

Environmental Health & Safety Assistant Login

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Login

## Environmental Health & Safety Assistant (EHSA) Web User Manual

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## Login

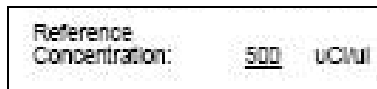
Logging in to the EHSA system requires a valid username and password, assigned by Radiation Safety. If you need access, or have trouble logging in, please contact Radiation Safety at 955-4347 or by email at [radsafety@mcw.edu](mailto:radsafety@mcw.edu).

Access to EHSA is allowed from the MCW computer network only.

## Units Used by the EHSA Software

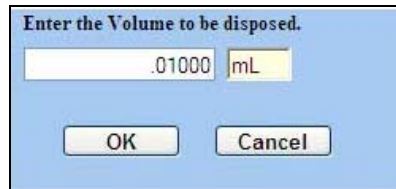
Unfortunately, the units of measure used by EHSA are not consistent throughout the various components of the software. ***It is vitally important to check the units carefully of the information you enter!***

For example, the reference concentration listed on the *Isotope Inventory/Usage Sheet* is in units of  $\mu\text{Ci}/\mu\text{l}$  (microcuries per microliter):



Reference  
Concentration: 500 uCi/ul

However, in the *Enter Volume* detail window in the *Add Disposal* screen, the unit of volume is **ml** (milliliters).



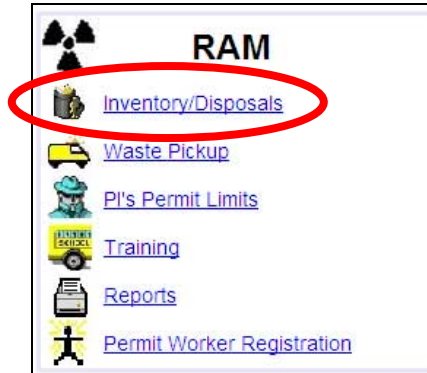
Enter the Volume to be disposed.

.01000 mL

OK Cancel

## Inventory/Disposal

The *Inventory/Disposal* section is the main section to use for recording inventory and usage of isotopes.



By clicking the link circled above, your **Current Inventory** will be displayed:

Main Menu < BACK PI ANTEATE Anteater, Ralph Log Off

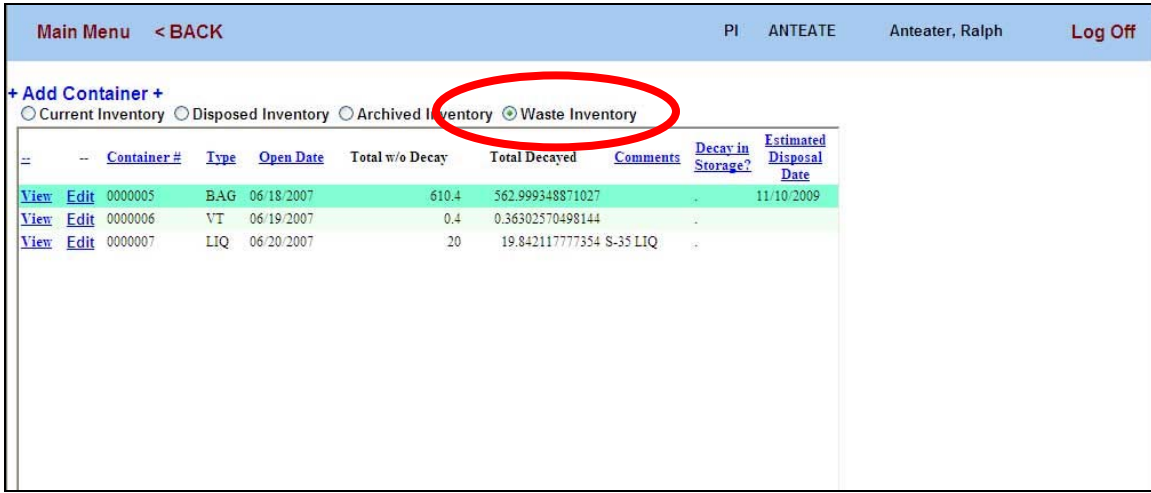
Current Inventory  Disposed Inventory  Archived Inventory  Waste Inventory

	Inventory #	Isotope	Trans. Code*	Receipt Date	Receipt Activity	Unit	Location	Review Date	On Hand Balance	Compound	Reports
Select	070618003	P-32	SHP	06/18/2007	1000.00000	uCi	No Primary Lab		699.98153	ATP	Reports
Select	070618004	S-35	SHP	06/18/2007	500.00000	uCi	No Primary Lab		258.77359	Methionine	Reports
Select	070502002	P-32	SHP	05/02/2007	250.00000	uCi	No Primary Lab		3.50453	DATP	Reports
Select	070502003	P-32	SHP	05/02/2007	250.00000	uCi	No Primary Lab		22.12456	ATP	Reports

\*Trans Code Legend

Trans. Code	Description
DIS	Disposal Code
DVH	Disposal via Hood
EX	Existing
IA	Inventory Adjustment
LW	100% LAB WASTE
NF	New Form
NRT	NON RADIOACTION WASTE

Clicking the **Waste Inventory** control, your current open waste containers will be displayed:



Main Menu < BACK PI ANTEATE Anteater, Ralph Log Off

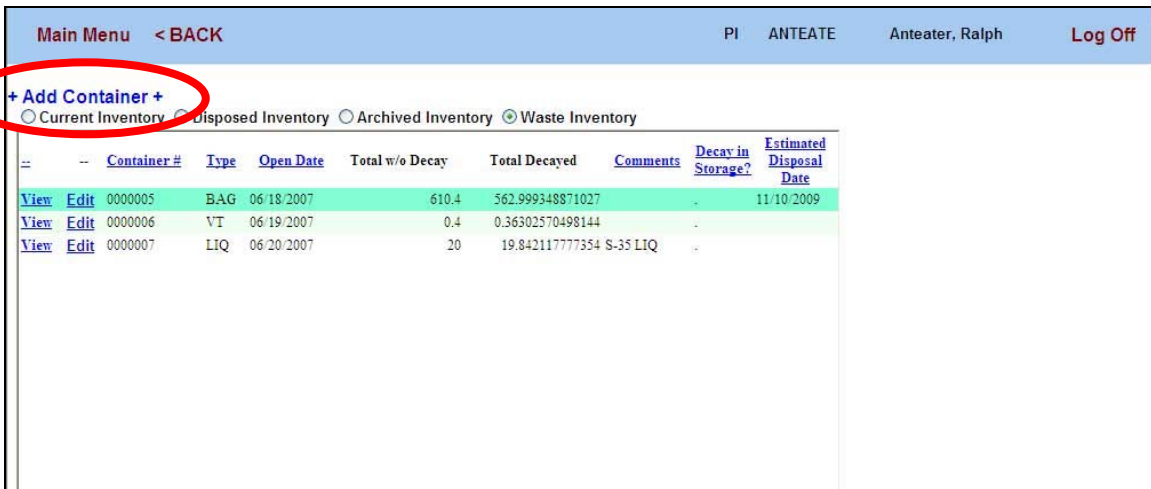
+ Add Container +  
 Current Inventory  Disposed Inventory  Archived Inventory  Waste Inventory

	Container #	Type	Open Date	Total w/o Decay	Total Decayed	Comments	Decay in Storage?	Estimated Disposal Date
<a href="#">View</a> <a href="#">Edit</a>	0000005	BAG	06/18/2007	610.4	562.999348871027		.	11/10/2009
<a href="#">View</a> <a href="#">Edit</a>	0000006	VT	06/19/2007	0.4	0.36302570498144		.	
<a href="#">View</a> <a href="#">Edit</a>	0000007	LIQ	06/20/2007	20	19.842117777354	S-35 LIQ	.	

### Adding Waste Containers

- BEFORE you remove isotope from the **Add Disposal** screen, you must open waste container(s) by clicking the **Add Container** link.
- You must open a waste container for each type of waste your isotope will be producing; DRY SOLID, LIQUID, SCINTILLATION VIALS, etc.

Click the **Add Container** link:



Main Menu < BACK PI ANTEATE Anteater, Ralph Log Off

+ Add Container +  
 Current Inventory  Disposed Inventory  Archived Inventory  Waste Inventory

	Container #	Type	Open Date	Total w/o Decay	Total Decayed	Comments	Decay in Storage?	Estimated Disposal Date
<a href="#">View</a> <a href="#">Edit</a>	0000005	BAG	06/18/2007	610.4	562.999348871027		.	11/10/2009
<a href="#">View</a> <a href="#">Edit</a>	0000006	VT	06/19/2007	0.4	0.36302570498144		.	
<a href="#">View</a> <a href="#">Edit</a>	0000007	LIQ	06/20/2007	20	19.842117777354	S-35 LIQ	.	

### Editing Container

Container #

Container Type

Open Date  /

Decay in Storage?

Sealed Date  /

Estimated Disposal Date / /

Comments

Add PI:

Share Container with the following PIs:

--	Researcher	Name

The **Container #** will be automatically filled.

Click the **Container Type** drop-down menu and select the type of container:

Container #

Container Type

Open Date

Sealed Date

Estimated Disposal Date

Comments

15 : 15 GAL. IN 30 GAL OP  
 30 : 30 GALLON DRUM  
 55 : 55 Gallon Drum  
**BAG : Radioactive Waste**  
 BOX : cardboard waste bo  
 DIS : Decay in Storage  
 LIQ : 5 gallon jug  
 RB : SOLID WASTE IN RE  
 SC : SHIPPING CONTAIN  
 SH : SHARPS/MEDICAL V  
 SNK : AUTHORIZED SINK  
 SS : SEALED SOURCE  
 VT : LS VIALS IN TRAY.

Choose **Open Date** (the date you opened the container) using the drop-down menus.

- NOTE: You must enter ALL FOUR DIGITS of the year. If you don't, the date will be incorrect:

BAG	06/18/2007
VT	06/19/2007
LIQ	06/20/2007
SH	06/21/0007

Enter the Authorized User name; click the drop-down menu next to **Add PI** and click the appropriate name.

The screenshot shows a web interface with a dropdown menu labeled 'Add PI:'. The dropdown is open, displaying a list of names and their corresponding codes. The first option is '-- No Selection --'. The second option is also '-- No Selection --'. The third option is 'Anteater, Ralph : ANTEATE', which is highlighted in blue. Below this, there is a table with two columns: 'Share Contar' and 'Res'. The table has a header row with '--' in the 'Share Contar' column and 'Res' in the 'Res' column. The table body is empty. The dropdown menu continues with the following options: 'Auchampach, John : AUCHA', 'Barbieri, Joseph T. : BARBII', 'Barron, Matthew : BARRON', 'Besharse, Joseph : BESHA', 'Binion, David : BINION', 'Broeckel, Ulrich : BROECK', 'Burke, Janice : BURKE', 'Campbell, William : CAMPB', 'Cashdollar, William : CASHI', 'Chen, Guan : CHEN', 'Chitambar, Christopher R. : C', 'Cirillo, Lisa Ann : CIRILL', 'Cowley, Allen : COWLEY', 'Daft, Laurie : DAFT', 'Dahms, Nancy : DAHMS', 'Deschenes, Robert : DESC', 'DeYoe, Edgar : DEYOE', 'Drobyski, William : DROBY', 'Drover, Victor : DROVER', 'Duncan, Stephen : DUNCAN', 'Dwinell, Michael : DWINEL', 'Feix, Jimmy : FEIX', 'Frank, Dara : FRANK', 'Fritz, Robert : FRITZ', 'Gebremedhin, Debebe : GE', 'Ghosh, Soumitra : GHOSH', and 'Girotti, Albert W. : GIROTT'.

Click the **Insert** button to enter the name of the waste container owner.

- NOTE: More than one Authorized User may dispose of waste into the same container, such as in Core Facilities labs. To enter multiple names, add them using the procedure above.

Share Container with the following PIs:		
--	Researcher	Name
<a href="#">remove</a>	ANTEATE	Anteater, Ralph

When finished, click **Save**.

Cancel Save

## Inventory Management

Keeping records of radioactive material (RAM) usage can be done by either of two ways:

- On paper, using the *Isotope Inventory/Usage Sheet* that is supplied with each shipment of RAM; or
- Online, using the *Inventory/Disposal* section of EHSA.

## Isotope Inventory/Usage Sheets

Every stock vial of RAM has a printed *Isotope Inventory/Usage Sheet* supplied by Radiation Safety at the time of receipt. This sheet is similar to those that Radiation Safety has always provided.

Isotope Inventory/Usage Sheet				
Radionuclide:	P-32	Authorized User:	Anteater, Ralph	
Chemical Form:	Methionine	Inventory#:	070618004	
Reference Activity:	500 uCi	Vendor:	PerkinElmer/Life Sci	
Reference Date:	06/18/2007	Catalog#		
Reference Concentration:	500 uCi/u			

Date	Volume (ml)	Activity Used (uCi)	Activity Remaining (uCi)	Used By

Date sent to waste:	_____
Vial to waste container#:	_____

Log vial disposal record to EHSA Database: send inventory sheet to Radiation Safety

Printed: 06/19/07

If you need a new *Isotope Inventory/Usage Sheet*, you can print one by selecting *Reports* from the *Inventory/Disposal* screen.



Main Menu < BACK											PI	ANTEATE	Anteater, Ralph	Log Off
Current Inventory														
	Inventory #	Isotope	Trans. Code	Receipt Date	Receipt Activity	Unit	Location	Review Date	On Hand Balance	Compound	Reports			
Select	070618003	P-32	SHP	06/18/2007	1000.00000	uCi	No Primary Lab		699.98153	ATP	Reports			
Select	070618004	S-35	SHP	06/18/2007	500.00000	uCi	No Primary Lab		258.77359	Methionine	Reports			
Select	070502002	P-32	SHP	05/02/2007	250.00000	uCi	No Primary Lab		3.50453	DATP	Reports			
Select	070502003	P-32	SHP	05/02/2007	250.00000	uCi	No Primary Lab		22.12456	ATP	Reports			





The main screen for adding Disposal details is seen here:

For the RAM vial you are disposing, the total activity will have been disposed into several different waste types, such as:

- Dry, solid lab waste;
- Aqueous liquid waste;
- Scintillation vials;
- Sharps;
- Animal/biological waste;
- Drain disposal.

Estimate the activity (in  $\mu\text{Ci}$ ) sent to each waste type:

- You can enter the Activity directly in  $\mu\text{Ci}$ ; or
- The database can calculate the activity by the Volume of isotope withdrawn from the stock vial, in milliliters (ml).

**NOTE:** You can only enter waste disposal for ONE WASTE TYPE at a time.

When you have entered either the Activity or Volume,

- Choose a *Container #*;
- Enter a *Comment* (recommended);
- Click *Save*.

Isotope: S-35      On Hand (Decayed): 209.94839      Original Volume: 0.02500  
License Line #: 160      On Hand (NOT Decayed): 215.00000      Activity per Volume Unit:   
Removal Date: 06/21/2007

Drain: 0.00000 [Enter Volume](#)  
Dry Solid: 50.00000 [Enter Volume](#)  
Bulk Liquid: 0.00000 [Enter Volume](#)  
Liquid Scintillation: 0.00000 [Enter Volume](#)  
Animals: 0.00000 [Enter Volume](#)  
Transfer: 0.00000 ?  
To RSO: 0.00000 [Enter Volume](#)  
Patient/ Adjustment: 0.00000 [Enter Volume](#)

Total Disposals: 50.00000 uCi      Container #: 0000005

Totally Disposed?  
Comments: S-35 dry lab waste

Save      Cancel

After saving the disposal record, you may enter the next disposal records for each type of waste generated by repeating the above process.

When the isotope vial is completely used up and ready for final disposal, click the checkbox next to **Totally Disposed?**

**NOTE:** Clicking *Totally Disposed* is the **LAST** step in recording inventory. The activity must ALL be documented into each waste container type. You cannot delete a mistake after clicking *Totally Disposed*. Contact Radiation Safety if you have done this prematurely.

Totally Disposed?  
Comments: S-35 dry lab waste

## Quarterly Inventory

Once each quarter, all Authorized Users are required to make a full inventory report and verification of lab staff to Radiation Safety. Each quarter, the Radiation Safety Office will send out an email notification of the Due Date for quarterly inventories. The Due Date will appear on the Inventory Screen in EHSA:

The screenshot shows the EHSA inventory management interface. At the top, there is a navigation bar with 'Main Menu < BACK', 'PI ANTEATE', 'Anteater, Ralph', and 'Log Off'. Below this, there are several input fields and a table. The 'Review Due' date field is circled in red. Below the input fields, there is a '+ Add Disposal +' button and a table with columns: Disposal Date, Disposal Amount, Disposed?, Drain, Dry Solid, Bulk Liquid, Liquid Scint., Animal, Transferred, To RSO, Adjust-ment, Container #, Comments, and Reports.

Disposal Date	Disposal Amount	Disposed?	Drain	Dry Solid	Bulk Liquid	Liquid Scint.	Animal	Transferred	To RSO	Adjust-ment	Container #	Comments	Reports
---------------	-----------------	-----------	-------	-----------	-------------	---------------	--------	-------------	--------	-------------	-------------	----------	---------

To complete the Quarterly Inventory, follow these steps:

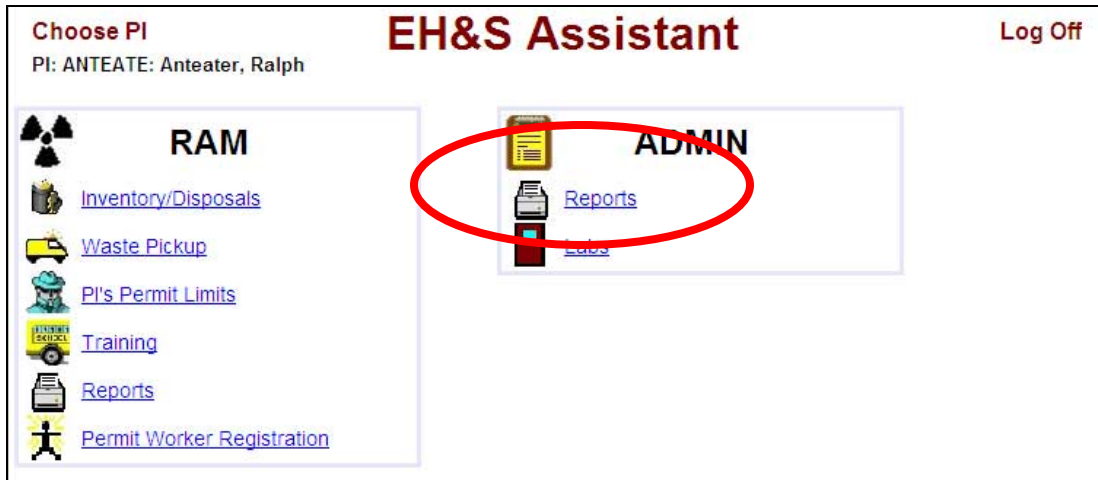
- Make sure your inventory/disposal records are up to date (transfer all written records from each Isotope Inventory Sheets (Material Use Sheets) to the online database using the procedures described earlier in this guide.
- When usage/disposal records are recorded, click Mark As Reviewed. If you have not used any isotope from a particular stock vial, click Mark As Reviewed. The current date will appear in the box to the left.

This is a close-up screenshot of the inventory management interface. It shows the 'Review Due' date field (11/01/2007) and the 'Last Review' date field (09/26/2007). The 'Mark As Reviewed' button is circled in red. The 'On Hand (NOT Decayed)' and 'On Hand (Decayed)' values are also visible.

On Hand (NOT Decayed)	On Hand (Decayed)
500.00000 uCi	19.40271 uCi

To review the current staff authorized to use radioactive materials, go to the **Main Menu** by clicking the link on the upper left of the screen.

Choose *Reports* under the **ADMIN** menu.



Choose Employee Training Verification. The report will pop up (slowly) in Adobe Reader. Print a copy of the report.



Check the report to verify that all staff authorized to use radioactive materials are listed and that Training Requirements are current.

- If any changes need to be made, make additions and deletions using the instructions in the Laboratory Personnel section of this user guide.

**Send the signed *Inventory Verification Report* and *Employee Training Verification Report* to Radiation Safety by the appropriate Due Date.**

## Waste

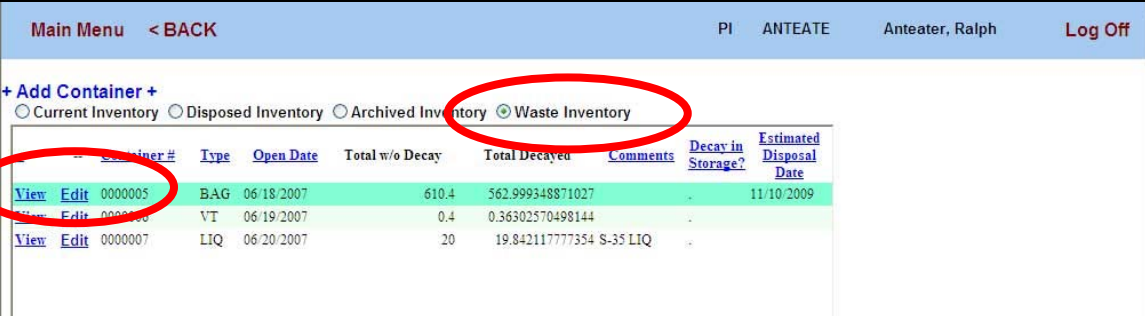
Using EHSA, isotope waste still is a part of an Authorized User's inventory until:

- the waste container is sealed (closed);
- a waste pickup request has been sent; and
- Radiation Safety picks up the waste and transfers it out of the inventory.

## Closing a Waste Container

**NOTE:** Waste from multiple isotope vials and Authorized Users can be put into the same container. You do not need to seal a waste container until it is actually full.

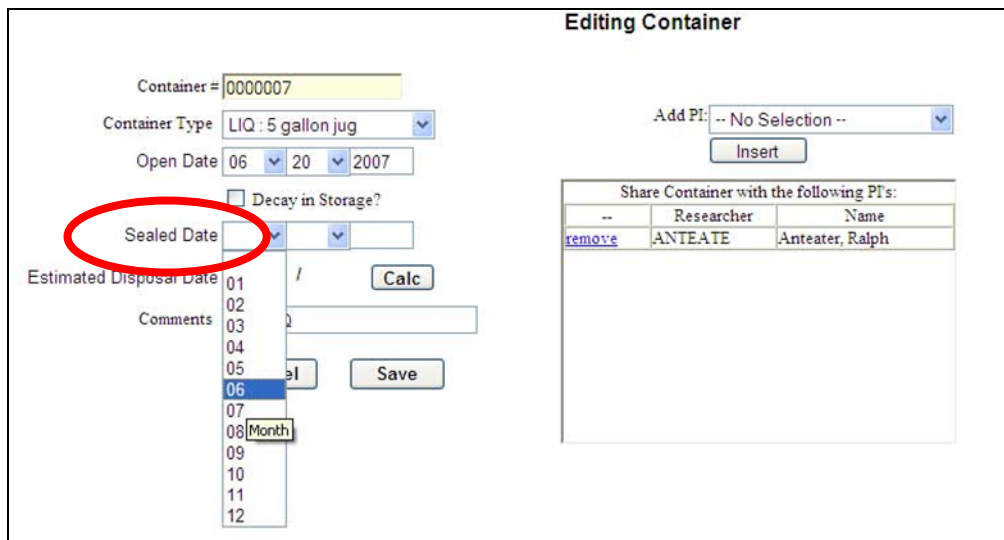
From the *Inventory/Disposal* menu, click the *Waste Inventory* control:



The screenshot shows the EHSA interface with the 'Waste Inventory' control selected. A table of waste containers is displayed with the following data:

Container #	Type	Open Date	Total w/o Decay	Total Decayed	Comments	Decay in Storage?	Estimated Disposal Date
0000005	BAG	06/18/2007	610.4	562.999348871027			11/10/2009
0000006	VT	06/19/2007	0.4	0.36302570498144			
0000007	LIQ	06/20/2007	20	19.842117777354	S-35 LIQ		

For the waste container you wish to close, click *Edit*. The Editing Container screen will be displayed:



The 'Editing Container' screen displays the following fields and controls:

- Container #: 0000007
- Container Type: LIQ : 5 gallon jug
- Open Date: 06/20/2007
- Decay in Storage? (checkbox)
- Sealed Date: (dropdown menu, highlighted with a red circle)
- Estimated Disposal Date: 01/02/03/04/05/06/07/08/09/10/11/12
- Comments: (text input field)
- Buttons: Calc, Save
- Add PI: -- No Selection -- (dropdown menu)
- Insert button
- Share Container with the following PI's table:

	Researcher	Name
remove	ANTEATE	Anteater, Ralph

Using the drop-down menu, choose the *Sealed Date*.

Next, click **Calc** next to the *Estimated Disposal Date* section:

**Editing Container**

Container #: 0000007

Container Type: LIQ: 5 gallon jug

Open Date: 06 / 20 / 2007

Decay in Storage?

Sealed Date: 06 / 26 / 2007

Estimated Disposal Date: 11 / 17 / 2009 **Calc**

Comments: S-35 LIQ

Cancel Save

Add PI: -- No Selection --

Insert

Share Container with the following PIs:

--	Researcher	Name

Click **Save** to return to the *Waste Inventory Screen*.

Click **Main Menu** to return to the user home page.



## Requesting a Waste Pickup

Completing a Waste Pickup Request will automatically notify Radiation Safety that a request has been generated.

Choose the link to *Waste Disposal*:

Choose PI: ANTEATE: Anteater, Ralph **EH&S Assistant** Log Off

**RAM**

- [Waste Disposal](#)
- Waste Pickup**
- [Permit Emissions](#)
- [Training](#)
- [Reports](#)
- [Permit Worker Registration](#)

**ADMIN**

- [Reports](#)
- [Labs](#)



Fill in the following information fields:

- *Request Date*
- *Lab/Location* (click ? for a drop-down menu)
- *Contact* (click ? for a drop-down menu)
- *Contact's Phone*
- *Comments* (please tell us what we are picking up)
- *Leave Empty Waste Containers Requested* blank, unless applicable\*

Click *Continue*.

PI: ANTEATE Anteater, Ralph  
Request # P070618001 Entry Date 06/18/2007 3:28:20 PM  
Request Date 06 18 2007  
Lab / Location HRC:Freezers ? Health Research Center: Freezers  
Contact Ralph Anteater ? Contact's Phone 456-6666  
Comments P-32 Solid Waste Bag  
Empty Waste Containers Requested  
Boxes 0 Carboys 0  
Continue Cancel

The Add Request Detail screen will come up:

Main Menu < BACK PI ANTEATE Anteater, Ralph Log Off  
+ Add + Request Detail  
----- Container Type Quantity Reports

Click **+ Add +**.

\* Radiation Safety does provide replacement vial trays. The software is being modified to accept these requests.



The Waste Request Detail screen will come up:

**Adding Waste Pickup Request Detail**

Request #

Waste Type

Quantity

Container #  ?

Choose **Waste Type** from the drop-down menu.

Fill in the **Quantity** (usually 1).

Click ? to Select the Waste Container you wish to be picked up.

When the Request Detail form is complete, click Save. You should be returned to the Waste Request Detail screen.

### Printing a Waste Tag

The last step is to print a waste tag for the waste pickup request. From the Waste Request Detail screen, click Reports. A PDF file (Adobe Acrobat) will be generated. Print the Waste Tag and attach it to the waste container for pickup.

**+ Add + Request Detail**

	<a href="#">Container Type</a>	<a href="#">Multiple Isotopes?</a>	<a href="#">Nuclide</a>	<a href="#">Activity</a>	<a href="#">Unit</a>	<a href="#">Quantity</a>	<a href="#">Waste Type</a>	<a href="#">Hazard?</a>	<a href="#">Hazard Type</a>	Reports
<a href="#">Edit</a> <a href="#">Delete</a>	Radioactive Waste Bag		P-32	350.00000	mCi	1.00000	BAG			<a href="#">Reports</a>

## Laboratory Personnel

EHSA allows you to keep your staff and staff training records up to date online.

## Adding New Staff






From the Main Menu, click *Permit Worker Registration*:

Choose PI Log Off



PI: ANTEATE: Anteater, Ralph

### EH&S Assistant

**RAM**

-  [Inventory/Disposals](#)
-  [Waste Pickup](#)
-  [PI's Permit Limits](#)
-  [Training](#)
-  [Reports](#)
-  [Permit Worker Registration](#)

**ADMIN**

-  [Reports](#)
-  [Labs](#)

To add a new staff member, click *Add New Worker*.

**Main Menu < BACK**

[Add New Worker](#)

Newly Registered Workers for ANTEATE:  
Anteater, Ralph.

--- [Last Name](#) [First Name](#) [Permit #](#) [Entry Date](#)

Workers currently attached to ANTEATE: Anteater, Ralph's Permits ("RAM" permits).

<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Permit #</a>	<a href="#">Researcher</a>	<a href="#">Remove?</a>
Anteater	Ralph	R-00001	ANTEATE	<a href="#">no</a>
Capone	Al	R-00001	ANTEATE	<a href="#">no</a>
Clampett	Jed	R-00001	ANTEATE	<a href="#">no</a>
Knight-Wiegert	Kimberly	R-00001	ANTEATE	<a href="#">no</a>

Enter in all pertinent information. For ID#, enter MCW ID #.

First Name  Last Name   
ID Number  ID Type  ?  
Email Address   
Campus Box   
Work Phone  Fax   
Start Date -- Nt -- Nt -- No S  
Department Code  ? Department Name   
Permit #  ? Job/Function  ?

Please enter all Supervisors you work for.

[Add](#) +Add+ Supervisor Name

Please enter all previous training that this worker has completed.

[Add](#) +Add+ Course # Course Description Date Institution/Company (if other) Alternate/Equivalent Training Descri

Click *Submit*.

### **Deleting Staff**

**Main Menu < BACK**

[Add New Worker](#)

Newly Registered Workers for ANTEATE:  
Anteater, Ralph.

--- [Last Name](#) [First Name](#) [Permit #](#) [Entry Date](#)

Workers currently attached to ANTEATE: Anteater, Ralph's Permits ("RAM" permits).

<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Permit #</a>	<a href="#">Researcher</a>	<a href="#">Remove?</a>
Anteater	Ralph	R-00001	ANTEATE	<a href="#">no</a>
Capone	Al	R-00001	ANTEATE	<a href="#">no</a>
Clampett	Jed	R-00001	ANTEATE	<a href="#">no</a>
Knight-Wiegert	Kimberly	R-00001	ANTEATE	<a href="#">no</a>

To remove a staff member who has left, find their name on the list and click [no](#).

The no will change to [YES](#). (The worker name will appear on this screen with [YES](#) next to it until Radiation Safety removes them from the database control system.)

<b>Main Menu &lt; BACK</b>				
<a href="#">Add New Worker</a>				
Newly Registered Workers for ANTEATE: Anteater, Ralph.				
--- <a href="#">Last Name</a> <a href="#">First Name</a> <a href="#">Permit #</a> <a href="#">Entry Date</a>				
Workers currently attached to ANTEATE: Anteater, Ralph's Permits ("RAM" permits).				
<a href="#">Last Name</a>	<a href="#">First Name</a>	<a href="#">Permit #</a>	<a href="#">Researcher</a>	<a href="#">Remove?</a>
Anteater	Ralph	R-00001	ANTEATE	<a href="#">no</a>
Capone	Al	R-00001	ANTEATE	<a href="#">no</a>
Clampett	Jed	R-00001	ANTEATE	<a href="#">YES</a>
Knight-Wiegert	Kimberly	R-00001	ANTEATE	<a href="#">no</a>