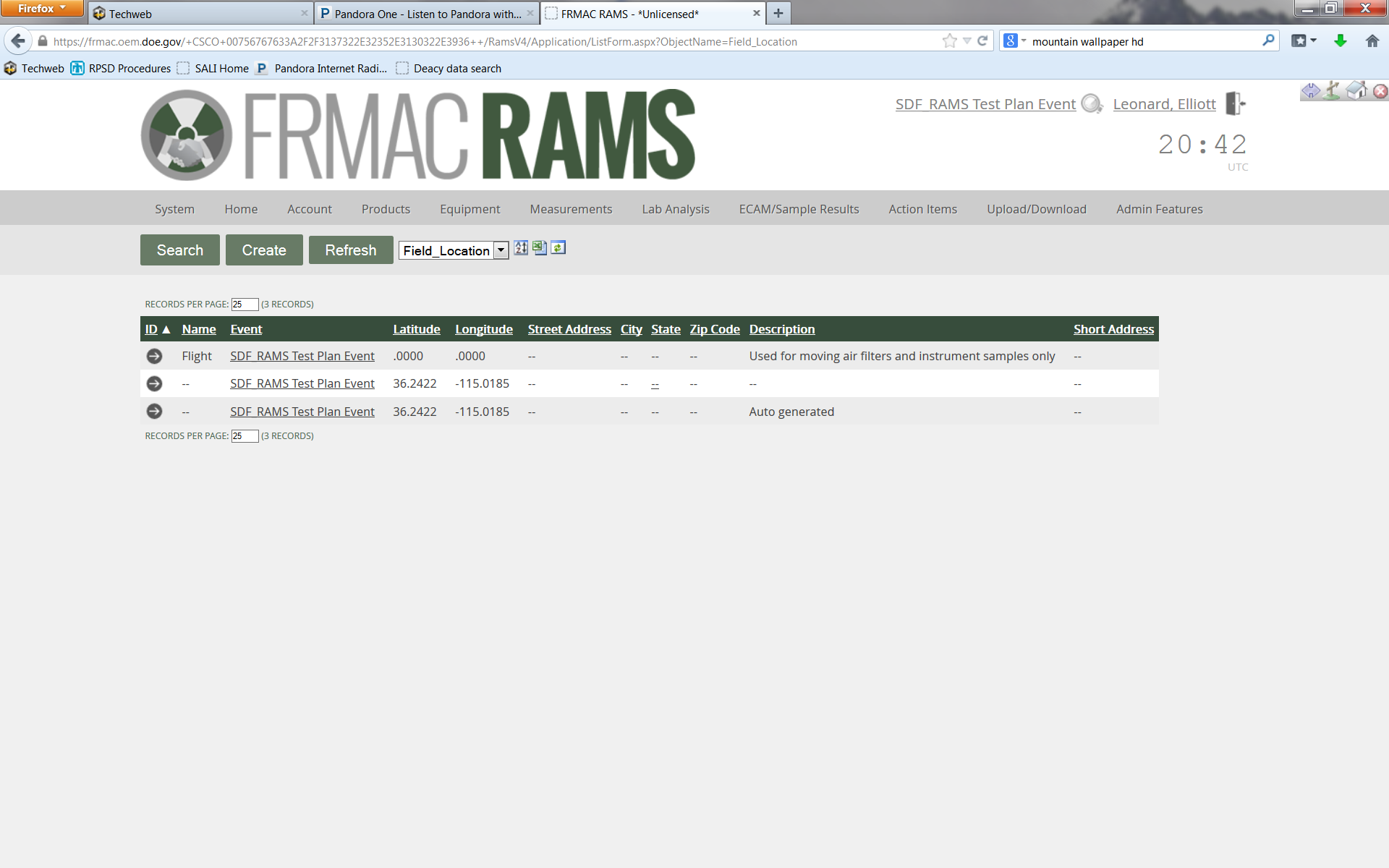
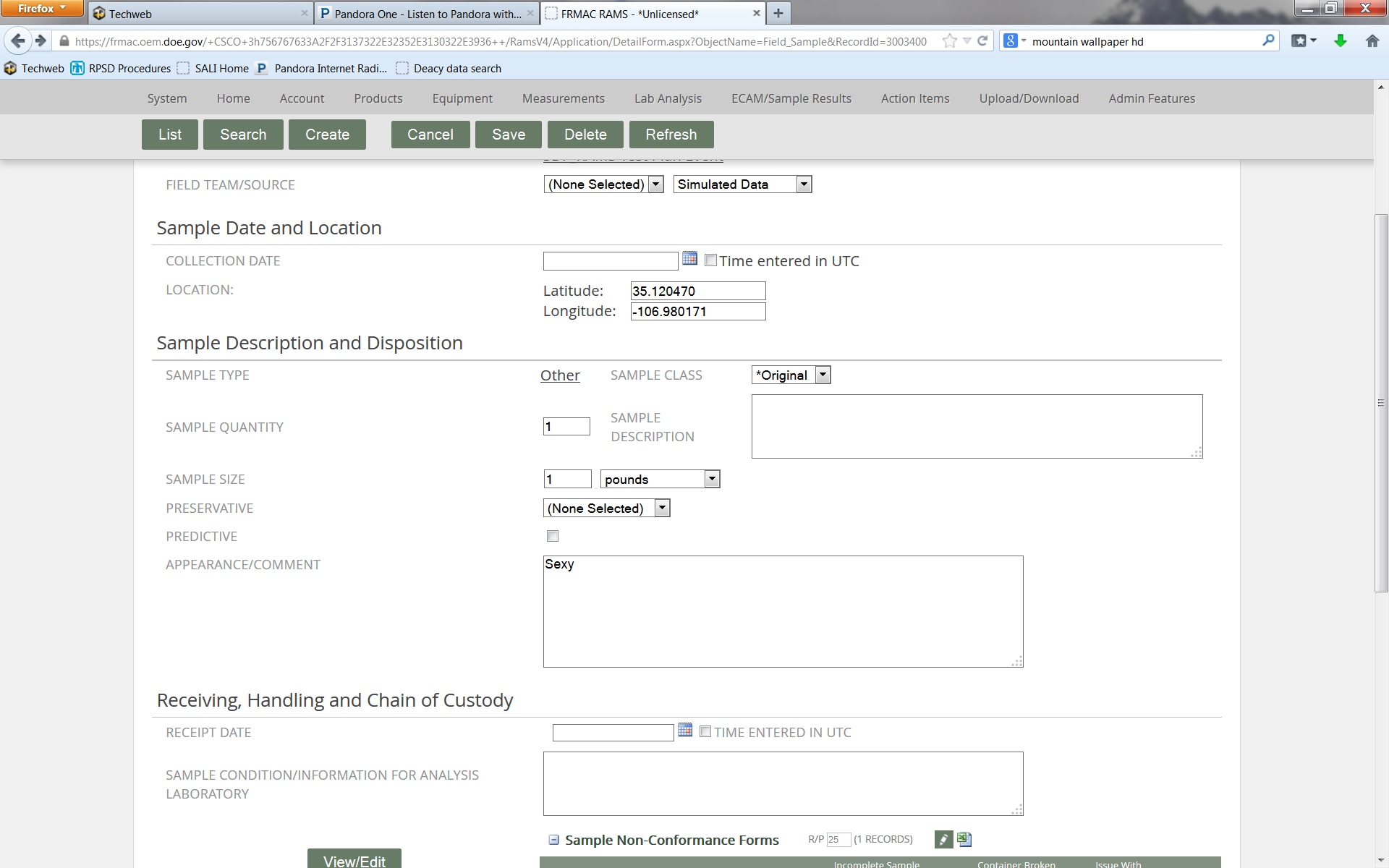
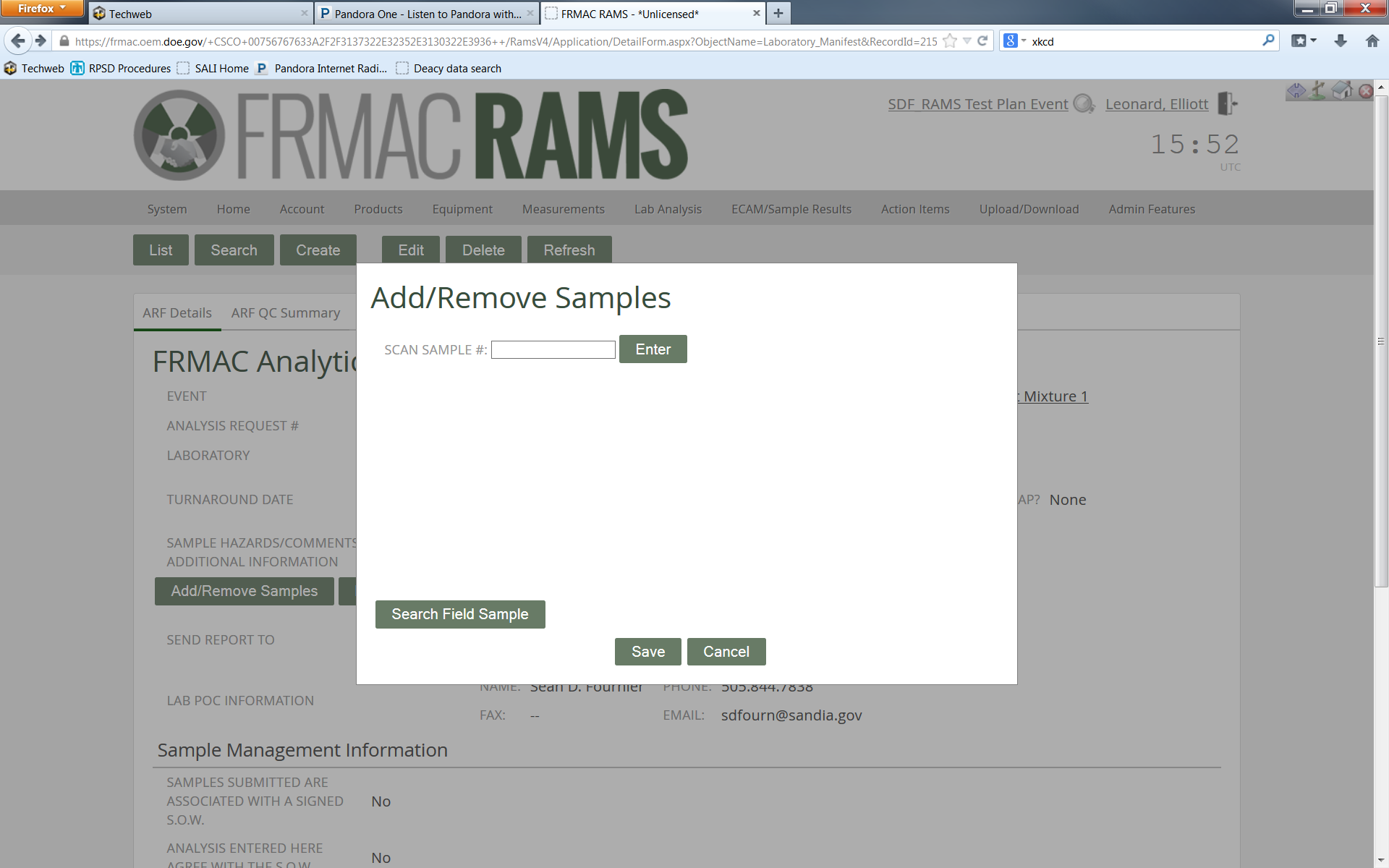
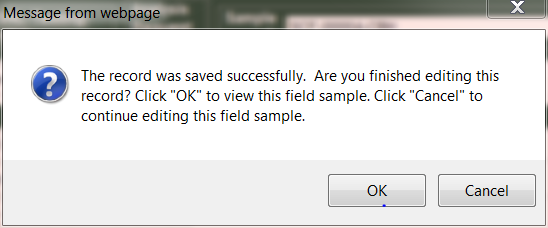


1. Navigate using the page number selector.
2. Click  next to the desired event.

**Logging Samples Into RAMS V4 Using Tablet**

1. Hover over the  tab and click on .
2. Verify that the  button is chosen.
3. If the SCF form does not have a barcode label, place a barcode on the form in the box in the upper right hand corner (over the “SCF –“). Verify that the barcode label matches the number that the sample was given on the tablet.
4. Scan or manually type the sample # into RAMS. Click on . If the sample exists in the system, a table will appear with the sample information.
5. Click on the sample #.
6. Click on .
7. Verify that the information on the SCF-XXXXX form matches the information in RAMS and that all the information on the SCF form has been recorded in RAMS. Note: The minimum information required to process a sample is:
   1. Sample #
   2. Field Team/Source ID
   3. Location Lat/Lon
   4. Collection Date
   5. Sample Type
   6. Contact Dose Rate
8. If the sample is an Air Filter, skip to step 10. Otherwise, weigh the sample on an analytical balance.
9. Enter the sample weight in the Sample Size field on the SCF-XXXXX form (hard copy) and in RAMS (under the  header).
10. If there are problems with the sample, proceed to “Job Aid - Creating a Non-conformance Form”. Examples of non-conformances are:
    1. incomplete sample information,
    2. leaking/contaminated container,
    3. insufficient sample size, and
    4. unreasonably large sample size.
11. Click on .
12. You should receive confirmation that the record was saved successfully.
13. Click on .
14. Place a green sticker on the SCF form in the top right corner below the SCF label.
15. Repeat steps 1 through 14 for each sample received.
16. Once the sample(s) is/are logged into RAMS with complete information, the status should be updated to “Sent to storage”. For guidance, proceed to the job aid for updating sample status.

**Logging Samples Into RAMS V4.1 Manually**

1. Under the tab  click on ,Scan the sample to see if it already exists in RAMS, OR search from Lab Analysis, 
2. If the sample does not exist in RAMS yet, click the  button, under Lab Analysis Field Samples to create a new sample.
3. Begin transferring the information provided on the SCF form into the applicable fields in RAMS. Note: The minimum information that is required to process a sample (in no particular order) is
   1. Sample #
   2. Field Team/Source ID
   3. Location Lat/Lon
   4. Collection Date (Pay particular attention to the collection date. Enter the date and time that are provided on the SCF form.)
   5. Sample Type (Note: The information requested by RAMS will vary based on the sample type selected. Please be sure to enter all applicable information.)
   6. Sample size, amount collected. This may be the volume of air collected, volume of water, area or volume of soil collected, weights of samples, etc. This is not to be confused with the Sample Quantity Field. The Sample Quantity Field indicates how many samples are under that SCF number. (This should always be 1 unless this is a special situation)
   7. Contact Dose Rate (enter the contact dose rate as measured by the radiological technicians)
4. Weigh the sample on an analytical balance.
5. Enter the sample weight in the Sample Size field on the SCF-XXXXX form (hard copy) and in RAMS (under the  header).
6. The “Sample Condition/Information for Analysis Laboratory” box is where you should record abnormalities, ***e.g.,*** high dose rate associated with the sample, the sample is leaking, ***etc.,*** . . .
7. If there are problems with the sample, then create a Nonconformance form.
8. Use the “Job Aid - Creating a Non-conformance Form”, if necessary.
9. Examples of non-conformances are:
   1. incomplete sample information,
   2. leaking/contaminated container,
   3. insufficient sample size, and
   4. unreasonably large sample size.
10. Look over the form to ensure the entries are complete and accurate.
11. Click on .
12. You should receive confirmation that the record was saved successfully. 
13. Click on .
14. Place a green sticker on the SCF form in the top right corner below the SCF label.
15. Repeat steps 1 through 12 for each sample received.
16. Once the sample(s) is/are logged into RAMS with complete information, the status should be updated to “Sent to Storage”. For guidance, proceed to the job aid for updating sample status.