



EH&S Assistant User Guide

Office of Radiation Safety
Medical College of Wisconsin

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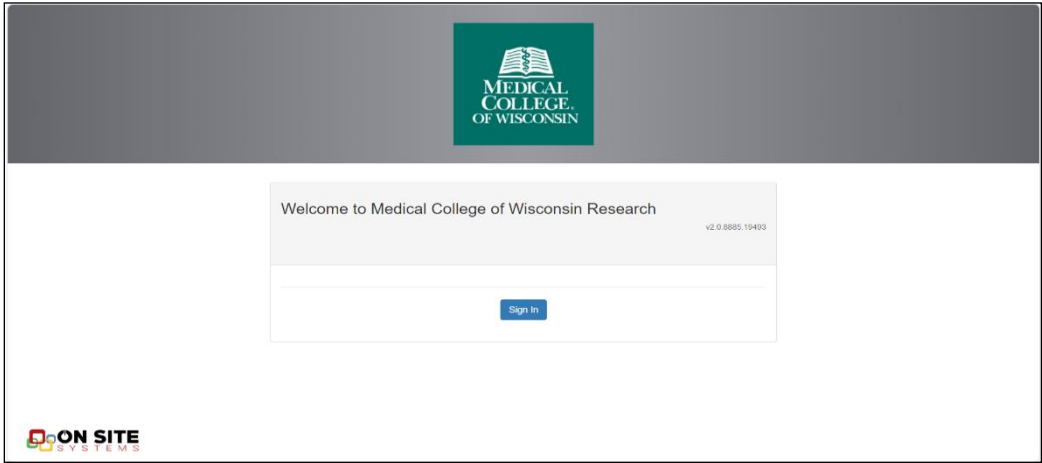
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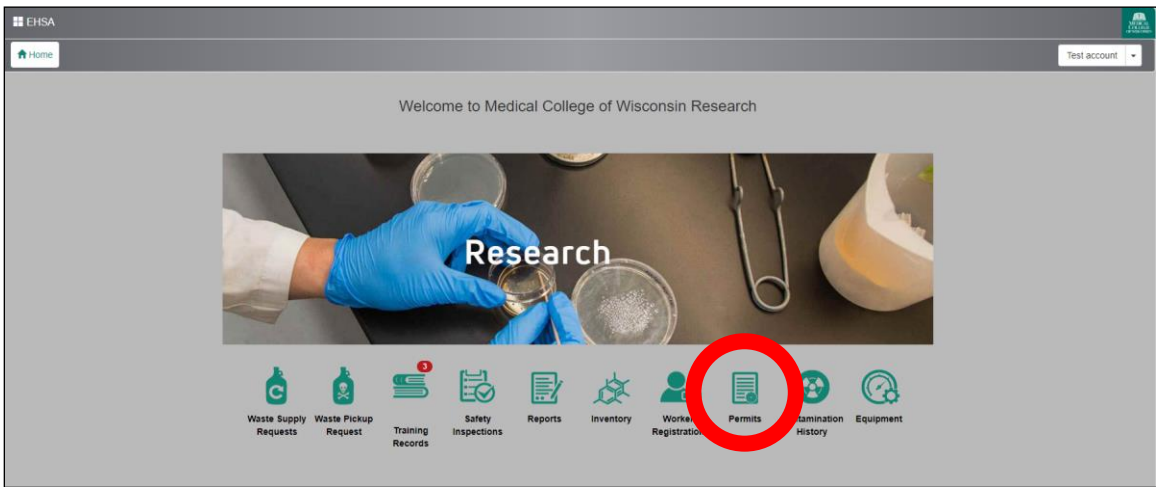
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View Permit

Log into EHSA using your MCW credentials.



Select the “Permits” Icon.



Double click on the permit you would like to select.

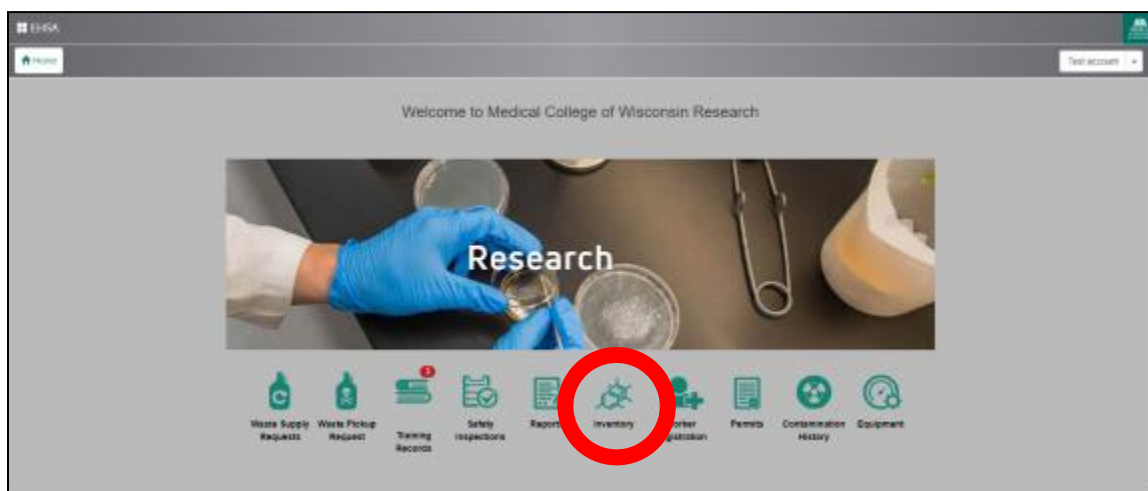
In your “Permit Information” you will find details about your authorization, lab workers, locations, and more.

Isotopes								
Workers Labs Amendments Conditions Permit History Protocols Meters / Instruments Documentation Training Profile Accounts								
Isotope ↑	Compounds	Source Type	Shipment Limit	Annual Limit	Possession Limit	Unit	Lic. Line #	Comments
H-3	ANY		250	10000	5000	uCi	16GG	
I-125	ANY		2000	15000	6000	uCi	16E	
P-32	ANY		250	12000	2000	uCi	16K	
S-35	ANY		500	10000	2000	uCi	16O	

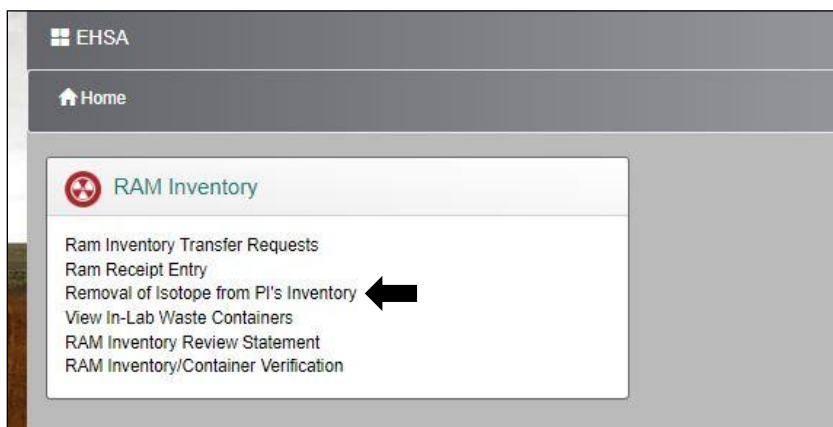
Completing Material Use Records and Adding a Waste Container

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.

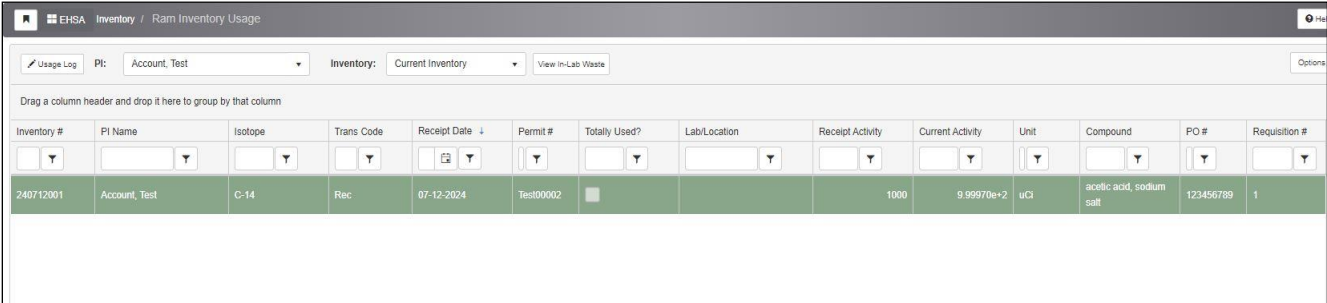
To enter usage information log into EHSA and select the “Inventory” icon.



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

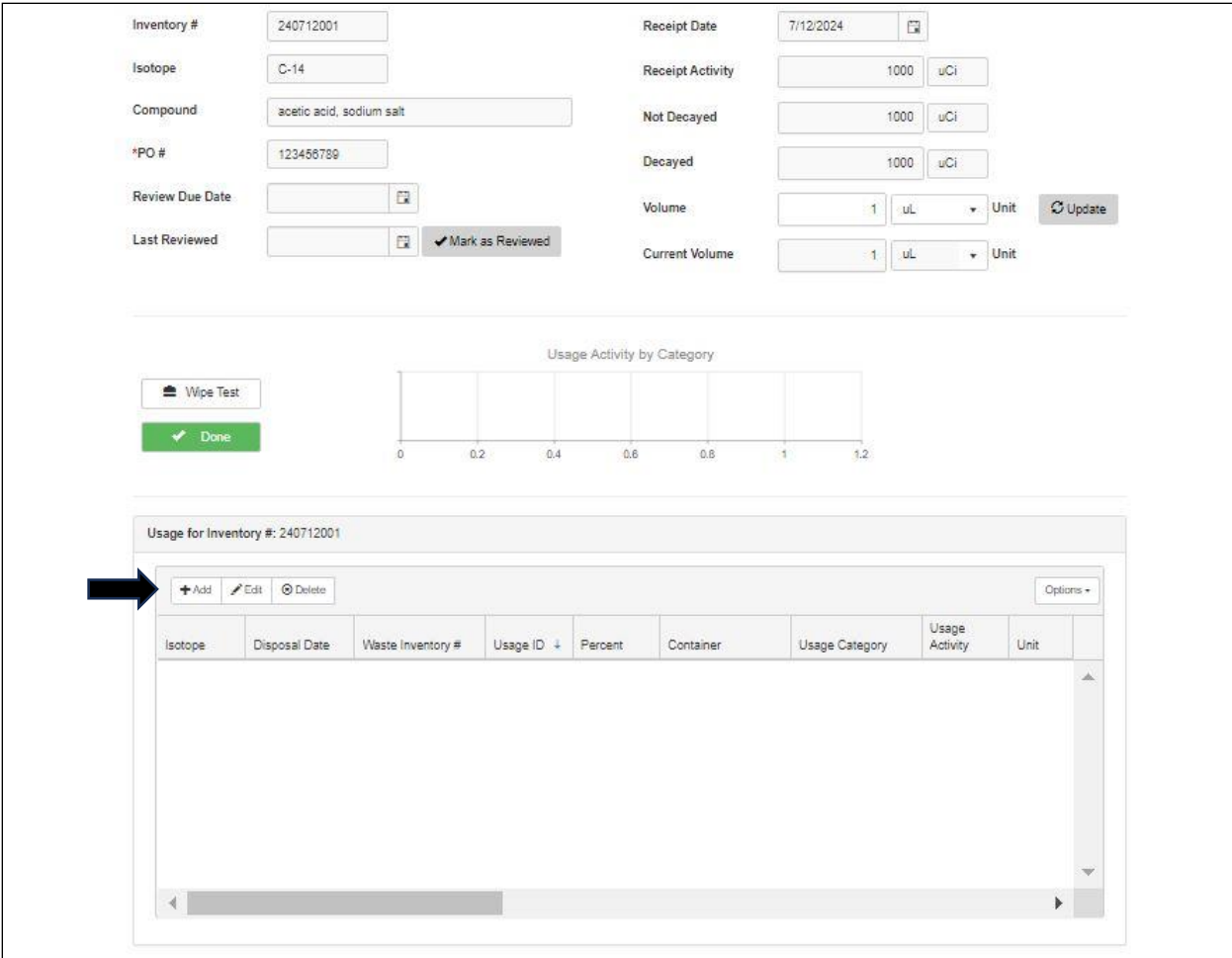


Double Click on the PI's name (Green Highlight)



Inventory #	PI Name	Isotope	Trans Code	Receipt Date	Permit #	Totally Used?	Lab/Location	Receipt Activity	Current Activity	Unit	Compound	PO #	Requisition #
240712001	Account, Test	C-14	Rec	07-12-2024	Test00002			1000	9.99970e+2	uCi	acetic acid, sodium salt	123456789	1

Click 'Add' on the lower dialog box



Inventory # 240712001 Receipt Date 7/12/2024

Isotope C-14 Receipt Activity 1000 uCi

Compound acetic acid, sodium salt Not Decayed 1000 uCi

*PO # 123456789 Decayed 1000 uCi

Review Due Date Mark as Reviewed

Last Reviewed Volume 1 uCi Unit Update

Current Volume 1 uCi Unit

Usage Activity by Category

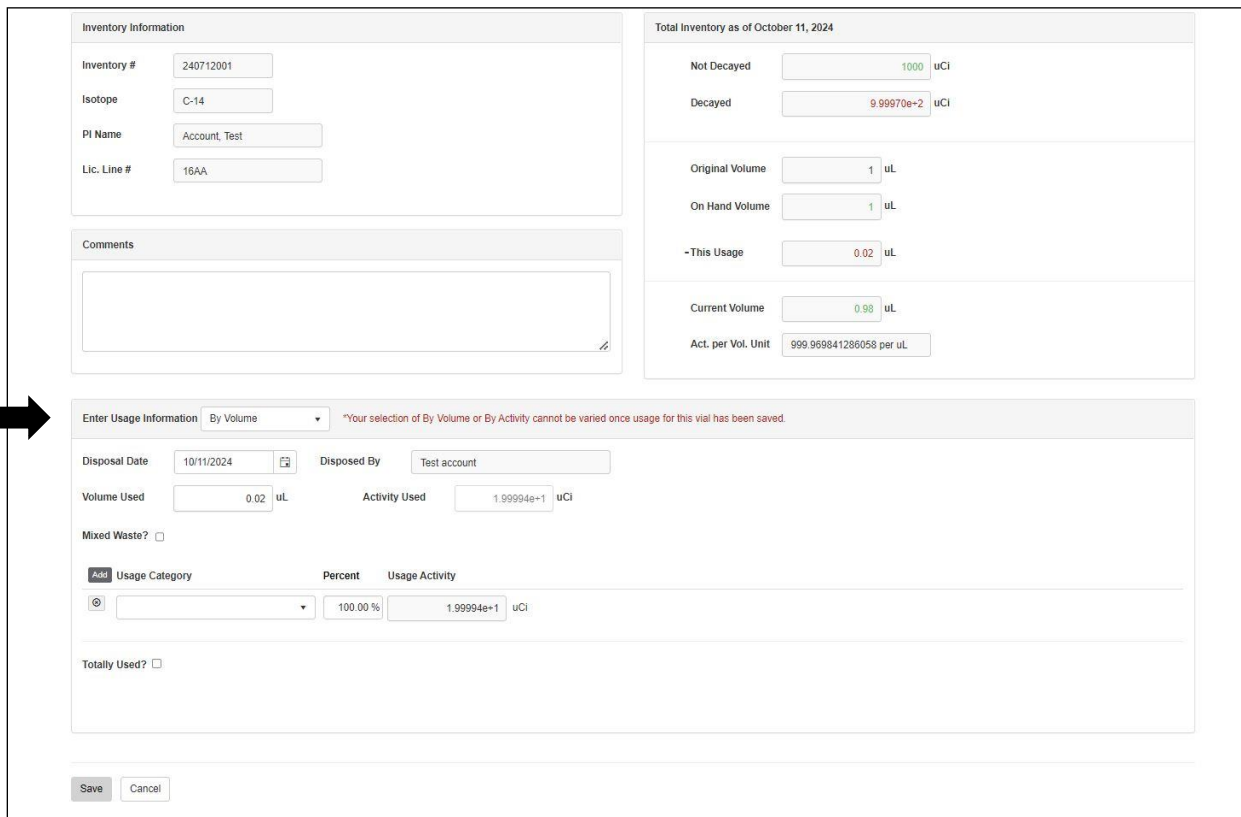
Wipe Test Done

Usage for Inventory #: 240712001

+ Add Edit Delete Options

Isotope	Disposal Date	Waste Inventory #	Usage ID	Percent	Container	Usage Category	Usage Activity	Unit
---------	---------------	-------------------	----------	---------	-----------	----------------	----------------	------

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.



The screenshot displays the EH&S Assistant interface, divided into two main sections. The top section, titled 'Inventory Information', contains fields for 'Inventory #', 'Isotope', 'PI Name', and 'Lic. Line #'. Below these is a 'Comments' text area. To the right, a 'Total Inventory as of October 11, 2024' summary shows 'Not Decayed' and 'Decayed' amounts in uCi, along with 'Original Volume', 'On Hand Volume', '-This Usage', 'Current Volume', and 'Act. per Vol. Unit'. A black arrow points from the left towards the bottom section, which is a dialog box titled 'Enter Usage Information'. This dialog box has a dropdown menu set to 'By Volume' and a warning message: '*Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved.' It includes fields for 'Disposal Date', 'Disposed By', 'Volume Used', and 'Activity Used'. There are checkboxes for 'Mixed Waste?' and 'Totally Used?'. A table with columns 'Usage Category', 'Percent', and 'Usage Activity' is present, with a single row showing a selected category, 100.00%, and a corresponding activity value. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Usage Category	Percent	Usage Activity
<input checked="" type="radio"/> 	100.00 %	1.99994e+1 uCi

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'.

The screenshot displays the 'Inventory Information' and 'Enter Usage Information' sections of the EH&S Assistant software. The 'Inventory Information' section includes fields for Inventory # (240712001), Isotope (C-14), PI Name (Account, Test), and Lic. Line # (16AA). The 'Enter Usage Information' section shows a dropdown for 'By Volume' and a warning message: '*Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved.' Below this, there are fields for Disposal Date (7/12/2024), Disposed By (Test account), Volume Used (0.5 uL), and Activity Used (500 uCi). A table for 'Usage Category' is visible, with 'Liquid' selected. The 'Container' dropdown is currently empty, and the 'Add Container' button is highlighted with a black arrow. The 'Save' and 'Cancel' buttons are at the bottom left.

Usage Category	Percent	Usage Activity
Liquid	100.00 %	500 uCi

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.

Add Waste Container For C-14

Usage Category: Solid

Container Type: Long Half-Life Dry Solid

Waste Type: Dry, solid lab waste

Volume: [] Unit: []

Isotope: C-14

Opened Date: 10/11/2024

Building: TBRC: Translational Biomedical Research Center

Location: C0005

Waste Generator: MCW Research Labs

Comments: []

Save Cancel

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

Enter Usage Information By Volume *Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved.

Disposal Date: 10/11/2024 Disposed By: Test account

Volume Used: 0.02 uL Activity Used: 1.99994e+1 uCi

Mixed Waste? ☐

Container	Isotope(s)	Usage Category	Description	Fil(s)	Location	Comments
010209	C-14	Solid	Long Half-Life Dry Solid	Account, Test	Translational Biomedical Research Center/C0005	

Totally Used? ☐

Once the proper container is selected, click save.

Enter Usage Information By Volume *Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved.

Disposal Date: 10/11/2024 Disposed By: Test account

Volume Used: 0.02 uL Activity Used: 1.99994e+1 uCi

Mixed Waste? ☐

Add Usage Category Percent Usage Activity

☒ Solid 100.00 % 1.99994e+1 uCi

Container: 0102589 ☒ Add Container

Totally Used? ☐

Save Cancel

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

Usage Activity by Category

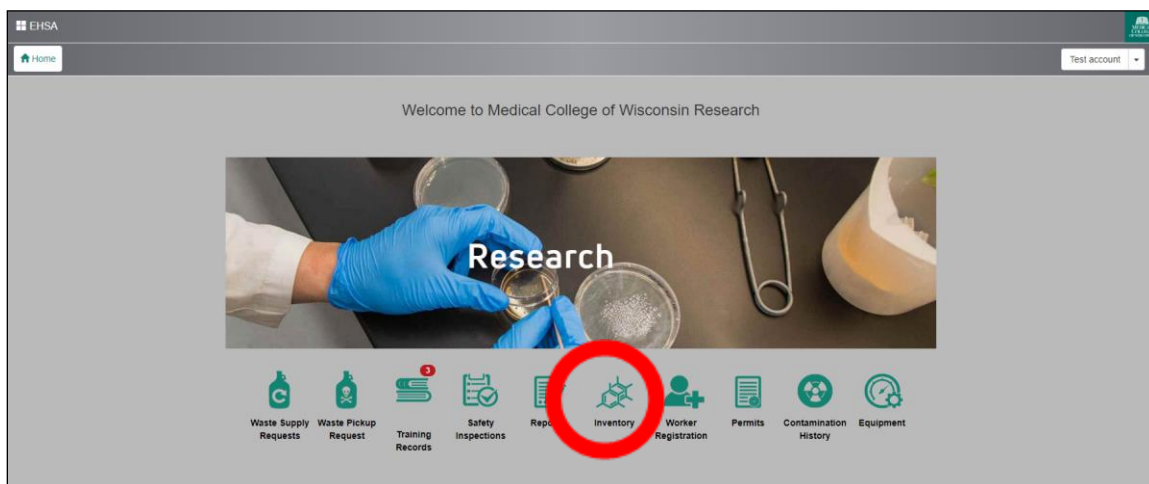
Wipe Test Done

Usage for Inventory #: 240712001

Isotope	Disposal Date	Waste Inventory #	Usage ID ↓	Percent	Container	Usage Category	Usage Activity	Unit
C-14	10-11-2024	W241011001	27857	100	0102589	Solid	19.9994	uCi

Completing Waste Requests

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

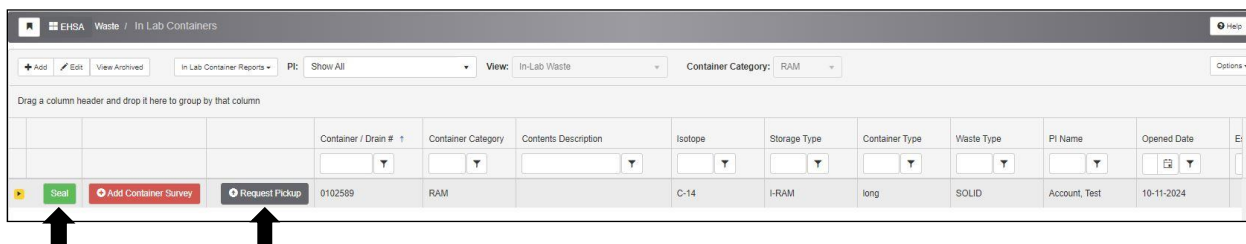


From the RAM Inventory menu, click ‘View In-Lab Waste Containers’



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.

Waste Request Pickup

Container Category: RAM

Container Information

Container #: 0102589
Isotope: C-14
Location: Translational Biomedical Research Center : C0005

Order Replacement Containers & Labels

Request a pickup using the following waste request profile?

Waste Profile Edit Profile

Contact Account, Test (TEST)
Contact Phone (414)955-4347
Contact Email radsafety@mcw.edu
PI Account, Test (TEST)
Department Radiation Safety MCW (RADSAF-M)
Request Date 10/16/2024
Comments

Yes Cancel

Pickup Request Successfully Entered

Pickup request for Container #: 0102589 was successfully entered.

Waste Request #: P241016001

OK

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.

EH&S Waste / In Lab Containers

In Lab Container Reports

PI: Show All View: In-Lab Waste Container Category: RAM

Drag a column header and drop it here to

Container / Drain #	Container Category	Contents Description	Isotope	Storage Type	Container Type	Waste Type	PI Name	Opened Date
0102589	RAM		C-14	I-RAM	long	SOLID	Account, Test	10-11-2024

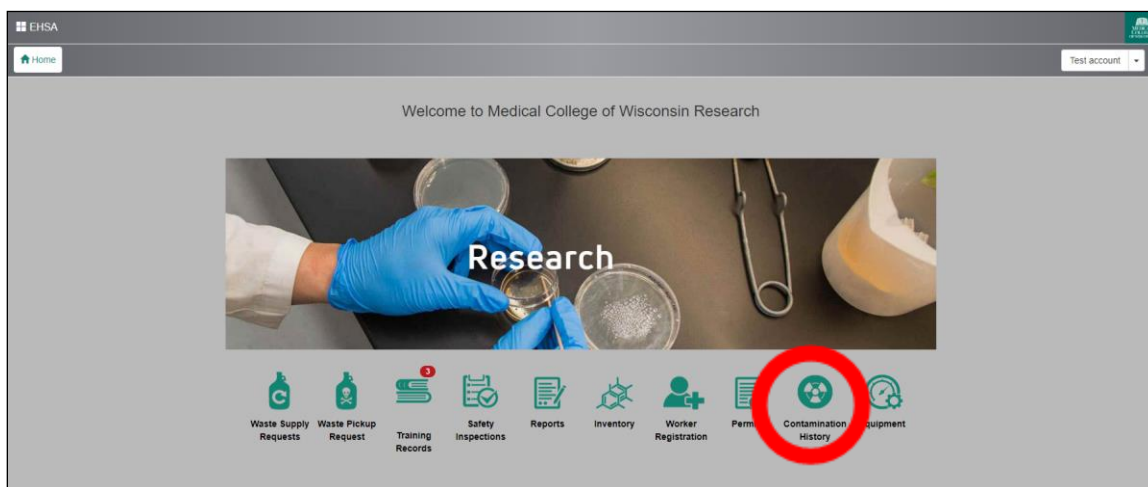
Unseal Add Container Survey Request Received

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,

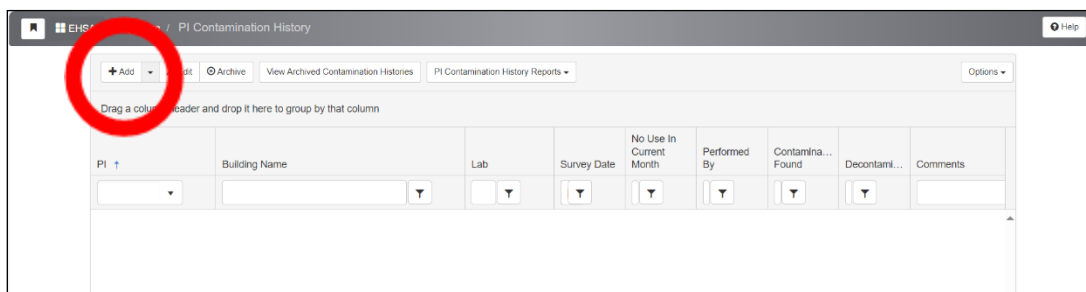
you must print a copy of the tag for each container. Radiation Safety is automatically alerted to your request, and it will be picked up in a timely fashion.

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.

Lab Sketch for

Test Lab Room 123

Freezer

Bench Top

Floor

Fume Hood

Bench Top

2

1

Clear All

Upload Sketch

Wipe Number

Remove1

Remove2

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

Results / Contaminations

Wipe #	Contamina...	Reading	Unit	Location	Comments	Resurv
1	No	36	DPM			<input type="checkbox"/>
2	No	0				<input type="checkbox"/>

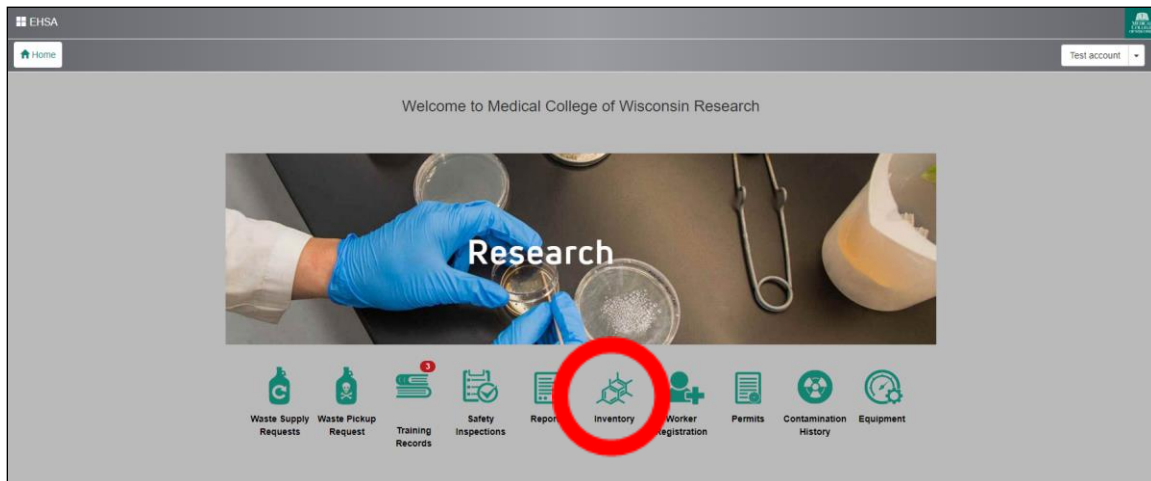
You may choose to scan and upload the LSC print out in the “Document” section, but it is not required.

Hit “Save”.

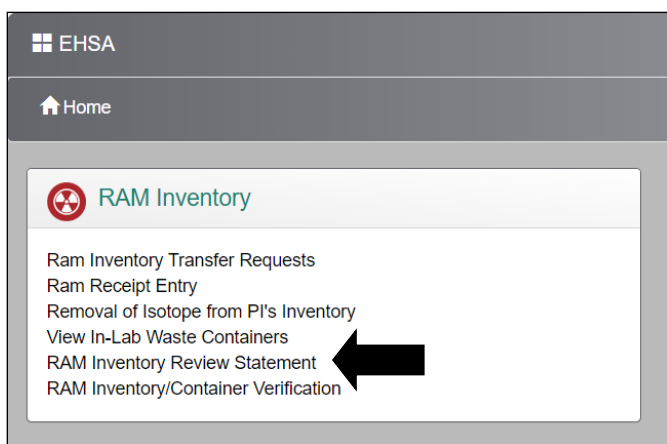
RAM Inventory Review Statement

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”.

The screenshot shows the EHSA Inventory review form. At the top, it says 'PI Account, Test'. Below this is a table with columns 'Permit', 'Last Review', and 'Detail'. The table contains one row with a checked checkbox, 'Test00002', '11/21/2024', 'Test account', and 'RAM - Active'. To the right of the table, there is a text area for a statement, a 'Review Date' field with a calendar icon, and a 'Reviewer' field. At the bottom right, there are 'Submit' and 'Cancel' buttons.

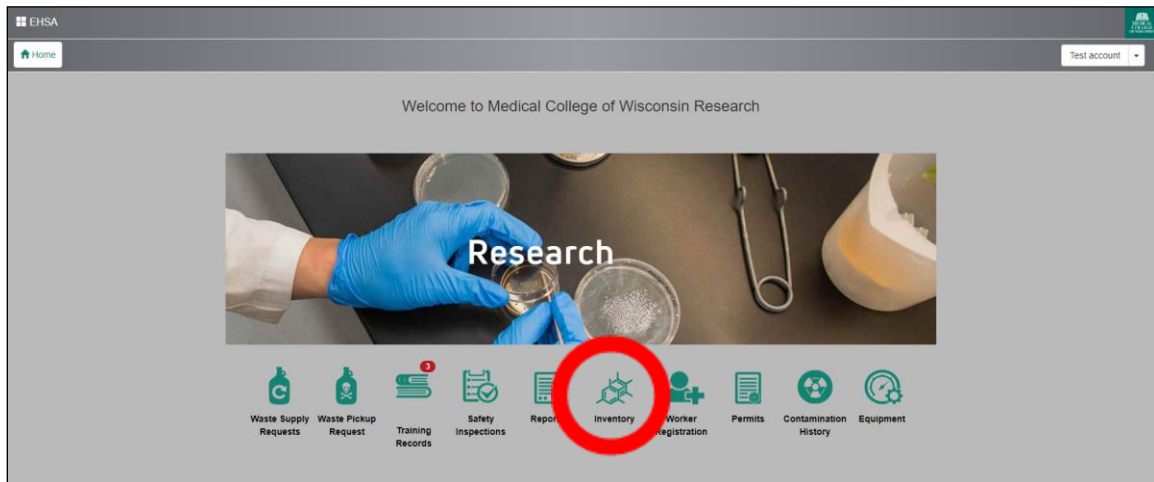
Permit	Last Review	Detail
<input checked="" type="checkbox"/> Test00002	11/21/2024 Test account	RAM - Active

Review Date: 11/21/2024
Reviewer: Test account

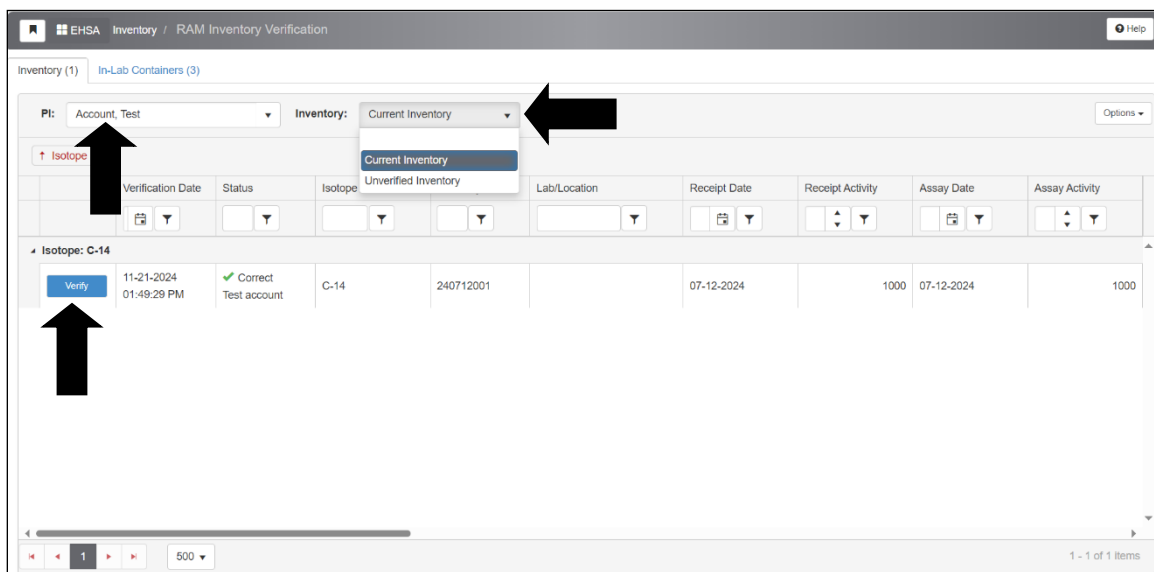
Submit Cancel

RAM Inventory/Container Verification

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

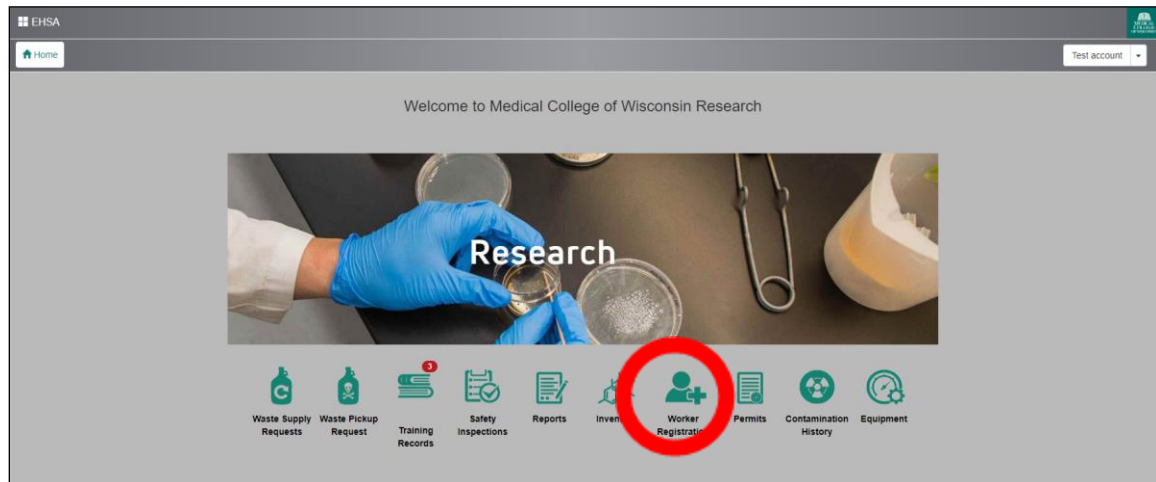


Inventory verification, or physical inventory, is required to be performed quarterly. Select your lab from the “PI” drop down menu. In the “Inventory” drop down, the “Current Inventory” selection will show you inventory items that have been verified previously. The “Unverified Inventory” selection will 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.

A screenshot of the 'Add New Worker' form in the ESHA system. The form is titled 'Add New Worker' and has a search bar for 'Search Worker'. Below the search bar are fields for 'Last Name', 'First Name', 'ID#', 'Worker Type', 'PI', 'Permit', and 'Department'. There are dropdown arrows for each of these fields. Below these fields is a section titled 'Workers Attached to' with a dropdown menu that says 'Please Select a PI'. At the bottom of the form is a table with columns: Name, Permit #, Function, Phone, Email, and Comments. The table is currently empty.

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

The screenshot shows the 'Worker Information' form. Arrows point to the following fields:

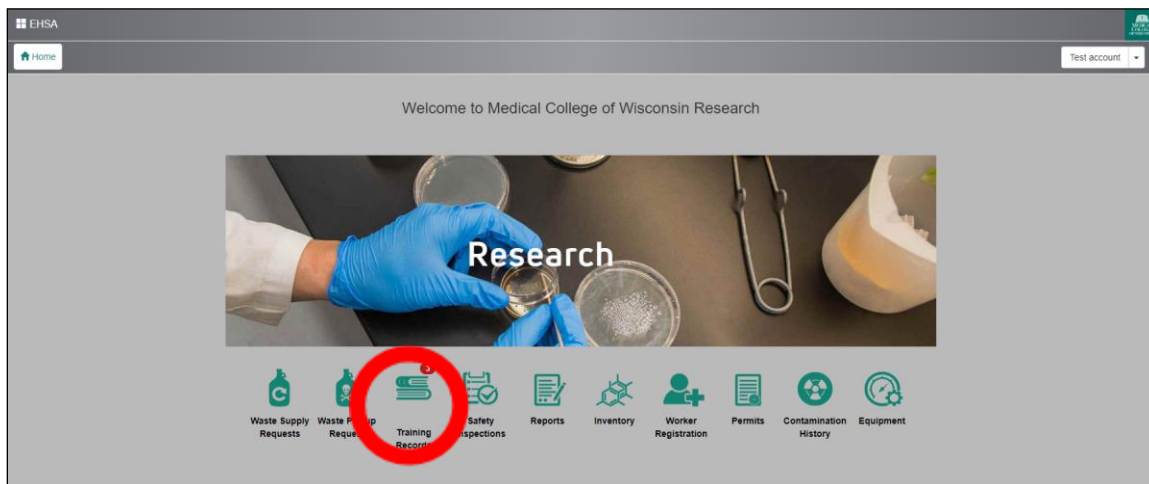
- *First Name:** Cher
- *Last Name:** Noble
- Worker Type:** LAB TECHNICIAN
- Position:** Rad Worker under PI
- Worker Link:** PI (Account, Test), Permit Number (Test00002 (RAM)), Worker Function

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.

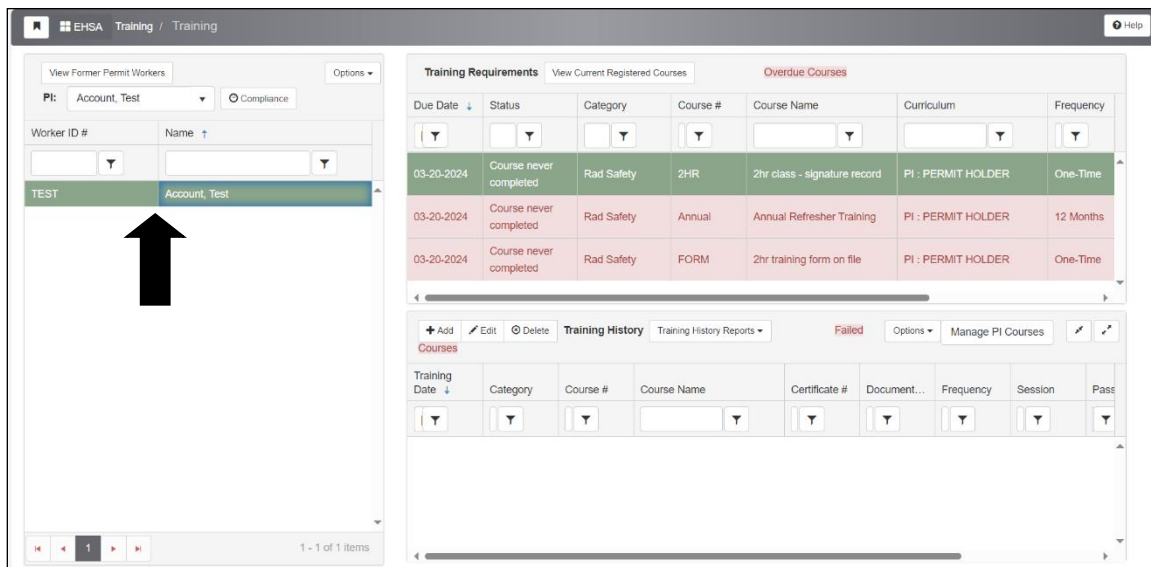
Pending Registrations							Options
Last Name	First Name	ID#	Worker Type	PI	Permit	Department	
Noble	Cher		LAB TECHNICIAN	Account, Test	Test00002		
Workers Attached to: Please Select a PI							
Name	Permit #	Function	Phone	Email	Comments		

View Training History and Status

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

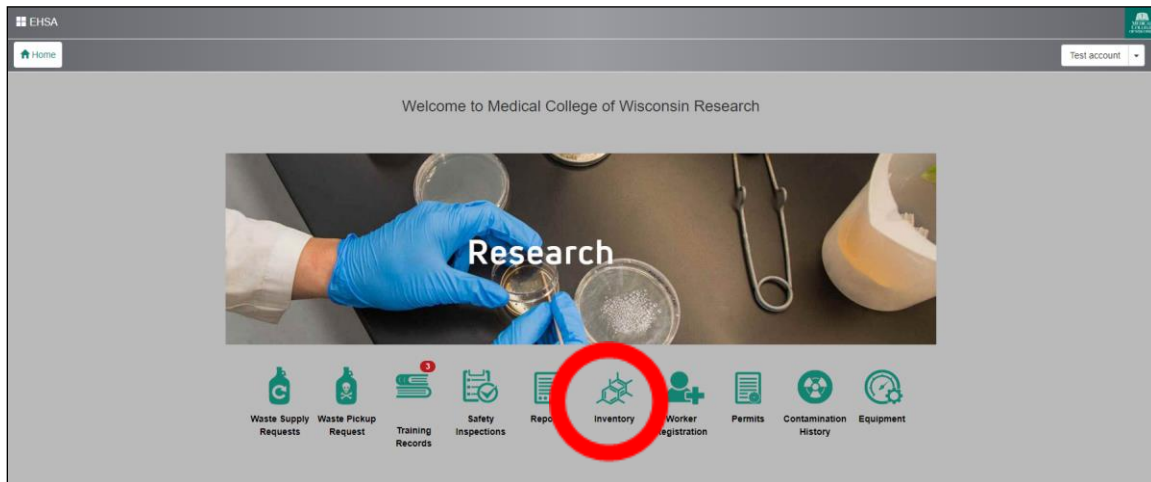


You will see a list of your lab’s workers on the left. Select each worker to see their training requirements and history to the right. Overdue training courses will appear highlighted in red.

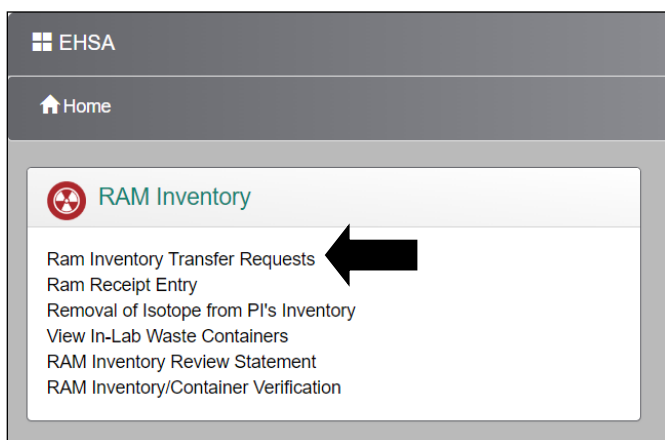


Ram Inventory Transfer Requests

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



Select “RAM Inventory Transfer Requests”



Select “Enter Transfer Request”

A screenshot of the 'Enter Transfer Request' form. The form has a header bar with 'EHSA Inventory / Transfer Request' and a 'Help' button. Below the header is a search bar with the text 'Enter Transfer Request' and a dropdown menu for 'Transfer from PI:' with the value 'Account, Test'. There are buttons for 'Open Requests' and 'Closed Requests', and a dropdown for 'Ram Inventory Transfer Request Reports'. Below this is a table with columns: Transfer status, Isotope, Transfer From, Transfer To, PI Notified, and Comments. The table has one row with dropdown menus for each column. A black arrow points to the search bar.

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

Request Isotope Transfer

Transfer from:

Researcher

Account, Test

Email

Phone

Location

Translational Biomedical Research Center C0005

Isotope

C-14

Compound

Form

Receiving PI

PI Notified

Additional Comments

Receiving Lab

Requested Receipt Activity

0.00000

Unit

Request Transfer

Cancel

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