EH&S Assistant User Guide

Office of Radiation Safety

Medical College of Wisconsin

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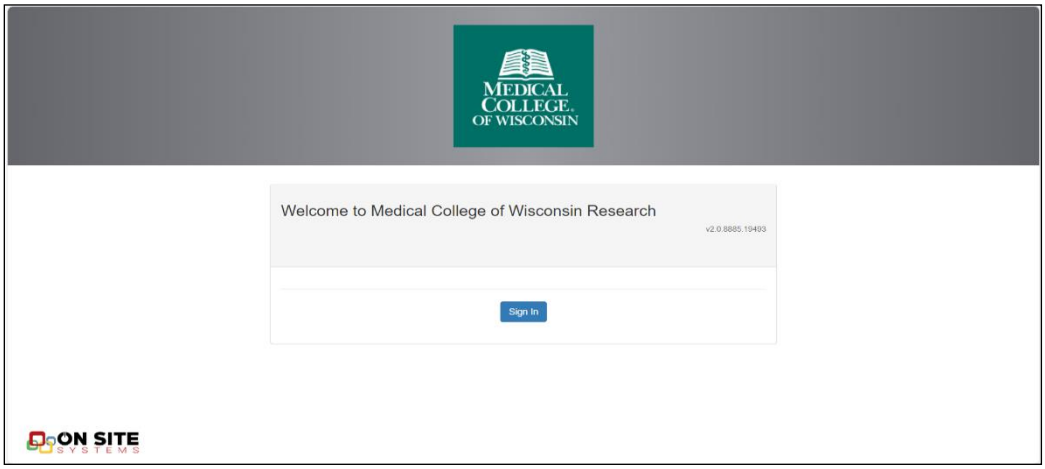
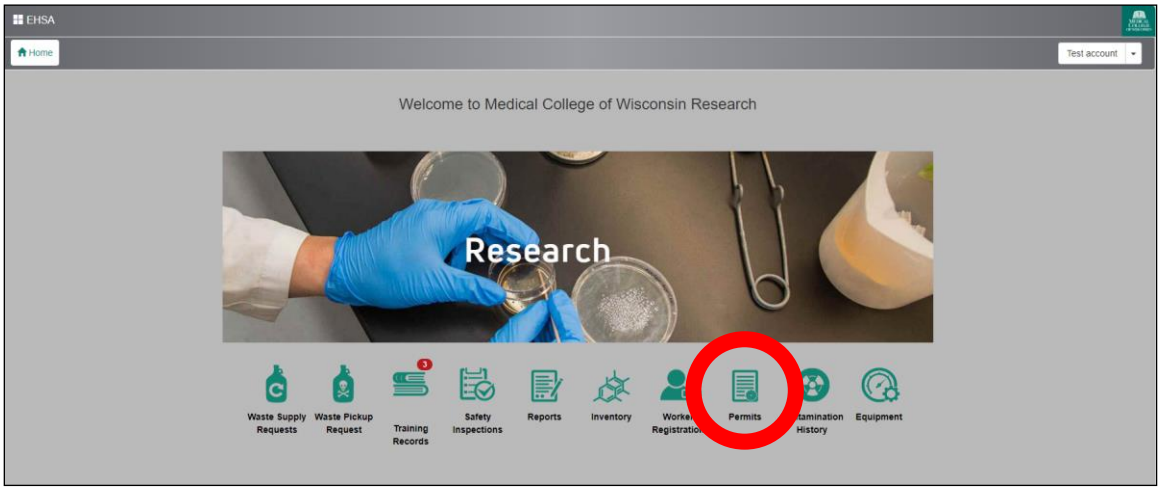
View Permit

Log into EHSA using your MCW credentials.

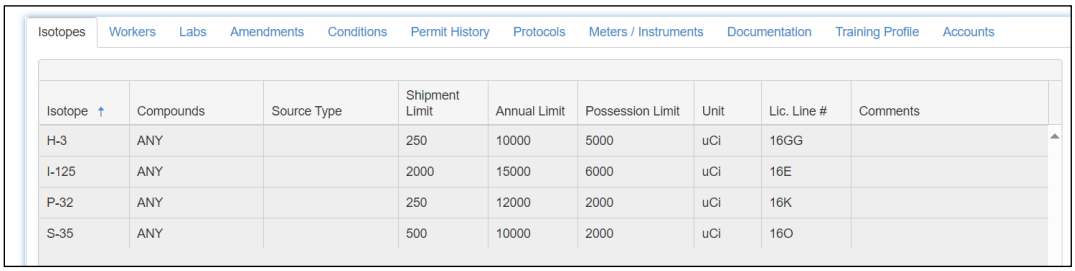


Select the “Permits” Icon.



Double click on the permit you would like to select.

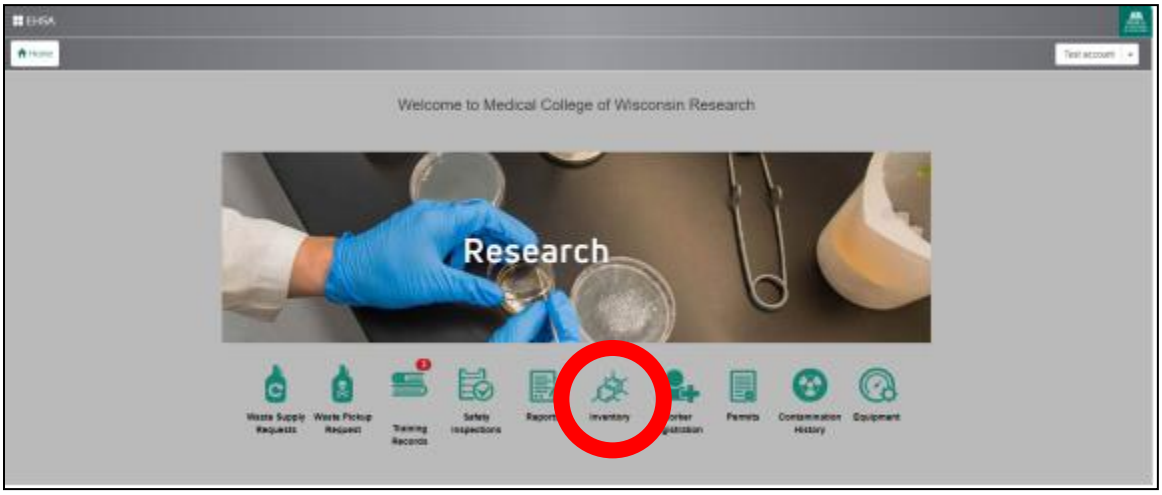
In your “Permit Information” you will find details about your authorization, lab workers, locations, and more.



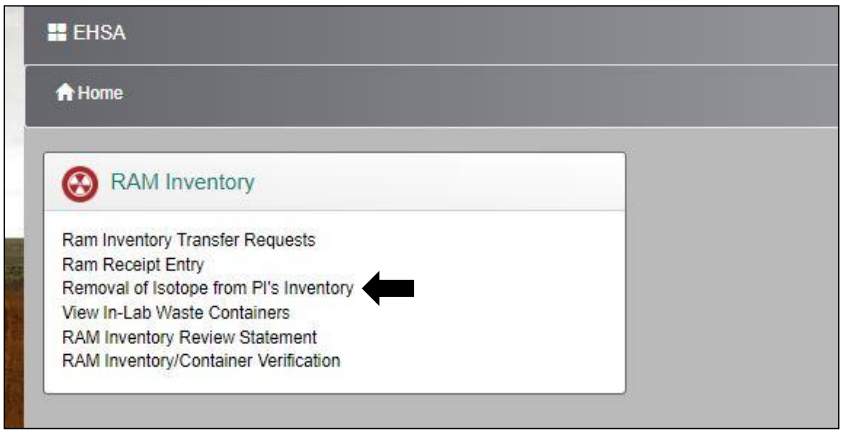
Completing Material Use Records and Adding a Waste Container

With the implementation of EHSA 2, the use of Material Use Sheets has been abandoned. All users are required to enter any use of material into EHSA on the day of use. This guide is provided to make the process easier.

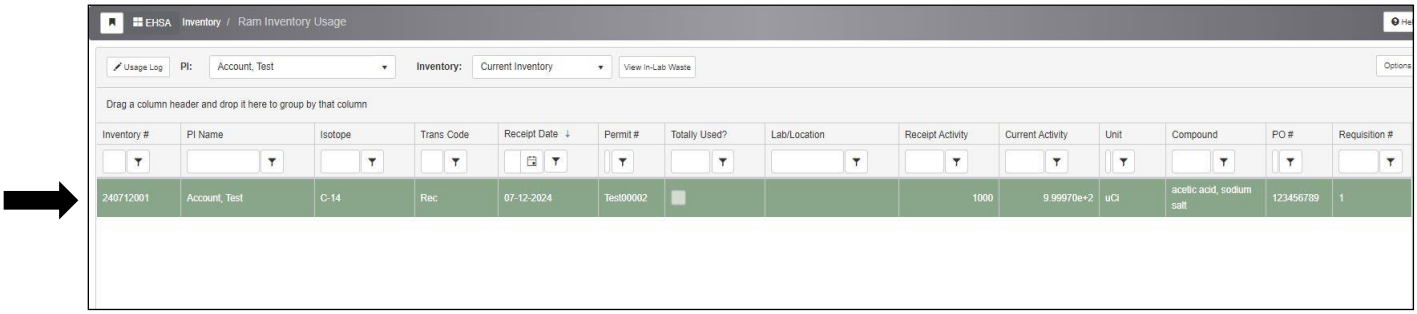
To enter usage information log into EHSA and select the “Inventory” icon.



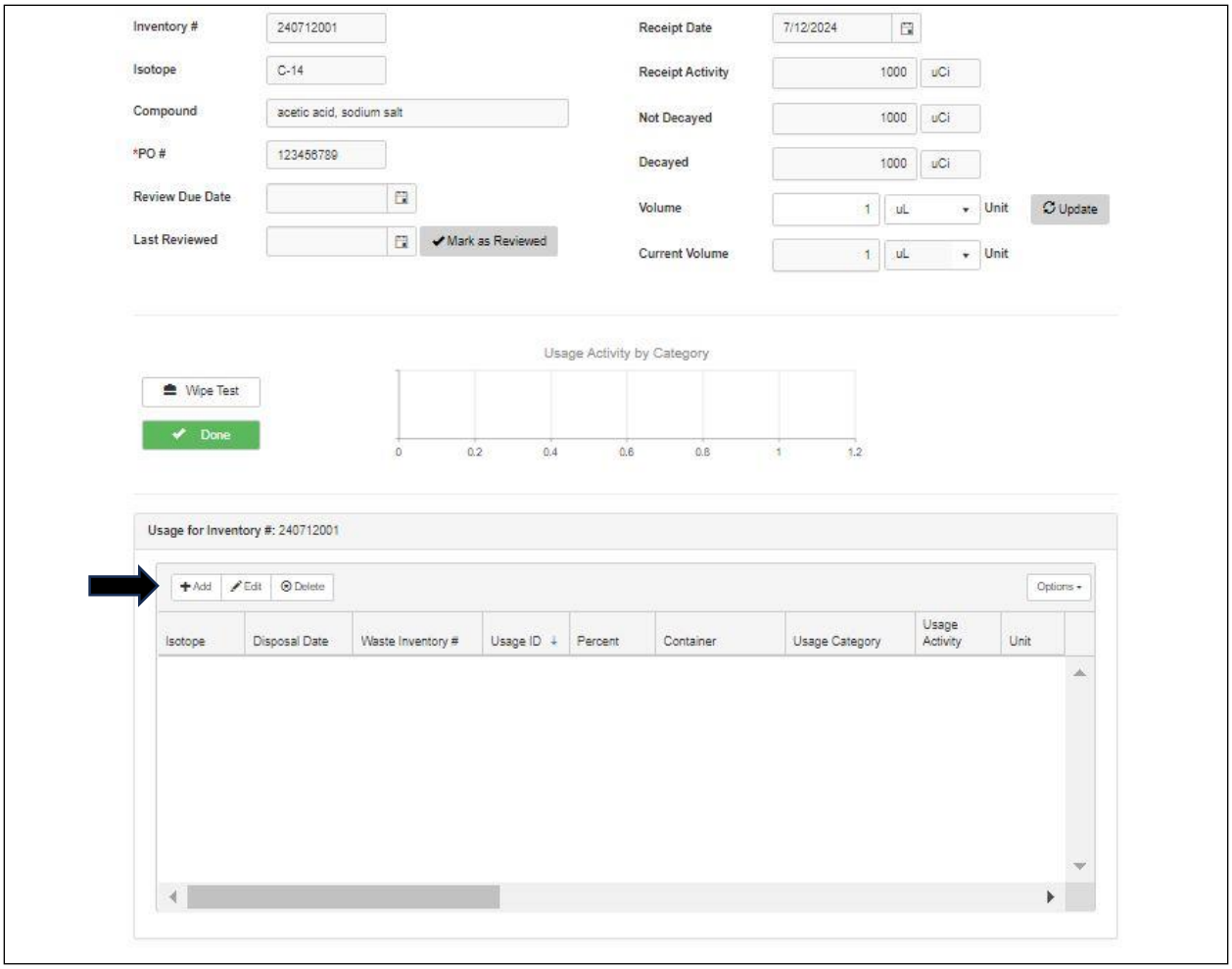
On the dialog box that pops up, click on “Removal of Isotope from PI’s Inventory”



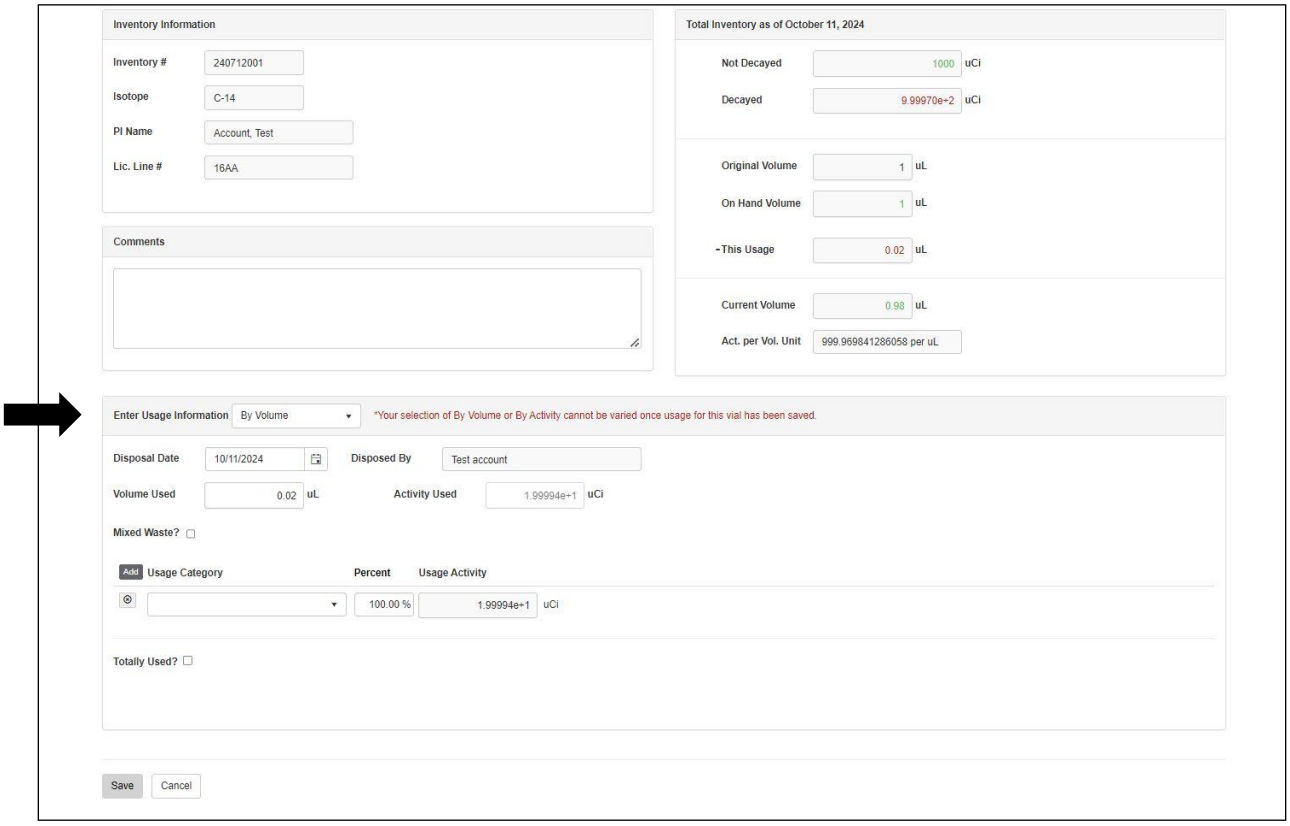
Double Click on the PI's name (Green Highlight)



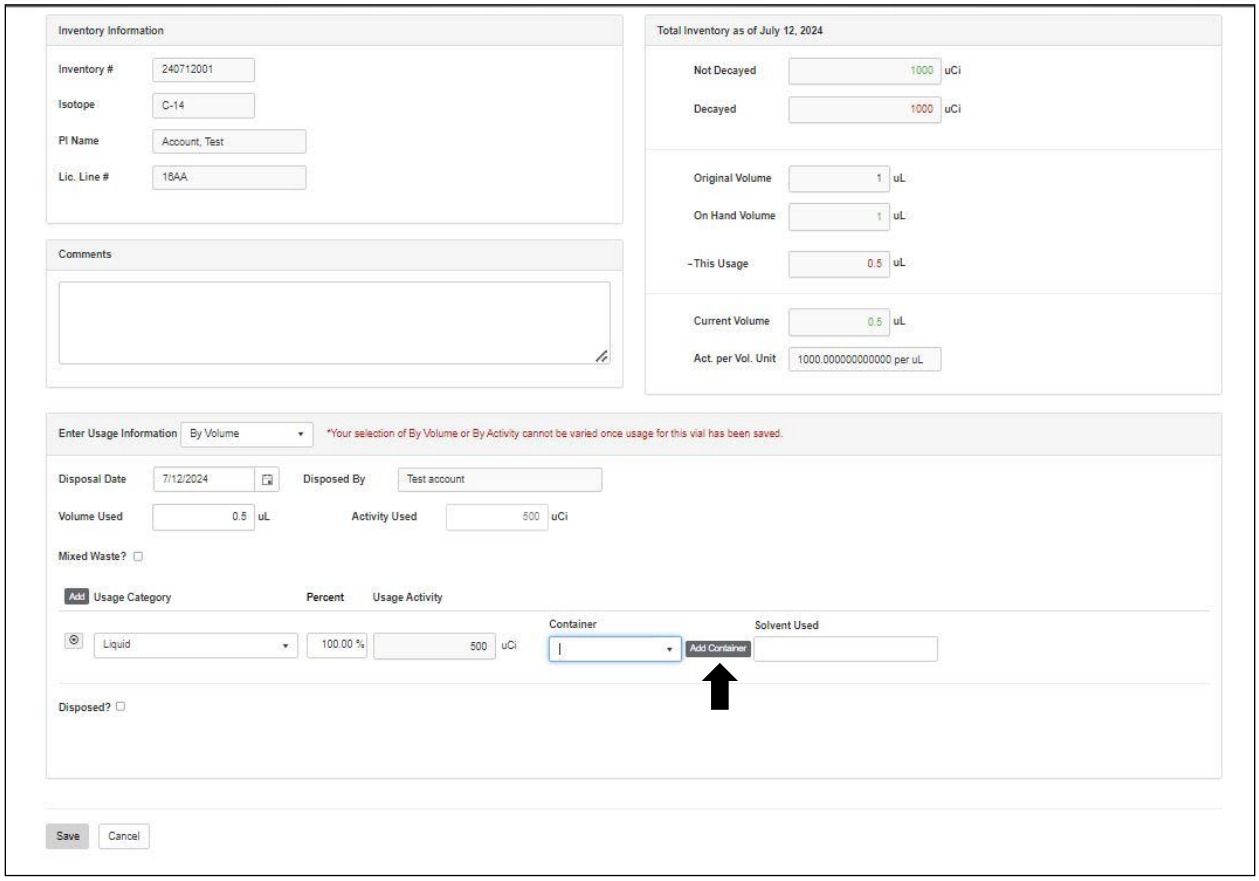
Click 'Add' on the lower dialog box



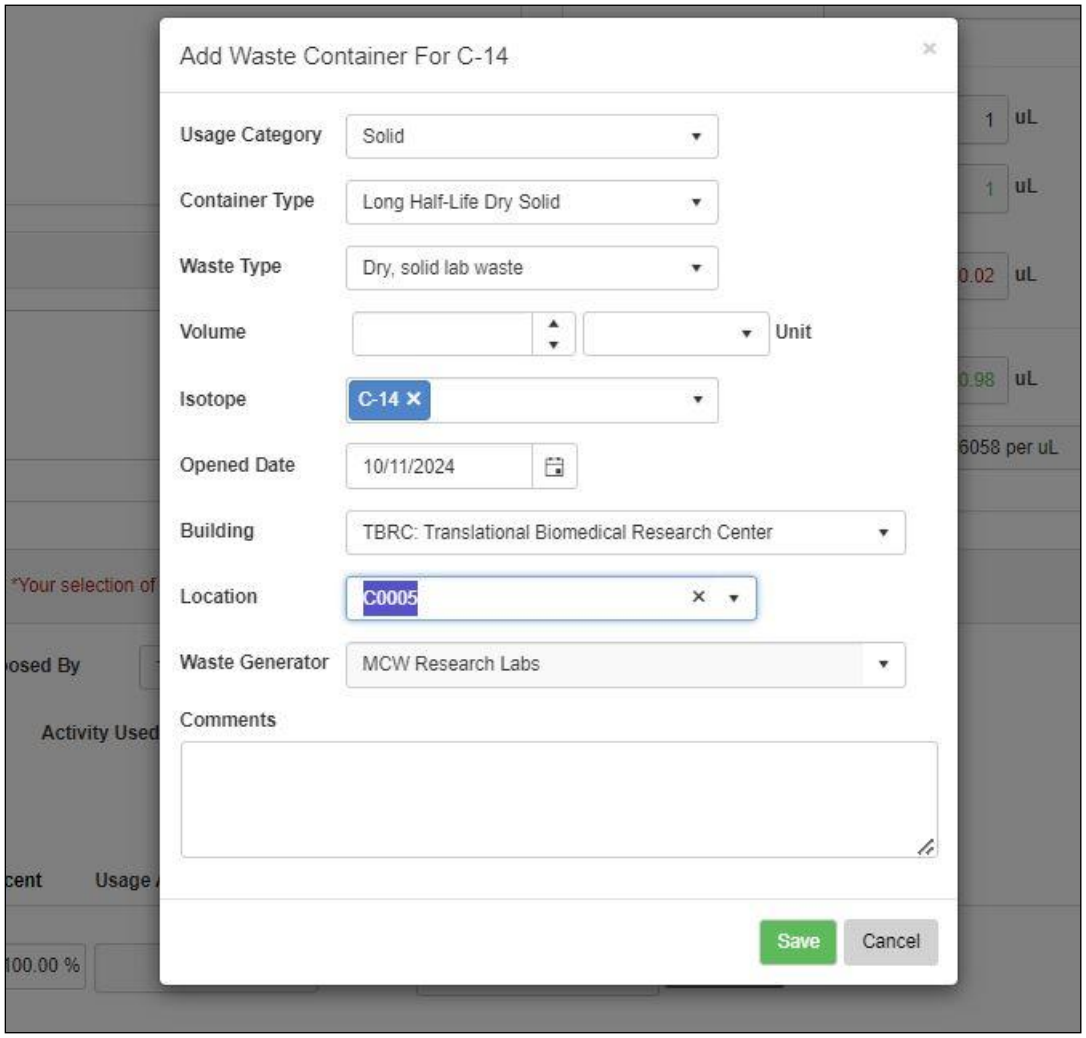
To begin entry of the information you must select ‘By Volume’ from the bottom dialog box, then enter the volume used and select a waste category.



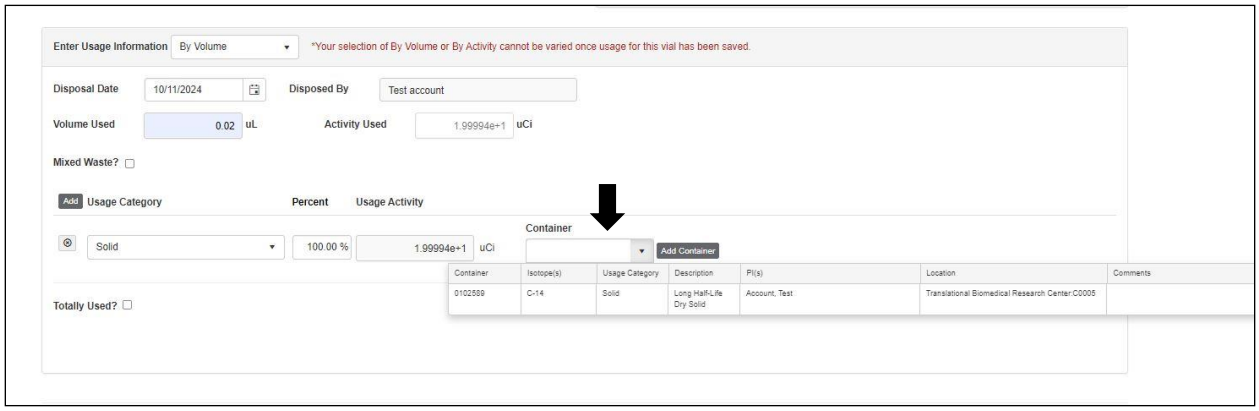
Once a waste category is added a dialog is presented to add the waste to a container. If the 'container' dropdown does not display the container you want to use, click 'Add Container'.



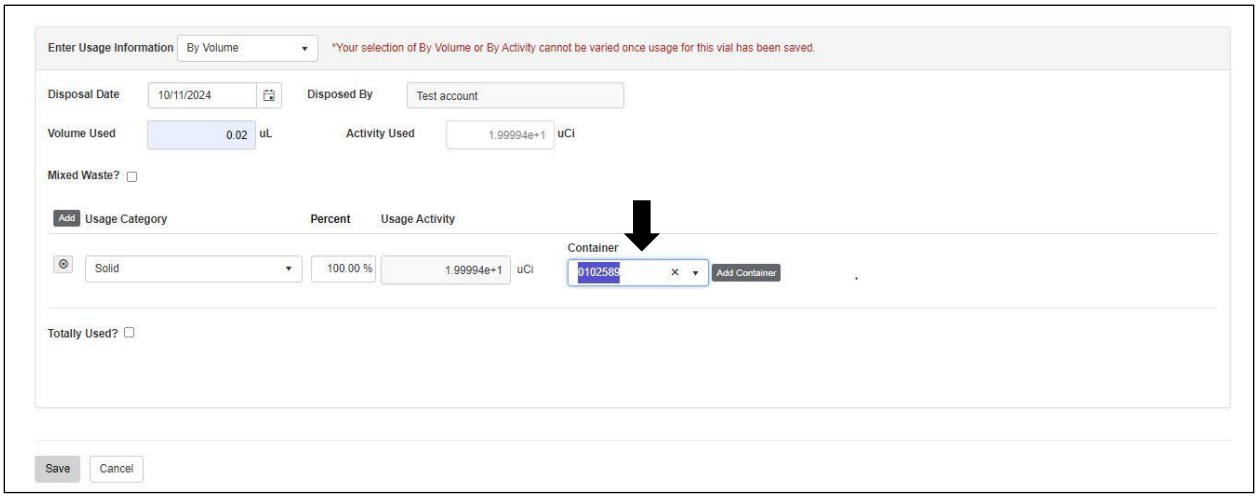
In this example, we are creating a waste container for long half-life isotope (e.g. C-14, H-3), dry solid waste. Create the container type that is appropriate for your disposal by completing all fields except the volume and units field. You may enter any comments that would be helpful, if so desired. Click save when finished.



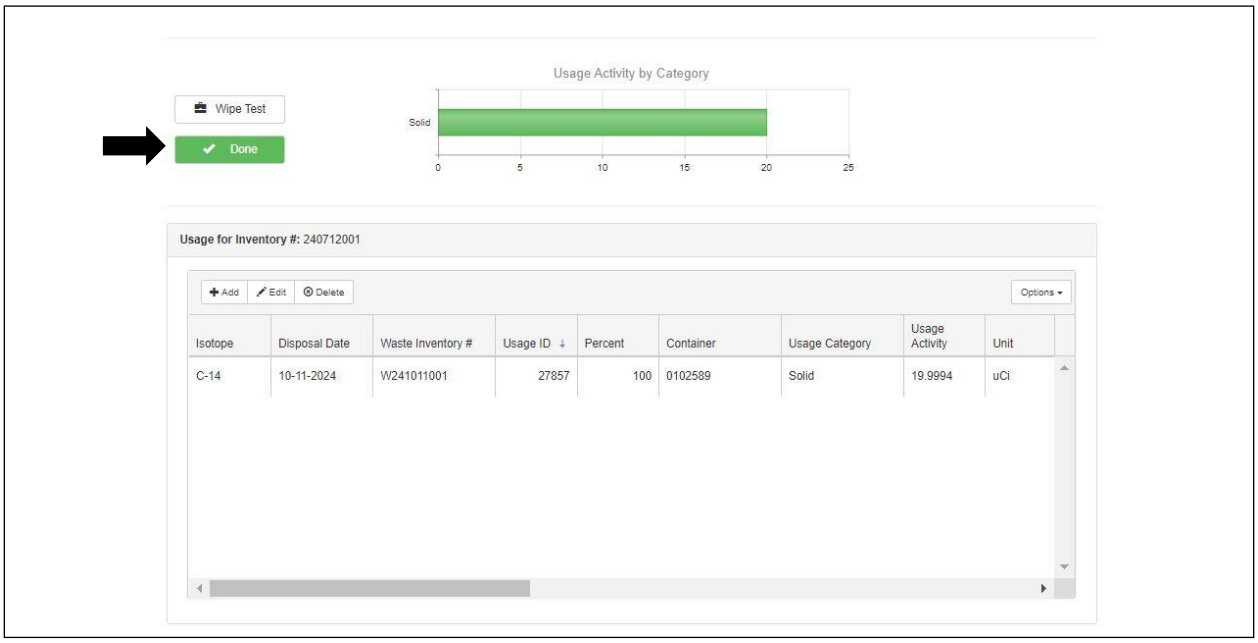
In the container drop down, click on the container that is to be used for this disposal.



Once the proper container is selected, click save.

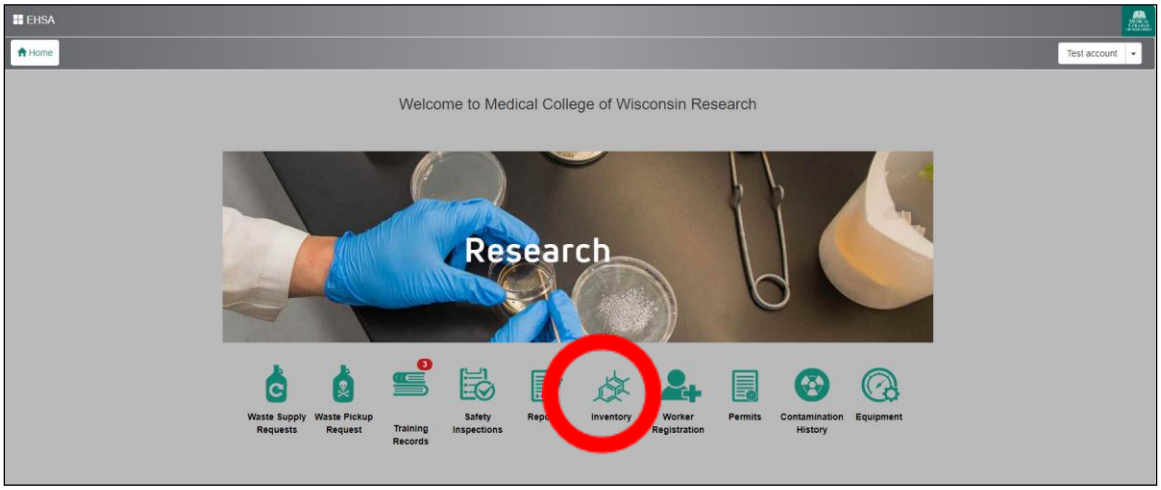


Confirm that the information is correct on the screen, then click ‘done’.



Completing Waste Requests

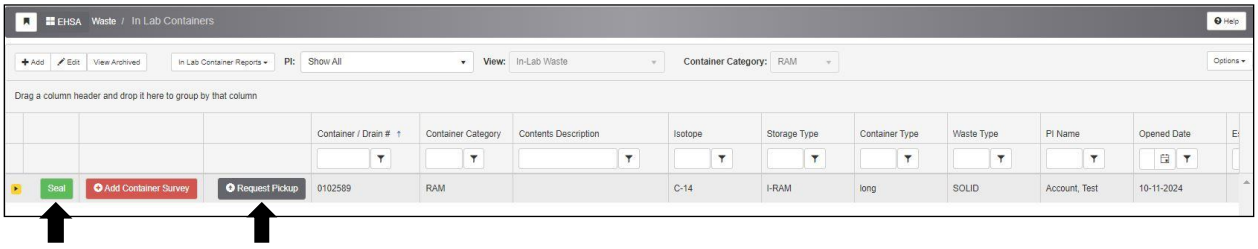
Log into ESHA and select the “Inventory” icon from your dashboard.



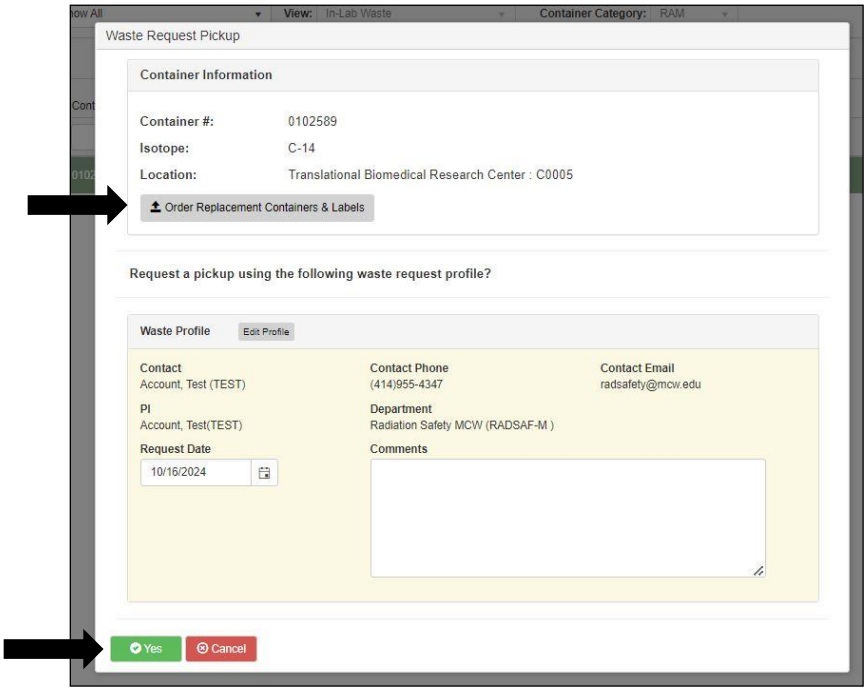
From the RAM Inventory menu, click ‘View In-Lab Waste Containers’

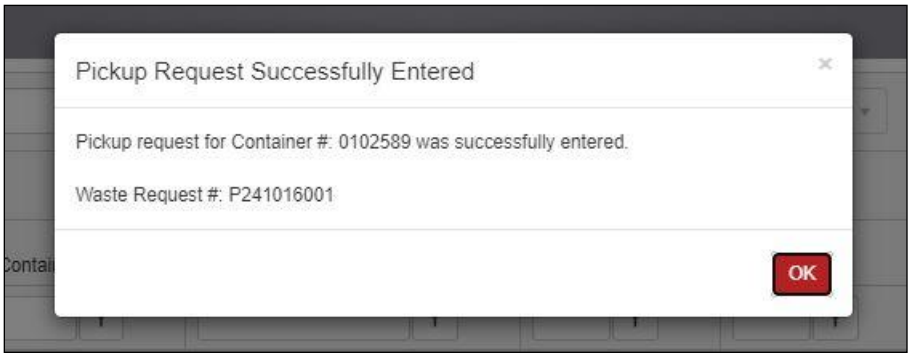
Find the container you are looking to dispose of.

To schedule a pick-up, you must first click on the ‘Seal’ button then click ‘Request Pickup.

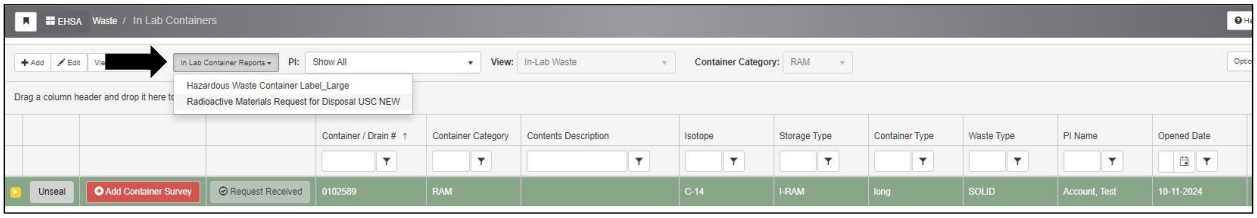


If a replacement container such as bags or carboys are needed, click ‘Order Replacement Containers & Labels’, enter any useful comments and click ‘Yes’ at the bottom.





You will now be able to print the waste tag by selecting 'Radioactive Materials Request for Disposal' from the In-Lab Container Reports dropdown as shown below.

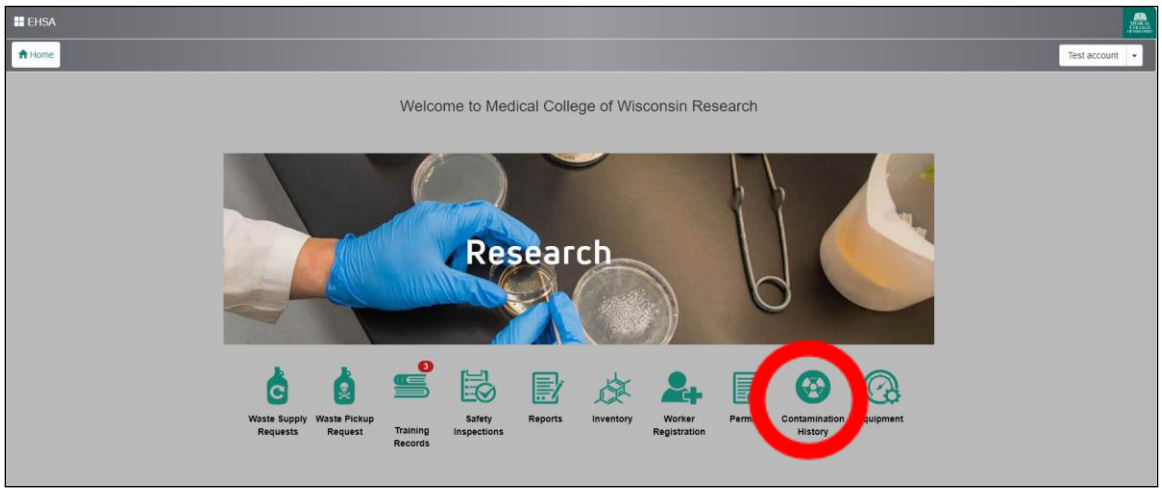


Print the waste tag and place in the waste bag facing outward if using a bag. If using a different container, tape the tag securely to the outside of the container. If there are multiple containers,

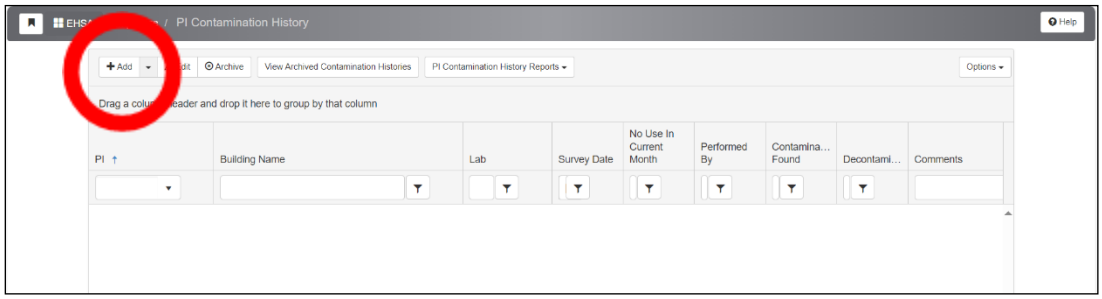
you must print a copy of the tag for each container. Radiation Safety is automatically alerted to your request, and it will be picked up in a timely fashion.

Documenting Wipe Tests

Log into ESHA and select the “Contamination History” icon from your dashboard.



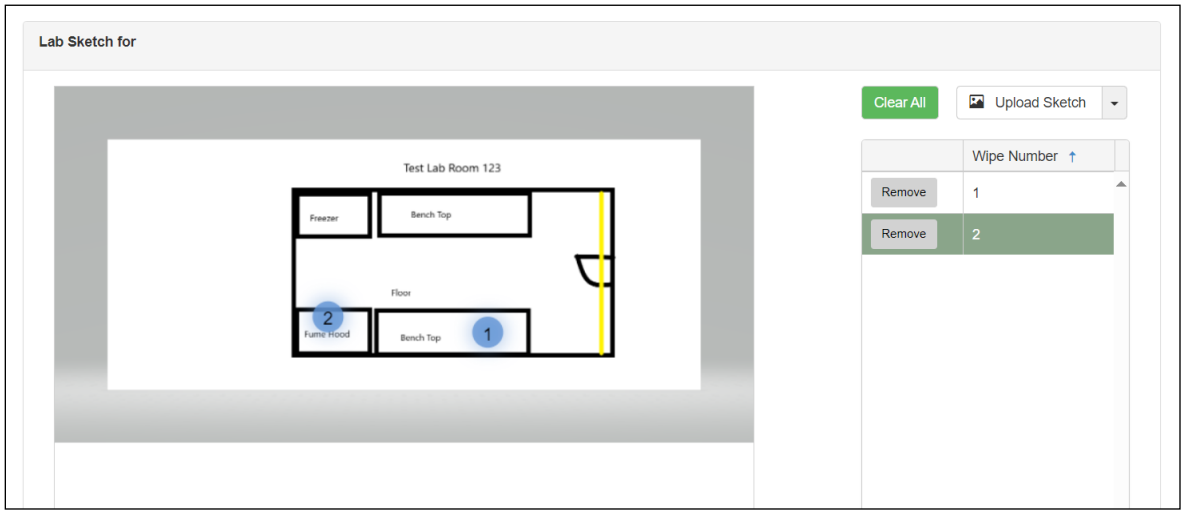
Click “+Add” at the top



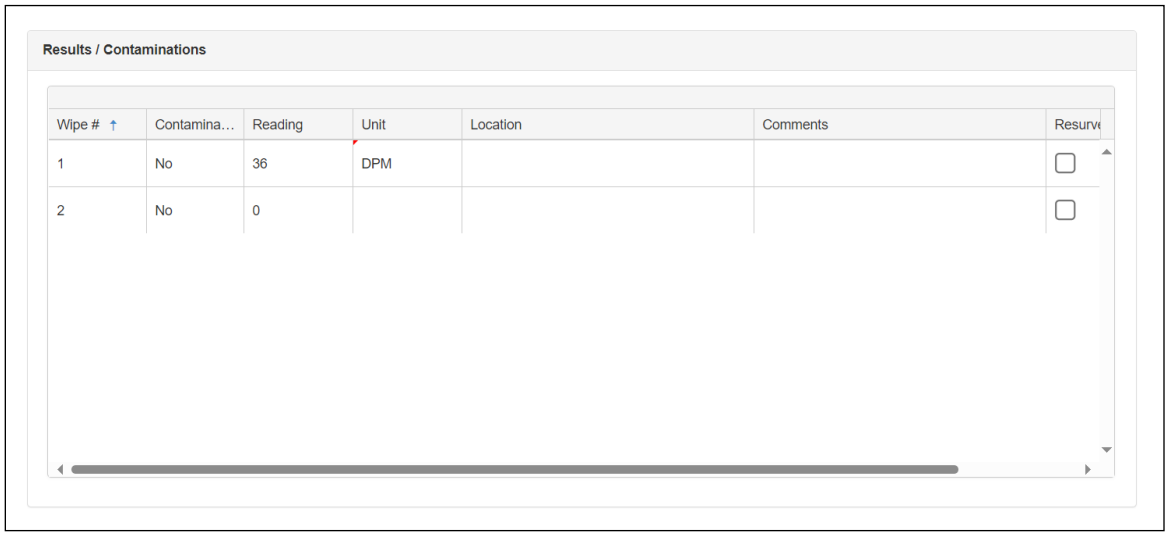
Enter “Contamination Survey” Information as prompted.

Please note: If your lab has not used radioactive material in the current month, you may select “No Use in Current Month” and forgo the wipe test. This can be done for up to 6 months, at which point a wipe test of the vials and storage area must be performed.

Upload your labs facility diagram if it has not been uploaded already. Clicking a spot on the diagram to the left will create a wipe test number.



Enter “Reading” and “Unit” for each wipe.



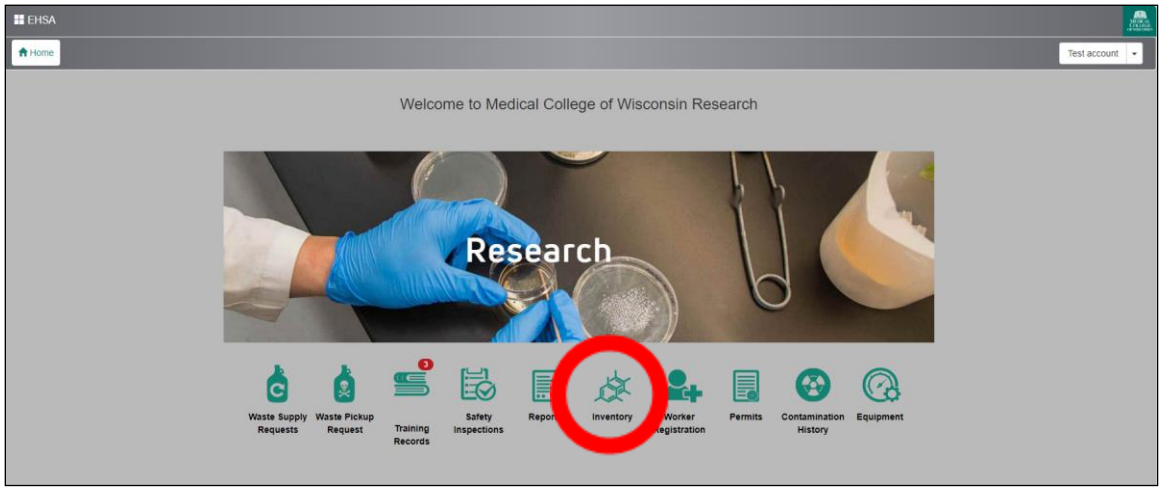
You may choose to scan and upload the LSC print out in the “Document” section, but it is not required.

Hit “Save”.

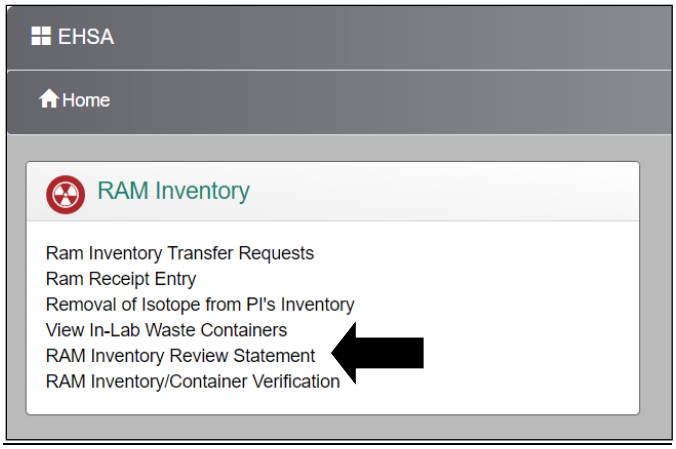
RAM Inventory Review Statement

In lieu of quarterly reports that were previously required to be submitted to Radiation Safety, labs are now asked to complete the “RAM Inventory Review Statement”.

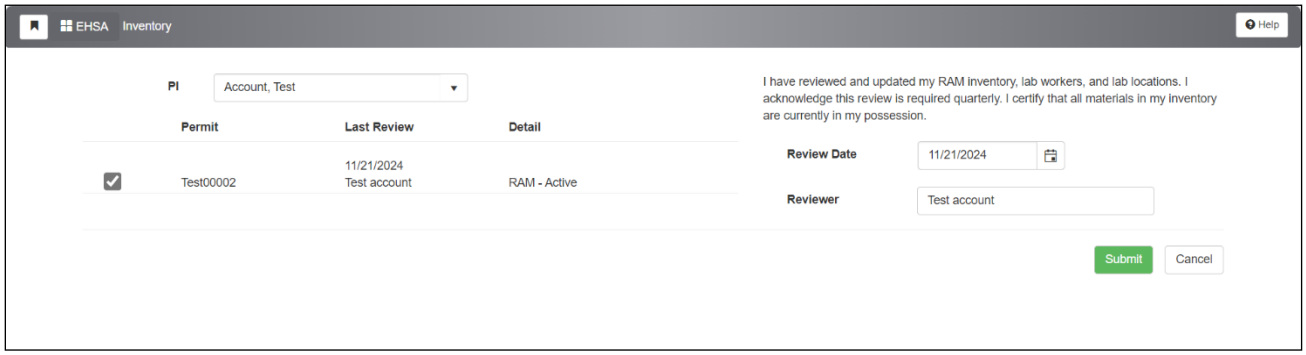
Log into EHSA and select the “Inventory” icon from your dashboard.



Select “RAM Inventory Review Statement”.

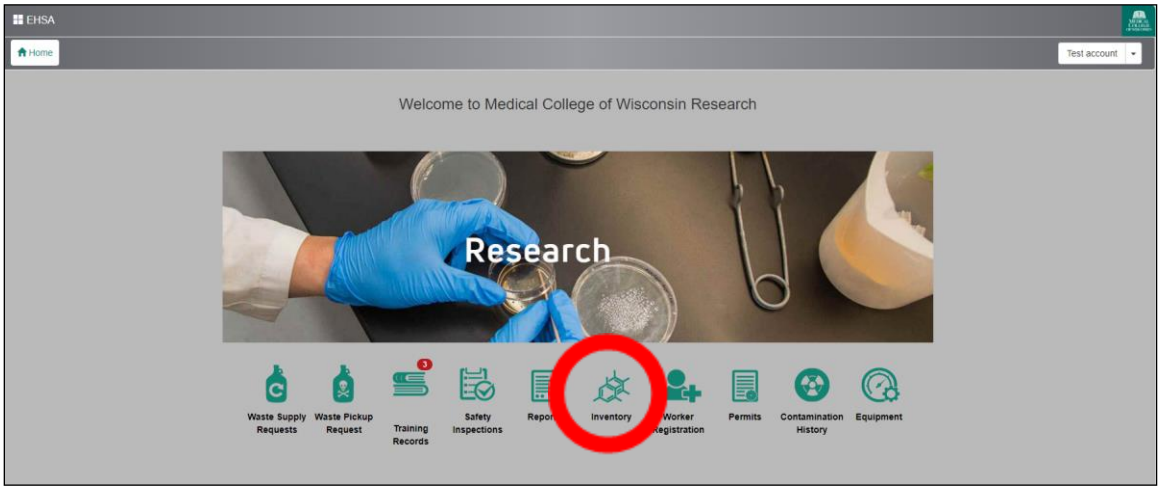


After verifying your labs inventory, list of lab workers, and lab locations as they appear in EHSA, select “Submit”.

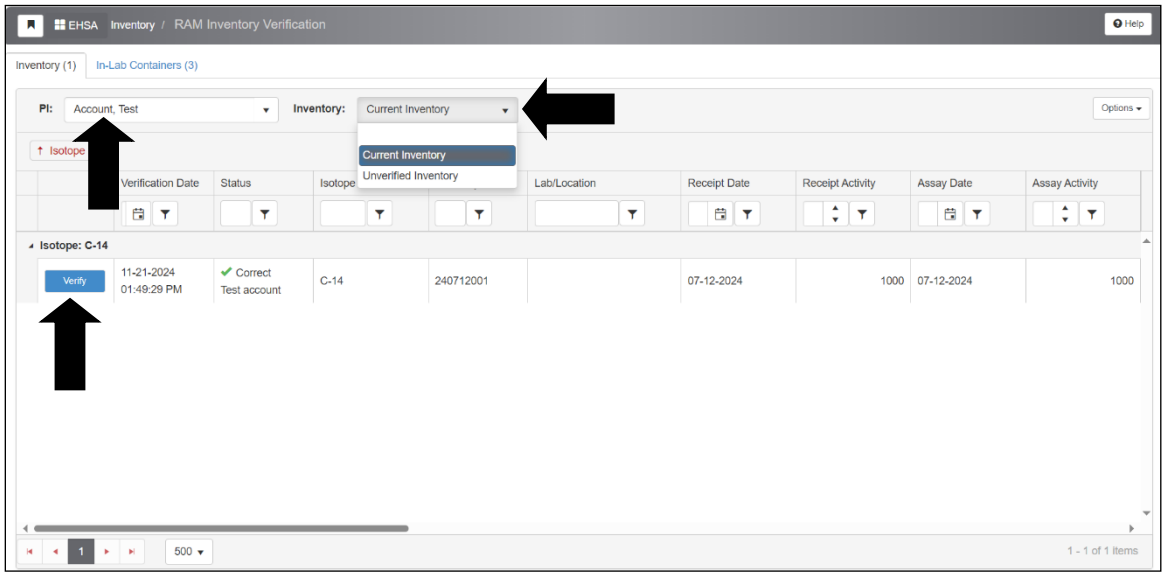


RAM Inventory/Container Verification

Log into EHSA and select the “Inventory” Icon from your dashboard.

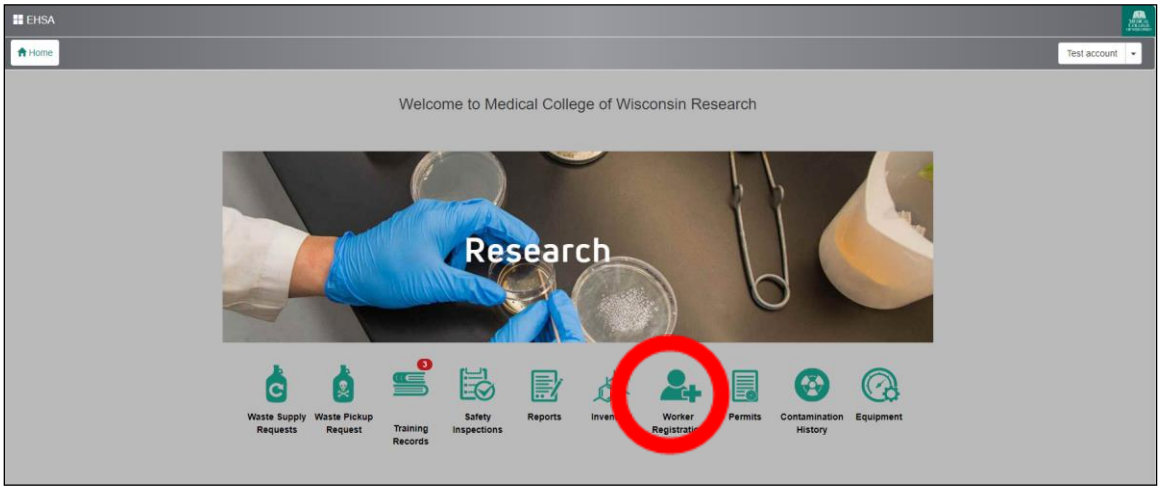


Inventory verification, or physical inventory, is required to be performed quarterly. Select your lab from the “PI” drop down menu. In the “Inventory” drop down, the “Current Inventory” selection will show you inventory items that have been verified previously. The “Unverified Inventory” selection will show you new inventory items. Select both options to ensure all inventory items are verified. Your labs current radioactive materials inventory will appear below. Physically verify that each vial is accounted for and then select “verify” next to the corresponding inventory item. The inventory item’s verification date will then appear in the “Verification Date” column.

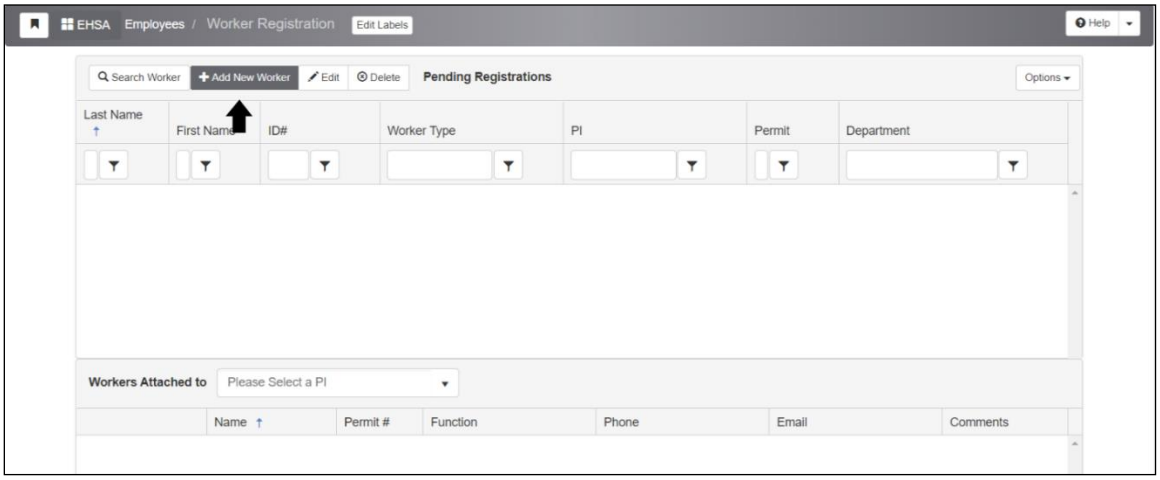


Add/Remove Workers

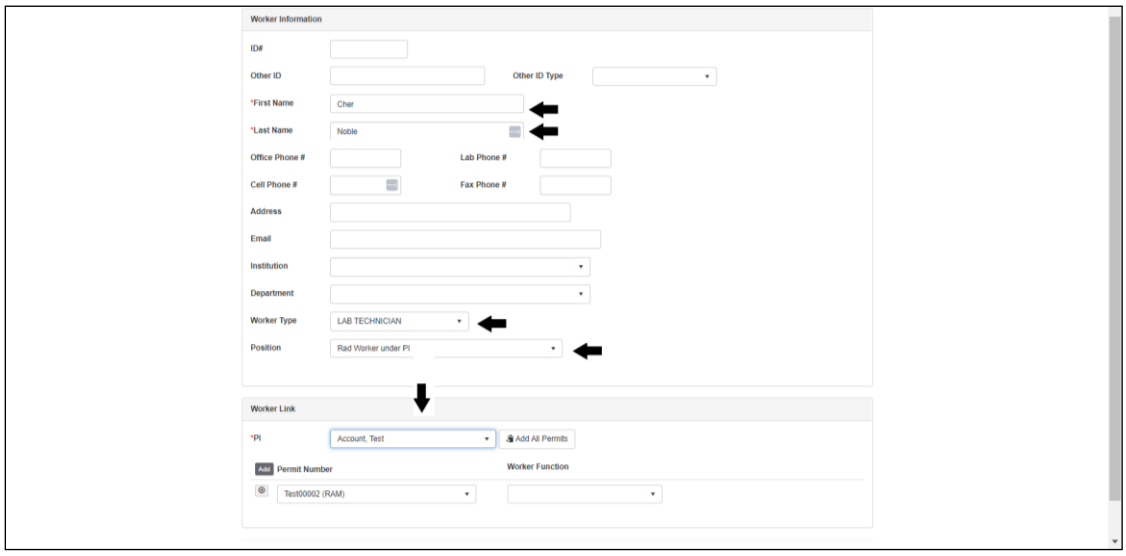
Log into ESHA and select the “Worker Registration” Icon from your dashboard.



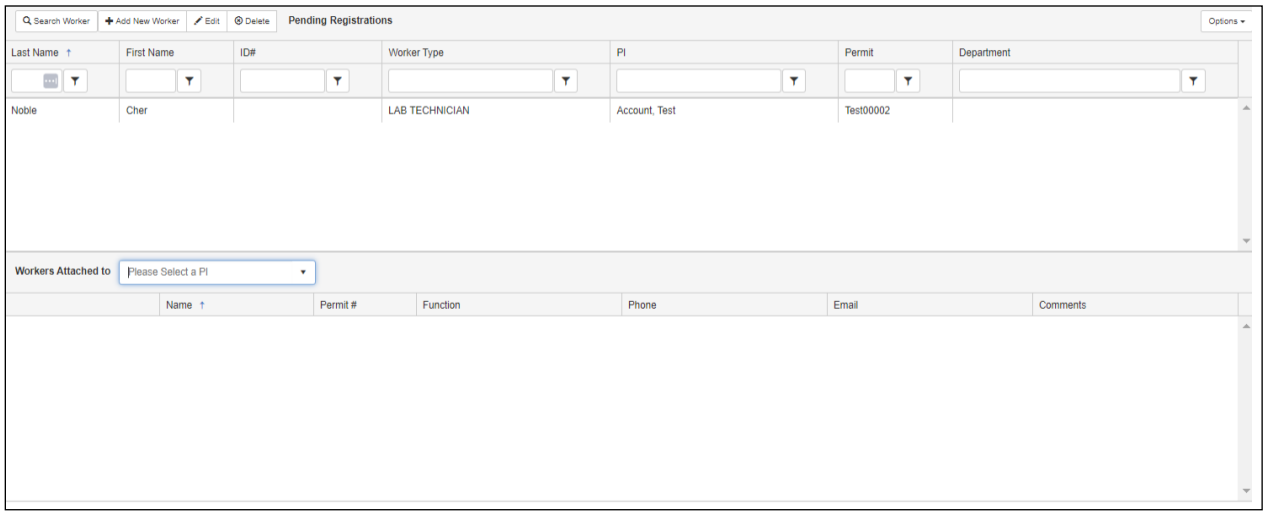
Click the Add New Worker as shown below.



Fill in the fields indicated with arrows as seen below and click ‘Save’ at the bottom of the screen.

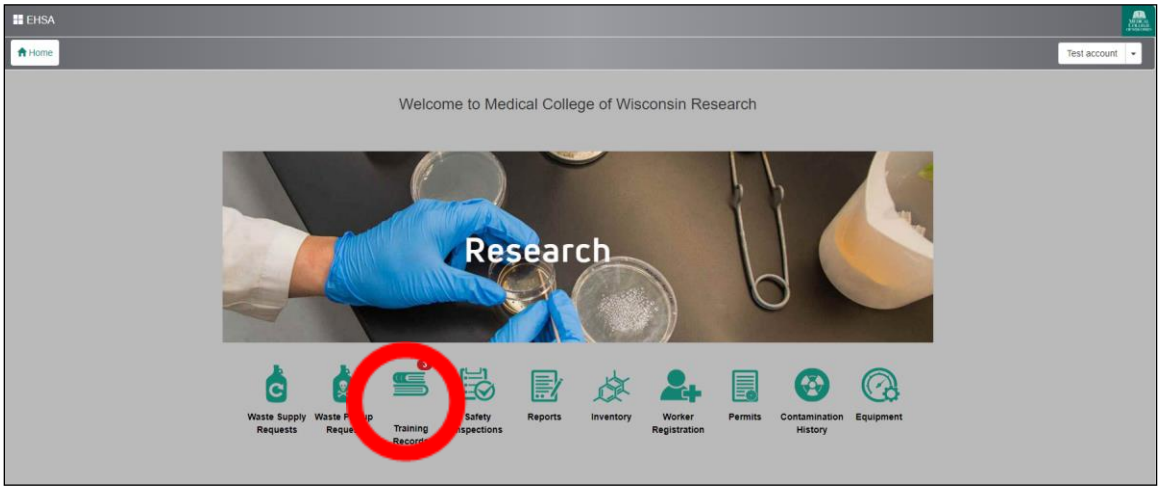


Once completed, the registration of the worker will be shown below, and Radiation Safety will ensure that the person is properly trained before adding the worker to the lab roster.

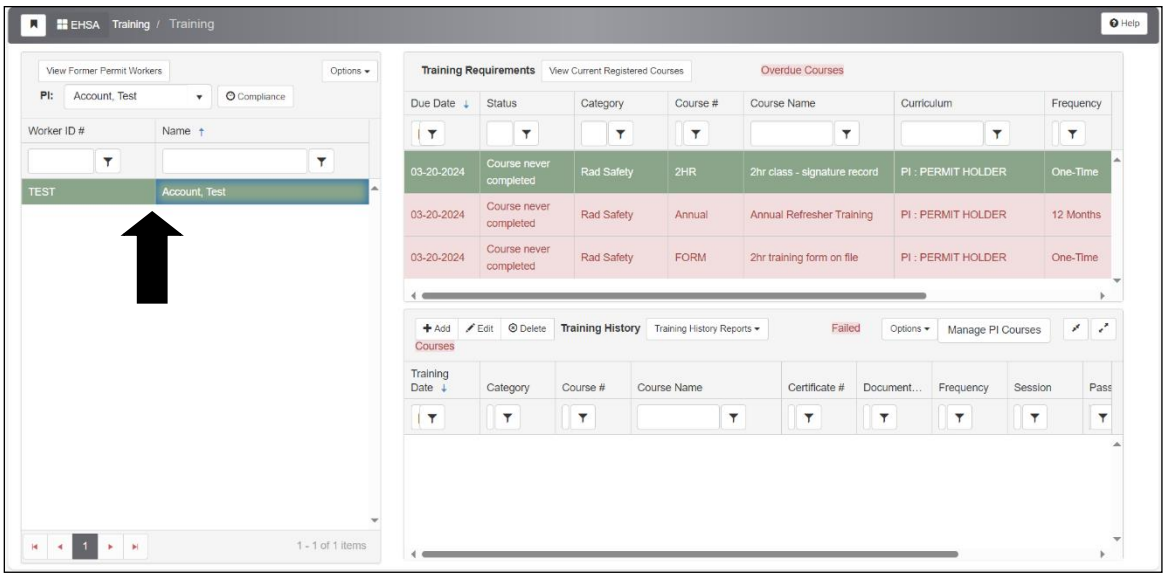


View Training History and Status

Log into EHSA and select the “Training Records” icon from your dashboard.

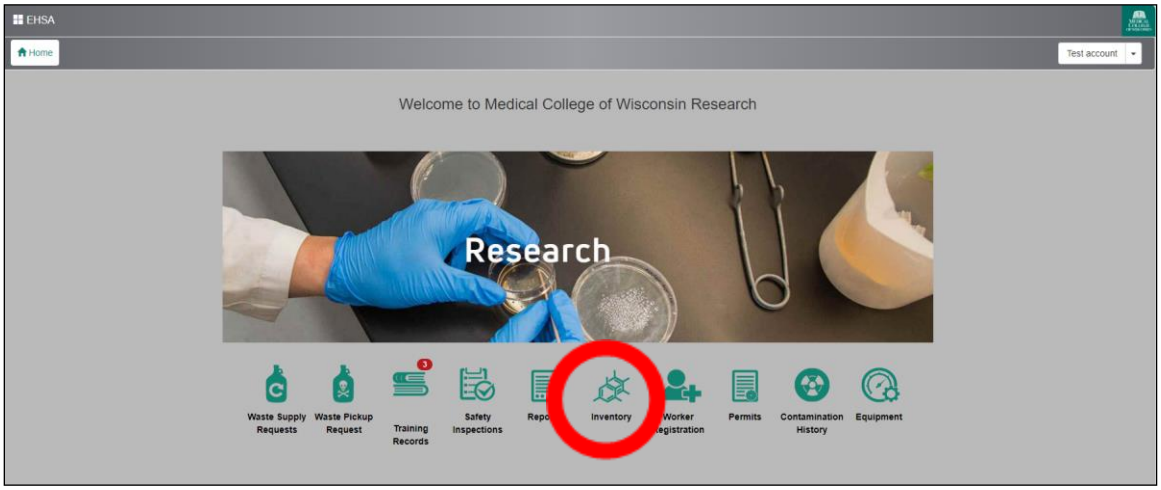


You will see a list of your lab’s workers on the left. Select each worker to see their training requirements and history to the right. Overdue training courses will appear highlighted in red.

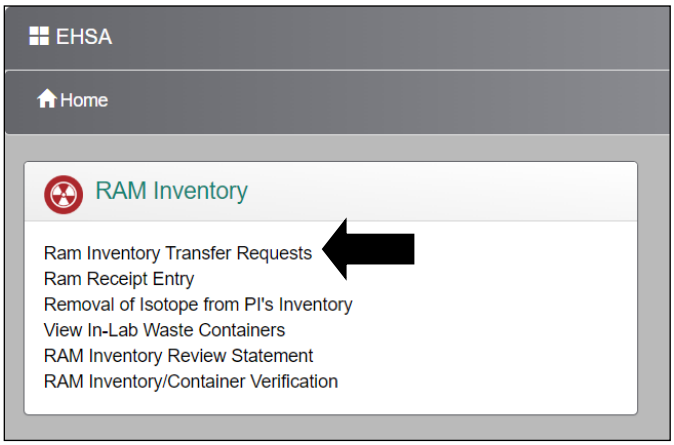


Ram Inventory Transfer Requests

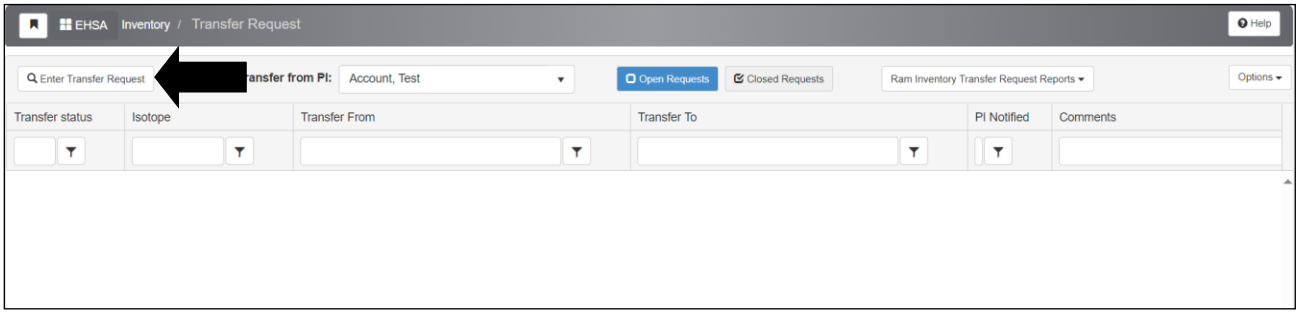
Log into EHSA and select the “inventory” icon from the dashboard.



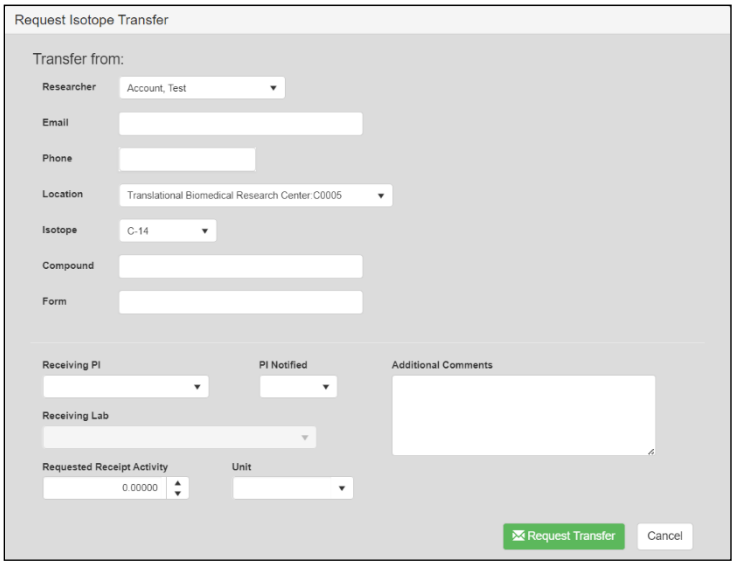
Select “RAM Inventory Transfer Requests”



Select “Enter Transfer Request”



A “Request Isotope Transfer” window will appear. Complete the fields in the window. Complete all fields and select “Request Transfer”.



Radiation Safety will review all transer requests and follow up appropriately.