



EH&S Assistant User Guide

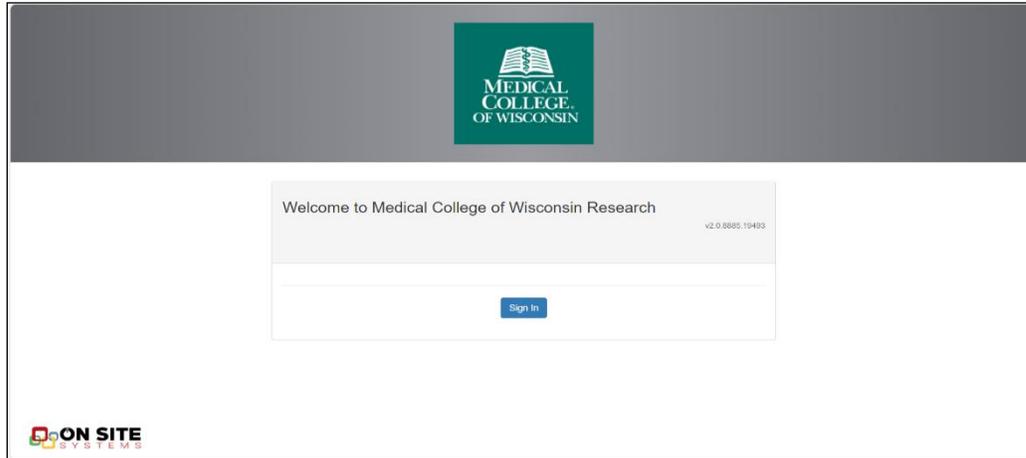
Office of Radiation Safety
Medical College of Wisconsin

Table of Contents

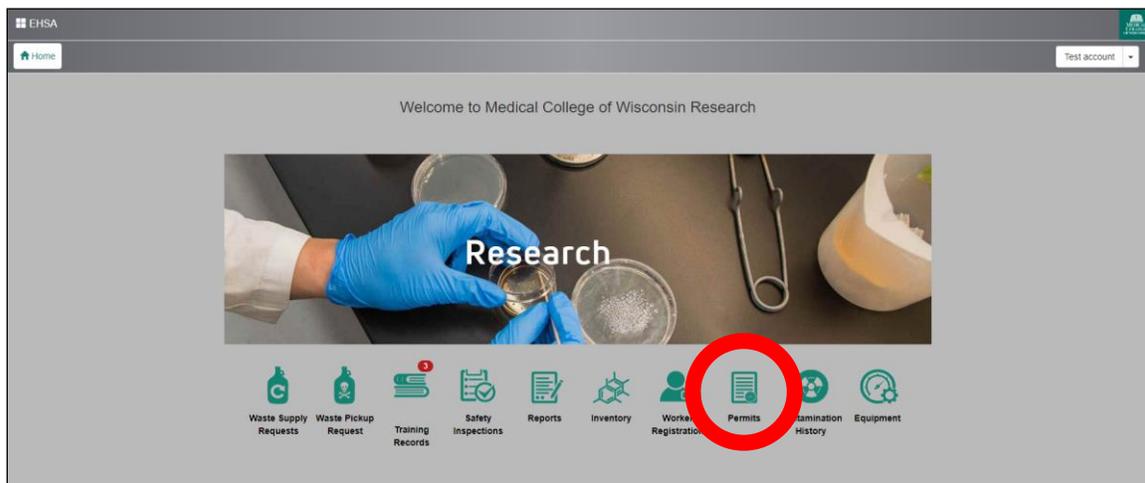
View Permit	3
Completing Material Use Records and Adding a Waste Container	4
Completing Waste Requests	10
Documenting Wipe Tests	12
RAM Inventory Review Statement	13
RAM Inventory/Container Verification	15
Add/Remove Workers	16
View Training History and Status	18
Ram Inventory Transfer Request.....	19

View Permit

Log into EHSA using your MCW credentials.



Select the "Permits" Icon.



Double click on the permit you would like to select.

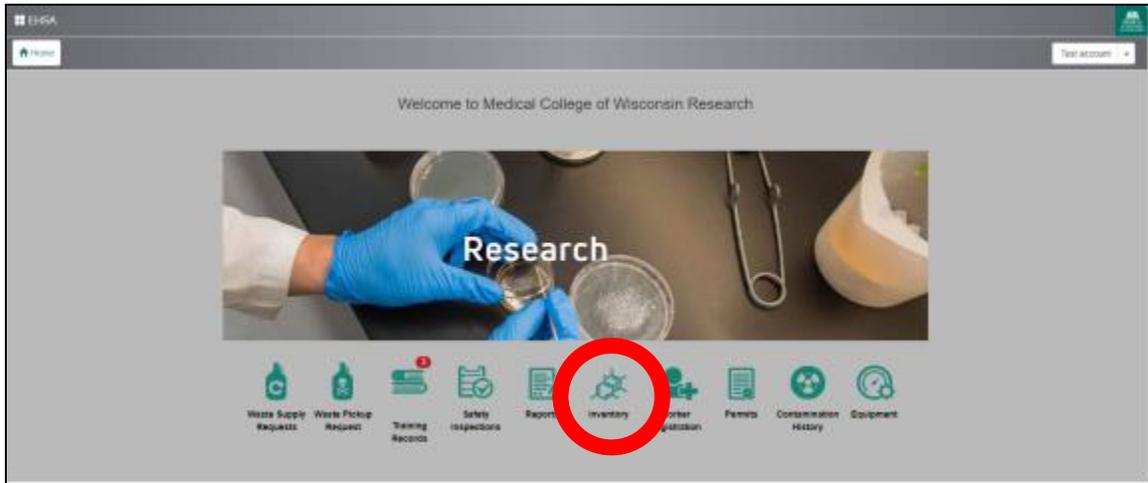
In your "Permit Information" you will find details about your authorization, lab workers, locations, and more.

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	

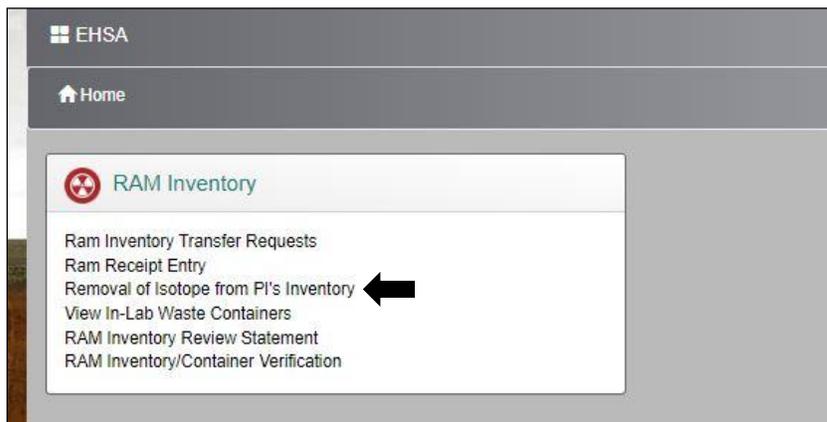
Completing Material Use Records and Adding a Waste Container

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)

The screenshot shows a web application interface for 'Inventory / Ram Inventory Usage'. At the top, there are filters for 'Usage Log', 'PI: Account, Test', 'Inventory: Current Inventory', and 'View In-Lab Waste'. Below the filters is a table with columns: Inventory #, PI Name, Isotope, Trans Code, Receipt Date, Permit #, Totally Used?, Lab/Location, Receipt Activity, Current Activity, Unit, Compound, PO#, and Requisition #. The first row is highlighted in green and contains the following data: 240712001, Account, Test, C-14, Rec, 07-12-2024, Test00002, a small square icon, an empty field, 1000, 9.99970e+2, uCi, acetic acid, sodium salt, 123456789, and 1. A black arrow points to the 'Account, Test' PI name.

Click 'Add' on the lower dialog box

The screenshot shows a detailed dialog box for inventory entry. It includes fields for: Inventory # (240712001), Isotope (C-14), Compound (acetic acid, sodium salt), *PO # (123456789), Receipt Date (7/12/2024), Receipt Activity (1000 uCi), Not Decayed (1000 uCi), Decayed (1000 uCi), Review Due Date, Last Reviewed, Volume (1 uL), and Current Volume (1 uL). There are 'Wipe Test', 'Done', and 'Mark as Reviewed' buttons. Below the form is a 'Usage Activity by Category' chart with an x-axis from 0 to 1.2. At the bottom, a table titled 'Usage for Inventory #: 240712001' has columns: Isotope, Disposal Date, Waste Inventory #, Usage ID, Percent, Container, Usage Category, Usage Activity, and Unit. A black arrow points to the '+ Add' button in the table's toolbar.

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 a software interface for managing inventory and usage. It is divided into several sections:

- Inventory Information:** Fields for Inventory # (240712001), Isotope (C-14), PI Name (Account, Test), and Lic. Line # (16AA).
- Comments:** A large empty text area for notes.
- Total Inventory as of October 11, 2024:** Summary statistics including Not Decayed (1000 uCi), Decayed (9.99970e-2 uCi), Original Volume (1 uL), On Hand Volume (1 uL), -This Usage (0.02 uL), Current Volume (0.98 uL), and Act. per Vol. Unit (999.959841286058 per uL).
- Enter Usage Information:** A section with a dropdown menu set to 'By Volume'. A note states: "*Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved." Fields include Disposal Date (10/11/2024), Disposed By (Test account), Volume Used (0.02 uL), and Activity Used (1.99994e+1 uCi). It also has checkboxes for 'Mixed Waste?' and 'Totally Used?'. Below this is a table for usage categories:

Usage Category	Percent	Usage Activity
[Dropdown]	100.00 %	1.99994e+1 uCi

At the bottom of the 'Enter Usage Information' section are 'Save' and 'Cancel' buttons. A black arrow points to the 'By Volume' dropdown menu.

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 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 disposal date of 7/12/2024, a volume used of 0.5 uL, and an activity used of 500 uCi. A table below shows usage categories, with 'Liquid' selected at 100.00% and 500 uCi. The 'Container' dropdown menu is open, and the 'Add Container' button is highlighted with a black arrow.

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.

Container	Isotope(s)	Usage Category	Description	File(s)	Location	Comments
0102009	C-14	Solid	Long Half-Life Dry Solid	Account, Test	Translational Biomedical Research Center-C0005	

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	Container	
<input type="checkbox"/>	Solid	100.00 %	1.99994e+1 uCi	0102589	<input type="button" value="Add Container"/>

Totally Used?

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

Usage Activity by Category

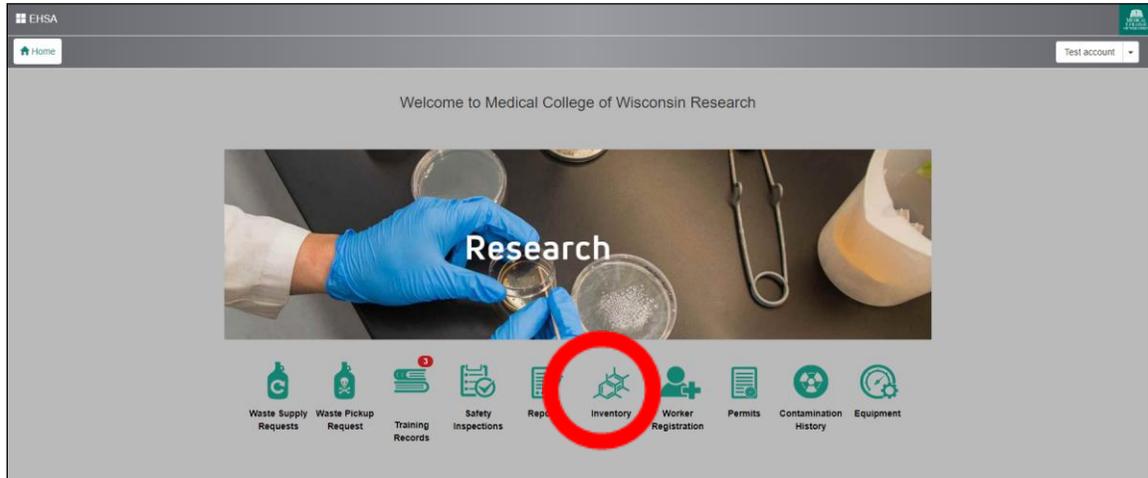
Wipe Test

Usage for Inventory #: 240712001

+	Add	Edit	Delete							Options
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.

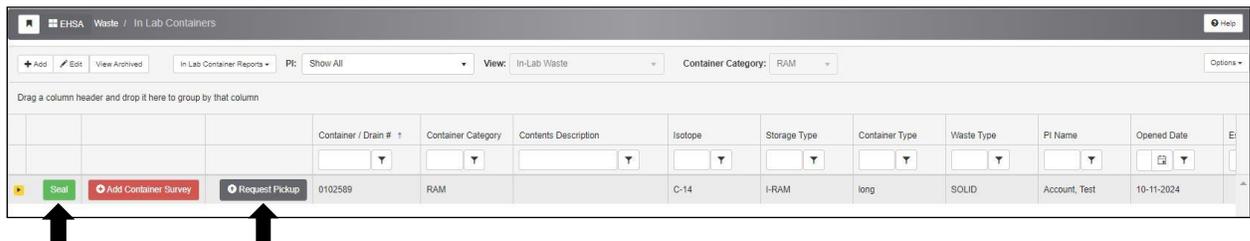


From the RAM Inventory menu, click ‘View In-Lab Waste Containers’

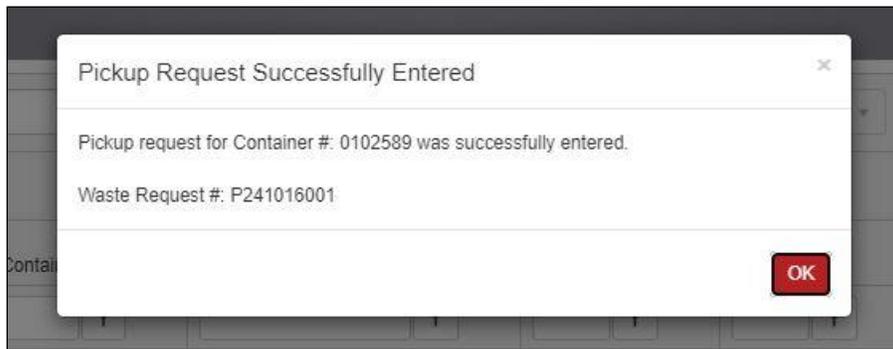


Find the container you are looking to dispose of.

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.



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.

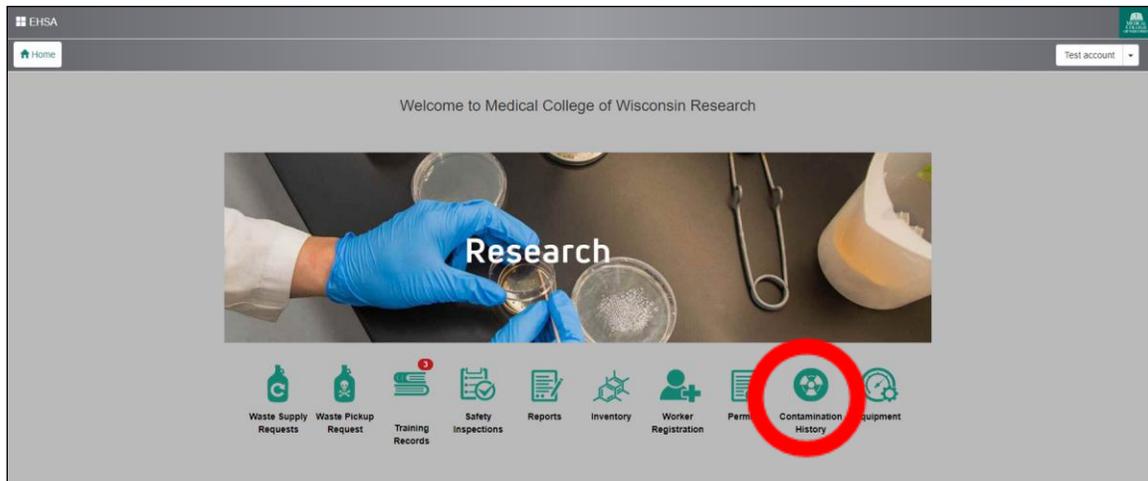
Container / Drain #	Container Category	Contents Description	Isotope	Storage Type	Container Type	Waste Type	PI Name	Opened Date
0102589	RAM		C-14	I-RAM	long	SOLID	Account, Test	10-11-2024

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,

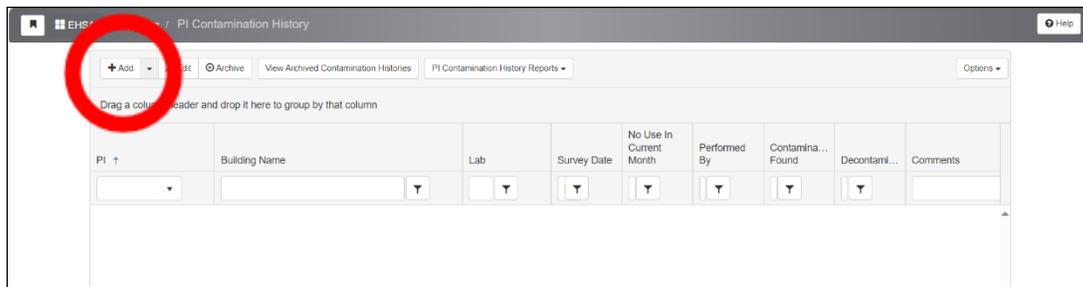
you must print a copy of the tag for each container. Radiation Safety is automatically alerted to your request, and it will be picked up in a timely fashion.

Documenting Wipe Tests

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



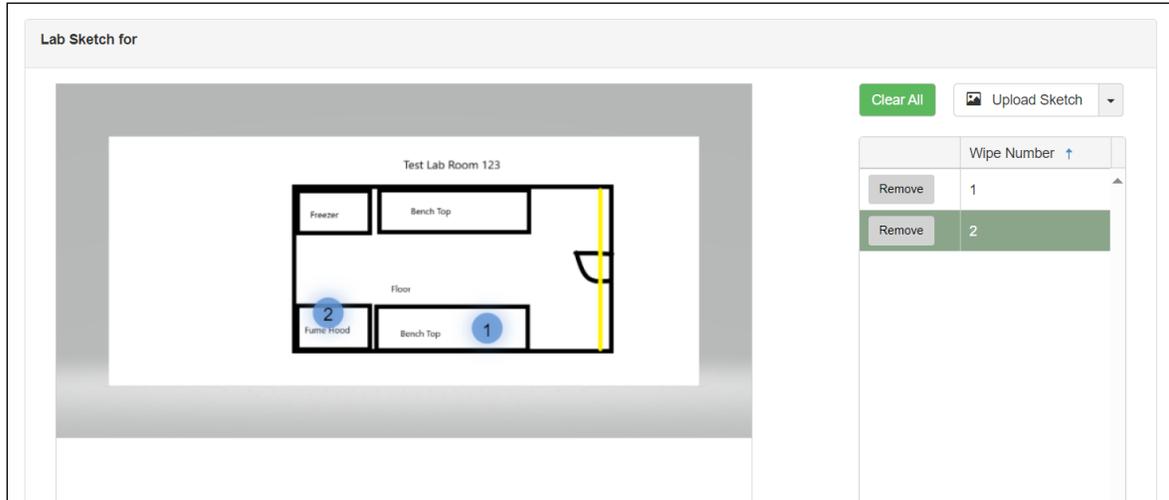
Click “+Add” at the top



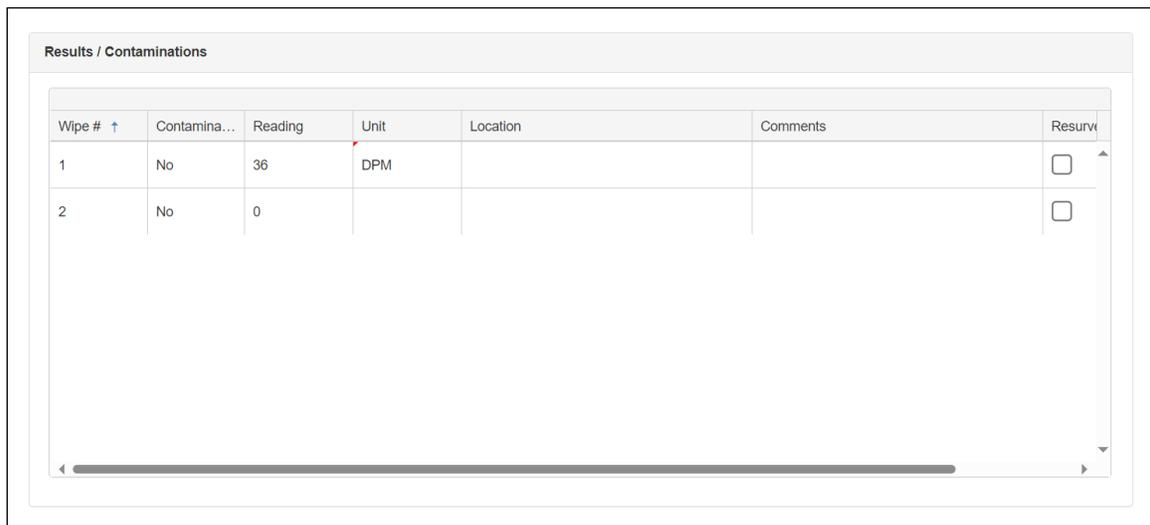
Enter “Contamination Survey” Information as prompted.

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.



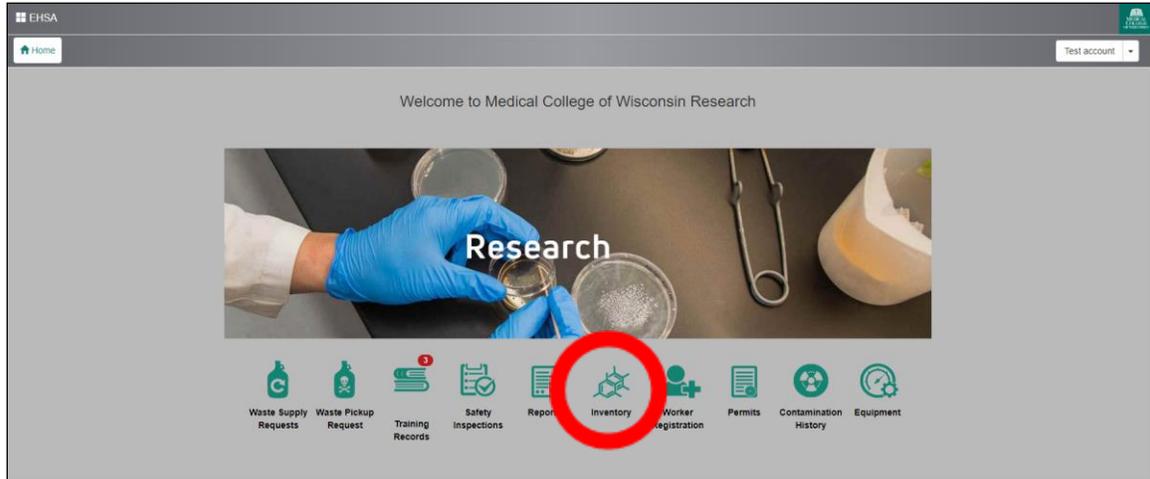
You may choose to scan and upload the LSC print out in the “Document” section, but it is not required.

Hit “Save”.

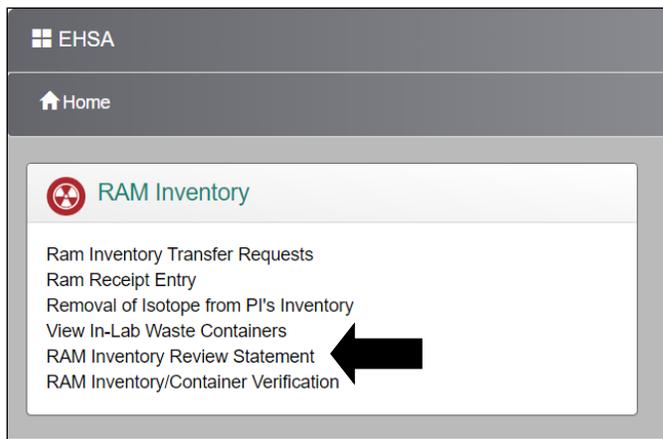
RAM Inventory Review Statement

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”.

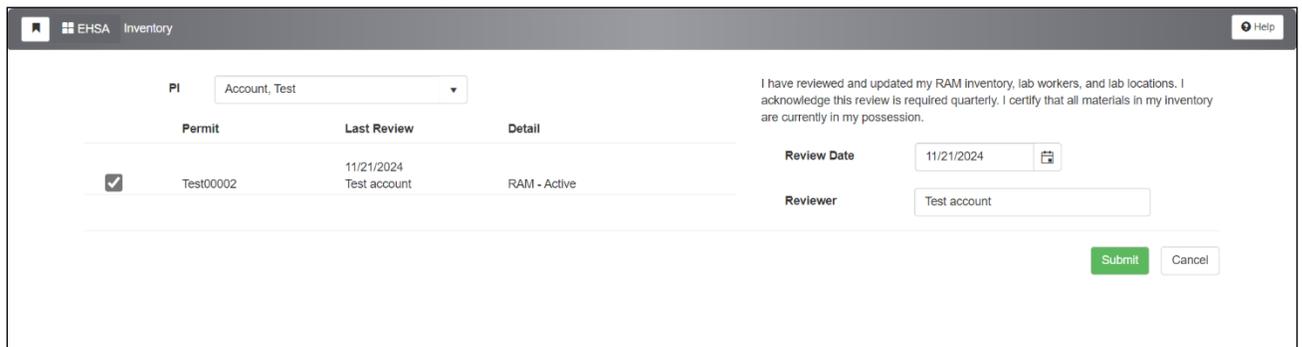
Log into EHSA and select the “Inventory” icon from your dashboard.



Select "RAM Inventory Review Statement".

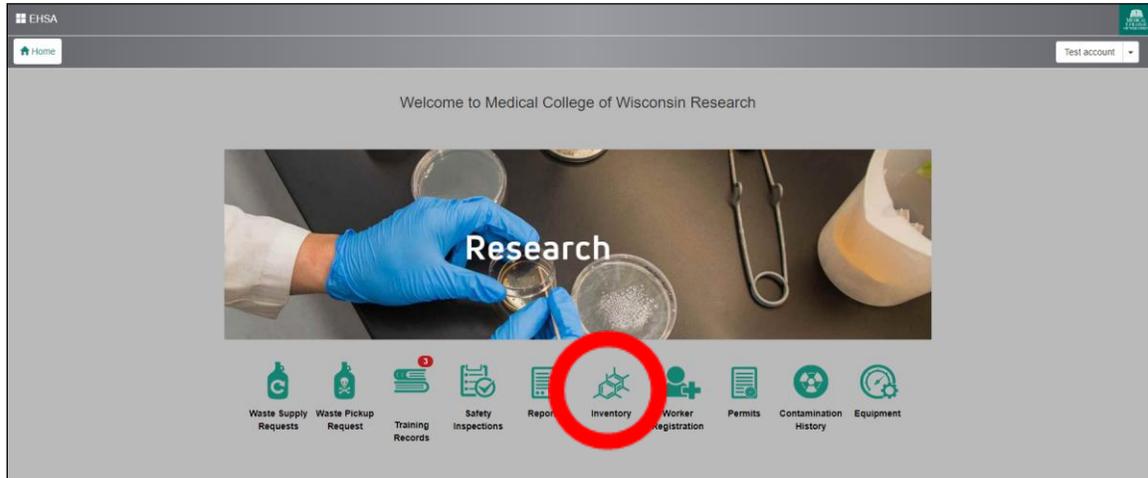


After verifying your labs inventory, list of lab workers, and lab locations as they appear in EHS, select "Submit".

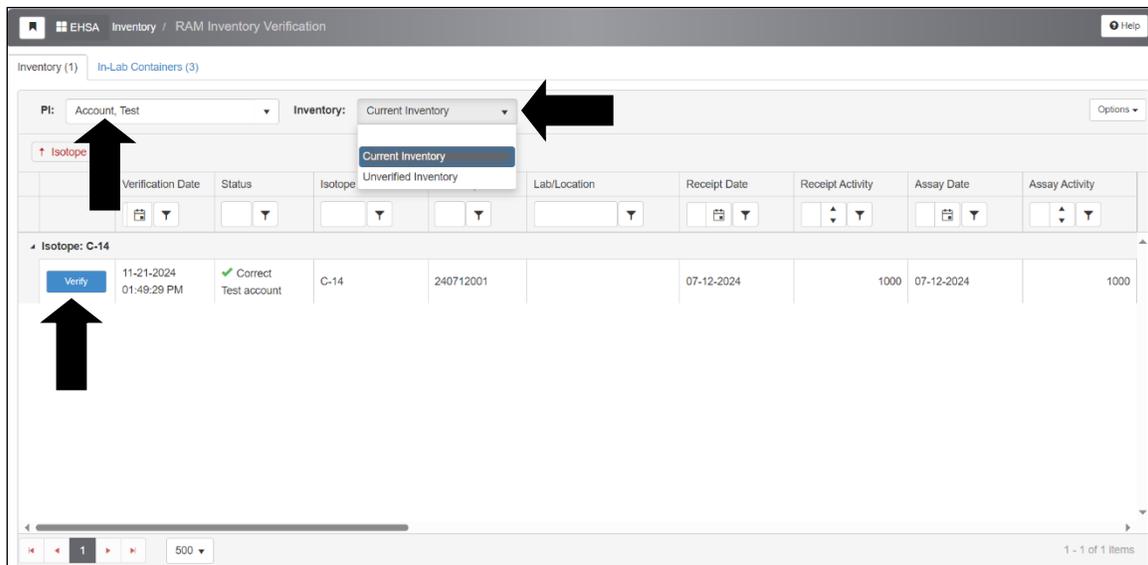


RAM Inventory/Container Verification

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

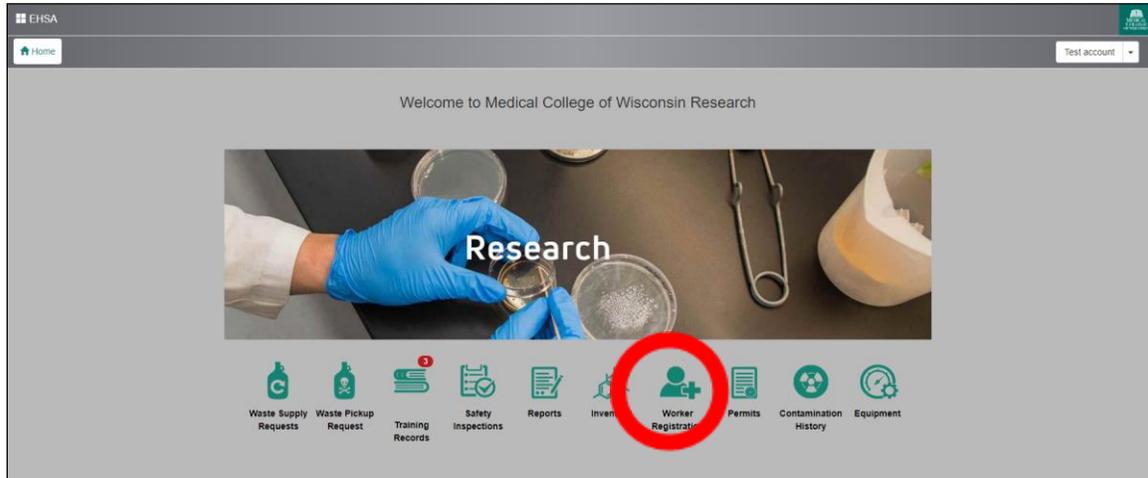


Inventory verification, or physical inventory, is required to be performed quarterly. Select your lab from the “PI” drop down menu. In the “Inventory” drop down, the “Current Inventory” selection will show you inventory items that have been verified previously. The “Unverified Inventory” selection will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

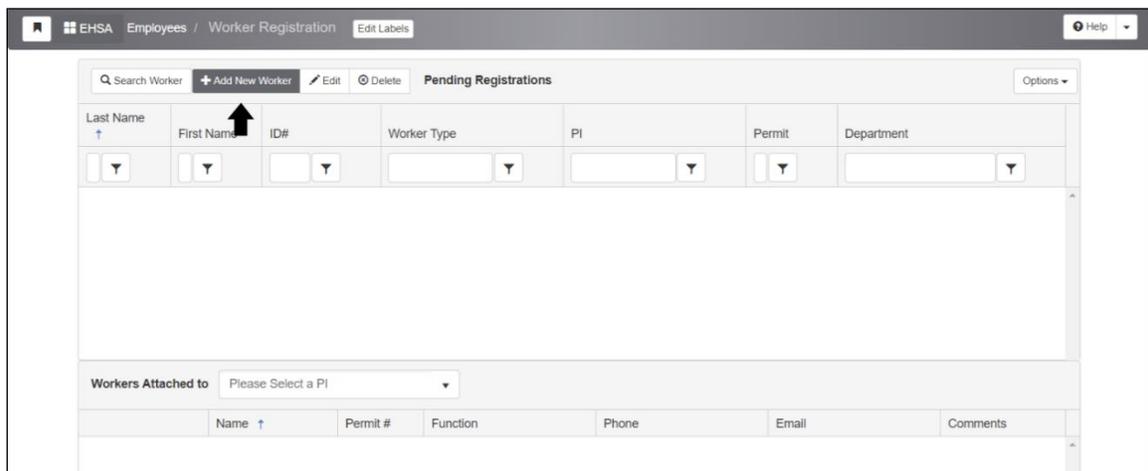


Add/Remove Workers

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.

The screenshot shows a 'Worker Information' form with the following fields and arrows:

- First Name:** 'Cher' (arrow pointing to the text)
- Last Name:** 'Noble' (arrow pointing to the text)
- Worker Type:** 'LAB TECHNICIAN' (arrow pointing to the dropdown menu)
- Position:** 'Rad Worker under PI' (arrow pointing to the dropdown menu)
- Worker Link:** A section containing a dropdown for 'PI' (set to 'Account, Test'), a button 'Add All Permits', a dropdown for 'Permit Number' (set to 'Test00002 (RAM)'), and a dropdown for '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.

Search Worker + Add New Worker Edit Delete Pending Registrations Options

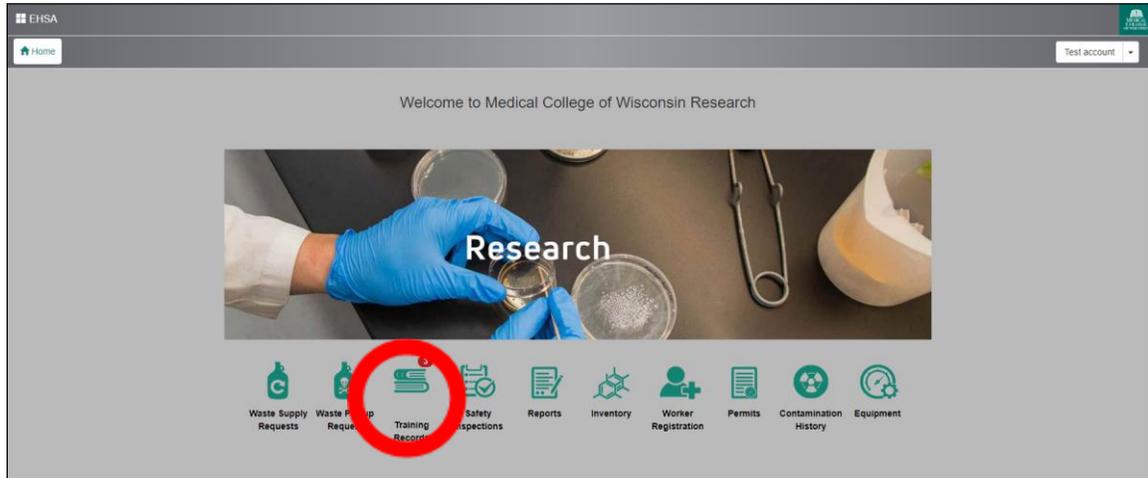
Last Name	First Name	ID#	Worker Type	PI	Permit	Department
Noble	Cher		LAB TECHNICIAN	Account, Test	Test00002	

Workers Attached to Please Select a PI

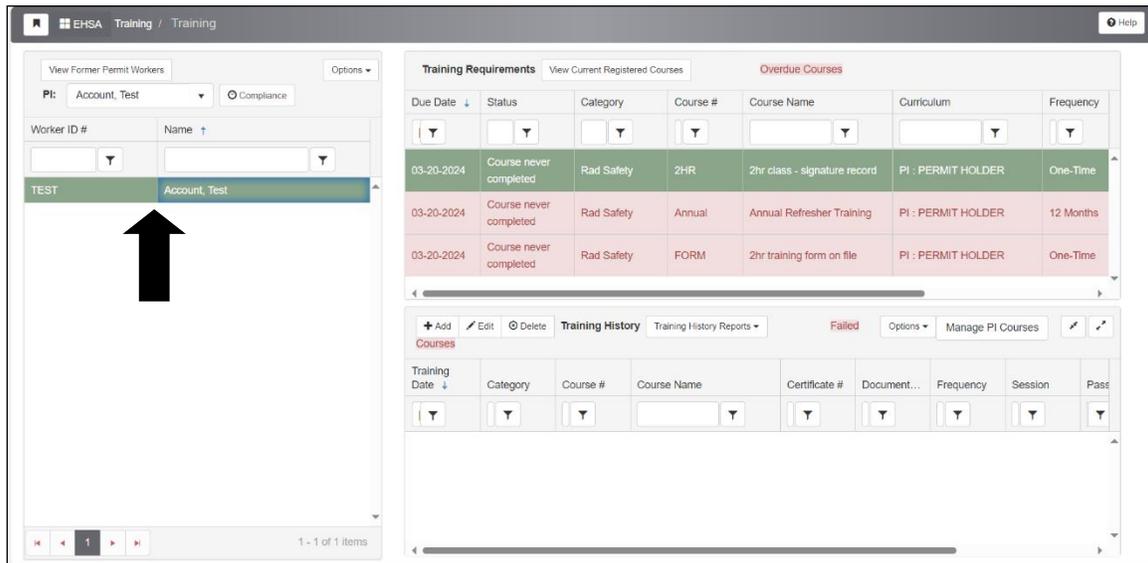
Name	Permit #	Function	Phone	Email	Comments
------	----------	----------	-------	-------	----------

View Training History and Status

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

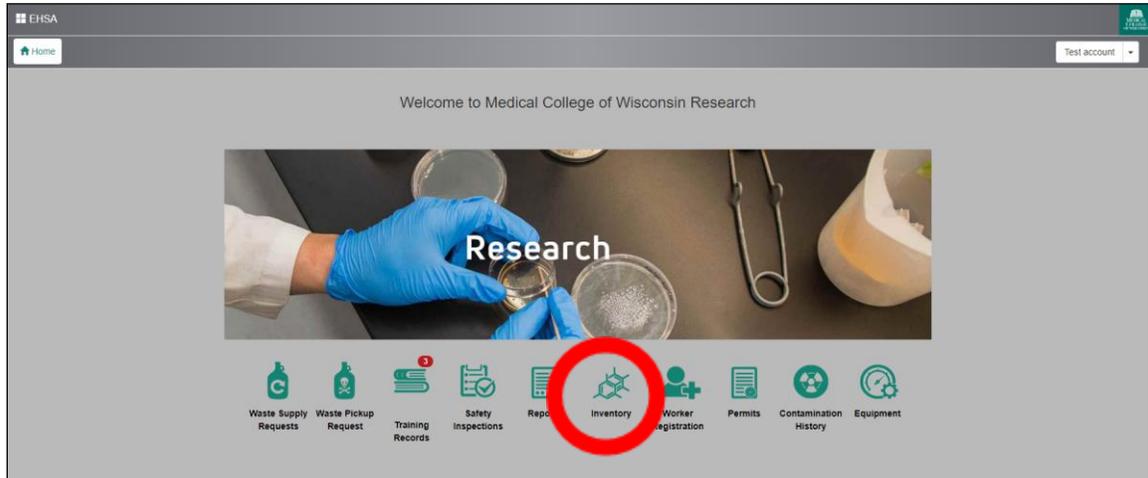


You will see a list of your lab’s workers on the left. Select each worker to see their training requirements and history to the right. Overdue training courses will appear highlighted in red.

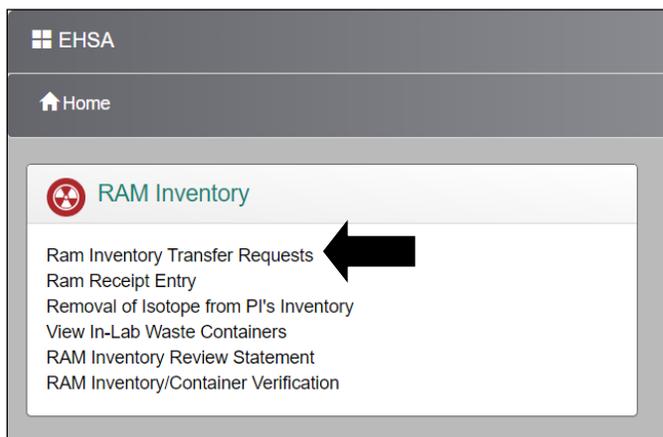


Ram Inventory Transfer Requests

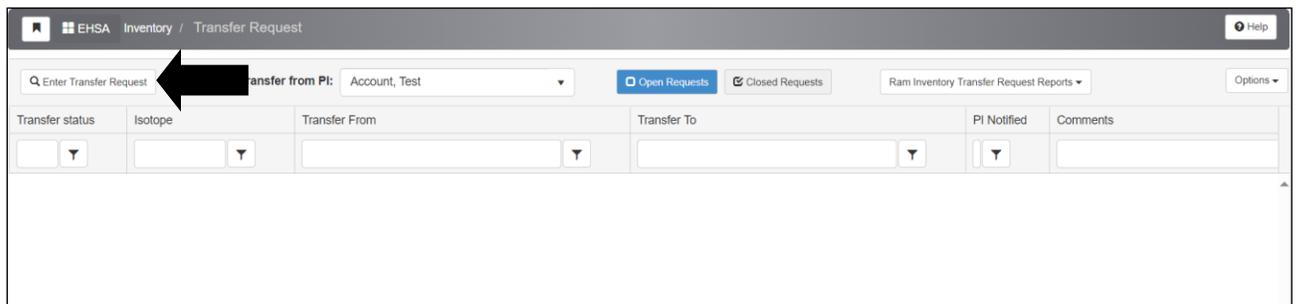
Log into EHSA and select the “inventory” icon from the dashboard.



Select “RAM Inventory Transfer Requests”



Select “Enter Transfer Request”



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

EH&S Assistant User Guide

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:

Receiving Lab:

Additional Comments:

Requested Receipt Activity: 0.00000 Unit:

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