

EH&S Assistant User Guide

Office of Radiation Safety Medical College of Wisconsin

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EH&S Assistant User Guide

View Permit

Log into EHSA using your MCW credentials.

	MEDICAL COLLECE. OF WISCONSIN	
	Welcome to Medical College of Wisconsin Research	60
	Sign In	
SON SITE		

Select the "Permits" Icon.

	Tool account
Welcome to Medical College of Wisconsin Research	iest account
Research	
Waste Bupply Waste Pickup Requests Waste Pickup Requests Safety Tailing Safety Reports Inventory Worke Permits History Equipment	

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.

otopes We	orkers Labs An	mendments Conditions	Permit History	Protocols	Meters / Instrumer	nts Docu	mentation	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	160		

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 Pl's name (Green Highlight)

Drag a colum	n header and drop it here to grou	p by that column											
Inventory #	PI Name	Isotope	Trans Code	Receipt Date 斗	Permit #	Totally Used?	Lab/Location	Receipt Activity	Current Activity	Unit	Compound	PO#	
T	T	T	T] 🔽	T	T	T	T	•	T	T	
240712001	Account, Test	C-14	Rec	07-12-2024	Test00002			1000	9.99970e+2	uCi	acetic acid, sodium satt	123456789	

Click 'Add' on the lower dialog box

Isotope	C-14				Receipt Activity		1000	IICi		
					nescipt Activity		1000	and		
Compound	acetic acid, so	odium salt			Not Decayed		1000	uCi		
*PO #	123456789				Decayed		1000	uCi		
Review Due Date		E1			Volume	1	UL		Unit	C Update
Last Reviewed		•	Mark as Reviewed		Current Volume	1		74-3	Unit	
							912			
			U	sage Activity I	by Category					
🚔 Wipe Test										
Done				0.000	2.45	10.02				
🖌 Done		0	0.2 0.	4 0.6	0.B	1 1.2				
✓ Done		0	0.2 0.	4 0.6	0.B	1 1.2				
✓ Done Usage for Invent	му#: 240712001	0	0.2 0.	4 0.6	0.8	1 1.2				
Done Usage for Invent	xry #: 240712001	0	0.2 0.	ι <u>0.6</u>	0.8	1 12				
Done Usage for Invent +Add	ory #: 240712001 Edit © Delete	0	0.2 0.	4 0.6	0.8	1 12				Options +
Done Usage for invent + Add Isotope	ory #: 240712001 Edit © Delete Disposal Date	0 Waste Inventory	0.2 0. y≢ Usage ID i	e Percent	0.6 Container	1 1.2	ry	Usage Activity	Uni	Options +
Done Usage for Invent + Add Isotope	ory #: 240712001 Edit © Delete Disposal Date	0 Waste Inventory	0.2 0. v # Usage ID +	e Percent	0.6 Container	1 1.2	ŋ	Usage Activity	Uni	Options +
Done Usage for Invent + Add Isotope	ory #: 240712001 Edit © Delete Disposal Date	0 Waste Inventory	0.2 0. y≢ Usage ID ÷	4 0.6	0.6 Container	1 1.2	ŋ	Usage Activity	Uni	Options +
Done Usage for Invent + Add Isotope	Disposal Date	0 Waste Inventory	0.2 0. y# Usage ID ↔	4 0.6	0.6 Container	1 1.2	ry	Usage Activity	Uni	Options +
Done Usage for Invent + Add Isotope	ory #: 240712001 Edit © Delete Disposal Date	0 Waste Inventory	0.2 0. y≢ Usage ID -	4 0.6	0.6 Container	1 1.2	ry .	Usage Activity	Uni	Options +
Done Usage for Invent + Add Isotope	ory #: 240712001 Edit © Delete Disposal Date	0 Waste Inventory	0.2 0.	e Percent	Container	1 1.2	ov.	Usage Activity	Uni	Options +
Done Usage for Invent + Add Isotope	ory #: 240712001 Edt © Delete Disposal Date	0 Waste Inventory	0.2 0. y≢ Usage ID 4	4 0.6	Container	1 1.2	ny	Usage Activity	Uni	Options +

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.

Isotope C.14 PI Name Account, Test Lic. Line # 16A. Original Volume 1 uL Original Volume 1 uL On Hand Volume 1 uL Current Volume 0.02 uL Enter Usage Information By Volume By Volume • Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved.	Inventory # 240712001	Not Decayed 1000 uCi
Disposed Date 0.000 uL Bisposed Date 0.000 uL Contraction By Volume Bisposed Date 0.000 uL Activety Usage Category Percent Usage Category Percent Usage Category Percent Usage Category 1.99994er1 ucl 1.99994er1 Contail Usage Category 1.99994er1 ucl 1.99994er1	Isotope C 14	
Pi Name Account Test Lic, Line # 16AA Comments 1 Comments 0.02 ui, -This Usage 0.02 Current Volume 1 0.02 0.02 Current Volume 0.93 ui, Act, per Vol. Unit 999.995941280055 per ui, 1 Ester Usage Information By Volume or By Activity cannot be varied once usage for this vial has been seved. Disposal Date 1011/2024 Disposed By Test account Volume Usage Category Percent Usage Activity Usage Activity Interference Totaly Usage?		Decayed 9.999708*2 UCI
LLC. LINE # 16AA 1 L. Comments 1 L. Comments 1 L. Current Volume 1 L. Current Volume 0 99 uL. Act. per Vol. Unit 9990.99941286058 per uL. Enter Usage Information By Volume • * * Your selection of By Volume or By Activity cannot be varied once usage for this viai has been saved. Enter Usage Information By Volume • * * Your selection of By Volume or By Activity cannot be varied once usage for this viai has been saved. Disposal Date 1011/2024 2 Disposed By Test account Volume Usad 0.02 uL Activity Used 199994e+1 uCl Mixed Waste? Totality Used? Totality Used?	PI Name Account, Test	
Comments Image:	Lic. Line # 16AA	Original Volume 1 uL
Comments -This Usage 0.02 uL Current Volume 0.99 uL Act. per Vol. Unit 999.998841286058 per uL Enter Usage Information By Volume or By Activity cannot be varied once usage for this vial has been saved. Enter Usage Information By Volume (By Volume or By Activity cannot be varied once usage for this vial has been saved. Enter Usage Information By Volume (By Volume or By Activity Cannot be varied once usage for this vial has been saved. Enter Usage Information By Volume (By Volume or By Activity Cannot be varied once usage for this vial has been saved. Enter Usage Information By Volume (By Volume or By Activity Cannot be varied once usage for this vial has been saved. Enter Usage Category Percent Usage Activity Totally Used? Totally Used?		On Hand Volume 1 uL
Current Volume 0.88 Act. per Vol. Unit 999 Percent Usage Activity Image Activity	Comments	-This Usage 0.02 uL
Current Volume 0.39 uL Act. per Vol. Unit 999 959841266058 per uL Enter Usage Information By Volume * * * * * * * * * * * * * * * * * * *		
Act. per Vol. Unit Gege 9998841286058 per ut. Enter Usage Information By Volume Nisposal Date 10/11/2024 Disposed By Test account Volume Usage 0.02 ucl Mixed Waste? Image Category Percent Usage Activity 100.00 % 199994e+1 ucl Totally Usad?		Current Volume 0.98 uL
Enter Usage Information By Volume	4	Act. per Vol. Unit 999.969841286058 per ul.
Image Category Percent Usage Activity Image Category + 100 00 % 1 99994e+1 uCl	Enter Usage Information By Volume	nce usage for this vial has been saved.
• 100.00 % 1.99994e+1 uCl Totally Used?	Enter Usage Information By Volume • * * * * * * * * * * * * * * * * * * *	nce usage for this vial has been saved.
Totally Used?	Enter Usage Information By Volume • "Your selection of By Volume or By Activity cannot be varied or Disposal Date 10/11/2024 Ei Disposed By Test account Volume Used 0.02 uL Activity Used 1.99994e+1 uCi Mixed Waste?	nce usage for this vial has been saved.
	Enter Usage Information By Volume * Your selection of By Volume or By Activity cannot be varied or Disposal Date 10/11/2024 Call Disposed By Test account Volume Used 0.02 uL Activity Used 1.99994e+1 uCl Mixed Waste?	nce usage for this vial has been saved.
	Enter Usage Information By Volume • Vour selection of By Volume or By Activity cannot be varied or Disposal Date Disposal Date 10/11/2024 Ei Disposed By Test account Volume Used 0.02 uL Activity Used 1.99994e+1 uCi Mixed Waste?	nce usage for this vial has been saved.
	Enter Usage Information By Volume • * * * * * * * * * * * * * * * * * * *	nce usage for this vial has been saved.
	Enter Usage Information By Volume • Your selection of By Volume or By Activity cannot be varied or Disposal Date 10/11/2024 62 Disposed By Test account 1.99994e+1 uCi Mixed Waste? • Volume Usage Category • Percent Usage Activity • 100.00 % 1.99994e+1 uCi Totally Used?	nce usage for this vial has been saved.

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'.

							Total Inventory as of July	12, 2024		
Inventory #	240712001						Not Decayed		1000	uCi
Isotope	C-14						Decayed		1000	uCi
PI Name	Account, Test									
lic line≢	1844						Original Volume	1	lut :	
							original volume		UL.	
							On Hand Volume	1	uL	
Comments							-This Usage	0.5	uL	
							Current Volume	0.5	uL	
						4	Act. per Vol. Unit	1000.00000000000	0 per uL	
Disposal Date	7/12/2024		Disposed By	Test accour	or by Activity can	not be varied once us	sage for this vial has been saved.			
Disposal Date Volume Used Mixed Waste?	7/12/2024	L I	Disposed By Activity (Test accour	nt 500	uCi	lage for this vial has been saved.			
Disposal Date Volume Used Mixed Waste? Add Usage C	7/12/2024	Li I	Disposed By Activity (Percent Usag	Test accour	nt 500	uCi	lage for this vial has been saved.			
Disposal Date Volume Used Mixed Waste? Add Usage C	7/12/2024	UL .	Disposed By Activity I Percent Usag	Test accour	at 500	uCi	sage for this vial has been saved.	nt Used		
Disposal Date Volume Used Mixed Waste? (Add Usage C © Liquid	7/12/2024 0.5	j ul	Disposed By Activity I Percent Usag	Test accour	tt 500 uCi	uCi Container	sage for this vial has been saved.	nt Üsed		
Disposal Date Volume Used Mixed Waste? I Add Usage C © Liquid Disposed? □	7/12/2024 0.5	j uL	Disposed By Activity I Percent Usag	Test accour	500 uCi	uCi Container	Add Container	nt Üsed		
Disposal Date Volume Used Mixed Waste? I Add Usage C Disposed?	7/12/2024 0.5	JUL V	Disposed By Activity I Percent Usag	Test accound	at soo	uCi Container	Add Container	st Used		
Disposal Date Volume Used Mixed Waste? Add Usage C © Liquid Disposed?	7/12/2024 0.5	UL .	Disposed By Activity I Percent Usag	Test accound	tt 500 UCi	uCi Container	sage for this vial has been saved. Solver	t Used		
Disposal Date Volume Used Mixed Waste?	7/12/2024 0.5	y T	Disposed By Activity (Percent Usag	Test accour	10 00 4000 can 11 000 000 000	uCi Container	sige for this vial has been saved.	tt Üsed		
Disposal Date Volume Used Mixed Waste?	7/12/2024 0.5	v l	Disposed By Activity I Percent Usay	Test accour Used	10 00 400 400 400 400 400 400 400 400 40	uCi Container	Add Contenter	nt Used		

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.

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	Add Waste Con	tainer For C-14				ж	
	Usage Category	Solid		•			1 UL
	Container Type	Long Half-Life Dry S	Solid				1 UL
	Waste Type	Dry, solid lab waste	8				0.02 uL
	Volume	[\$	•	Unit		
	Isotope	C-14 ×		٠			0.98 uL
	Opened Date	10/11/2024					6058 per uL
	Building	TBRC: Translationa	I Biomedical Rese	arch Cente	er	•	
*Your selection of	Location	C0005		× •			
osed By	Waste Generator	MCW Research Lat	os			×	
Activity Used	Comments						
cont Usago						h	
Joint Gauger					Save	Cancel	
100.00 %			-				

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

	10/11/2024		Disposed By	Test account							
olume Used	0.02	uL	Activity Used	t	1.99994e+1	uCi					
lixed Waste	? 🗆										
Add Usage	e Category		Percent Usage	e Activity							
0						Container					
Solic	d	*	100.00 %	1.999946	e+1 uCi		· · · ·	Add Container			
					Container	Isotope(s)	Usage Category	Description	P1(s)	Location	Comments
	? 🗆				0102589	C-14	Solid	Long Half-Life Dry Solid	Account, Test	Translational Biomedical Research Center.C0005	
otally Used?											

Once the proper container is selected, click save.

Enter Usage Inforr	nation By Volume	*Your selecti	on of By Volume or By Activity c	annot 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 l	Jsed 1.99994e+1	uCi		
Couge Cute	Jory	Tercent of	age Activity	Container		
		▼ 100.00 %	1.99994e+1 uCi	0102589 × •	Add Container	
Solid						

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.

d 🖌 Edit View Archived	In Lab Container Reports + PI:	Show All	• View:	In-Lab Waste	Container Categ	gory: RAM +				
column header and drop it h	ere to group by that column									
		Container / Drain # 1	Container Category	Contents Description	Isotope	Storage Type	Container Type	Waste Type	PI Name	Opened Date
		T	T	T	T	T	T	T	T	T III
Seal Add Contain	r Survey	0102589	RAM		C-14	I-RAM	long	SOLID	Account, Test	10-11-2024

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.

		Container Category. To an	
Waste Request Pickup			
Container Informat	on		
t Container #:	0102589		
Isotope:	C-14		
Location:	Translational Biomedical Rese	earch Center : C0005	
Order Replacement	t Containers & Labels		
Request a pickup usi Waste Profile Ed	ng the following waste request pr	ofile?	
Request a pickup usi Waste Profile Ea Contact Account, Test (TEST) Pl	Ing the following waste request profile Contact Phone (414)955-4347 Department Department Department	rofile? Contact Email radsafety@mcw.ed	lu
Request a pickup usi Waste Profile Ea Contact Account, Test (TEST) Pl Account, Test(TEST) Request Date	Ing the following waste request profile Contact Phone (414)955-4347 Department Radiation Safety / Comments	Contact Email radsafety@mcw.ed	ut
Request a pickup usi Waste Profile Ea Contact Account, Test (TEST) Pl Account, Test(TEST) Request Date 10/16/2024	Ing the following waste request profile Contact Phone (414)955-4347 Department Radiation Safety Comments	Contact Email radsafety@mcw.ed	u
Request a pickup usi Waste Profile Ea Contact Account, Test (TEST) PI Account, Test(TEST) Request Date 10/16/2024	e Profile Contact Phone (414)955-4347 Department Radiation Safety I Comments	rofile? Contact Email radsafety@mow.ed MCW (RADSAF-M.)	tu
Request a pickup usi Waste Profile Ea Contact Account, Test (TEST) PI Account, Test(TEST) Request Date 10/16/2024	e Profile Contact Phone (414)955-4347 Department Radiation Safety I Comments	rofile? Contact Email radsafety@mcw.ed WCW (RADSAF-M.)	tu

Pickup Request Successfully Entered	×
Pickup request for Container #: 0102589 was successfully en	itered.
Waste Request #: P241016001	
	ок

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.

EHSA	∖ Waster / In Lab Co	ntainers									•
+ Add / Edit		In Lab Container Reports + PI:	Show All	• View:	In-Lab Waste v	Container Catego	y: RAM v				c
Drag a column h	eader and drop it here to	Hazardous Waste Container Lat Radioactive Materials Request for	oel_Large or Disposal USC NEW								
			Container / Drain # 1	Container Category	Contents Description	Isotope	Storage Type	Container Type	Waste Type	PI Name	Opened Date
			T	T	T	T	T	T	T	T	T
O Unseal	O Add Container Sur	Request Received	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.

EHSA		Test account
	Welcome to Medical College of Wisconsin Research	
Waste Supply Waste Supply Waste Supply Requests	Research Image: State Sta	

Click "+Add" at the top

EHS		/ PI Cor	tamination History										O Help
	+ Add -	at C	Archive View Archived Contamination Hi	stories PI Cont	aminatio	on History Repo	rts 🕶					Options -	
	Drag a colur	eader an	d drop it here to group by that column										
	PI †		Building Name		Lab		Survey Date	No Use In Current Month	Performed By	Contamina Found	Decontami	Comments	
		•		T		T	•	Ţ			T		
												-	

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.

D Sketch for		Clear All	Upload Sketch	•
	Test Lab Room 123		Wipe Number ↑	
	Freezer Bench Top Floor Fumt Hood Bench Top	Remove	2	

Enter "Reading" and "Unit" for each wipe.

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ipe # 🕇	Contamina	Reading	Unit	Location	Comments	Resurve
1	No	36	DPM			
2	No	0				

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".

EHSA	
A Home	
RAM Inventory	
Ram Inventory Transfer Requests Ram Receipt Entry Removal of Isotope from PI's Inventory View In-Lab Waste Containers RAM Inventory Review Statement RAM Inventory/Container Verification	

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

	PI	Account, Test	•	T	I have reviewed and upd acknowledge this review	ated my RAM inventory is required guarterly, I o	; lab workers, and lab locations. I certify that all materials in my inventor
	Per	mit	Last Review	Detail	are currently in my posse	ession.	,
			11/21/2024		Review Date	11/21/2024	ŧ.
~	Test	00002	Test account	RAM - Active	Reviewer	Test account	
							Submit Cance

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.

	EHSA I	nventory / RAM I	nventory Verificati	on							O Help
Inventory	(1) In-L	ab Containers (3)									
PI:	Account,	, Test	▼ Inve	entory:	Current Inve	entory 🔻					Options -
† 19	otope				Current Inve	entory	•				
		Verification Date	Status	Isotope	Unverified In	nventory	Lab/Location	Receipt Date	Receipt Activity	Assay Date	Assay Activity
			T		T	T	Ţ	T	\$	T	\$
.∡ Isot	tope: C-14										
	Verify	11-21-2024 01:49:29 PM	 Correct Test account 	C-14		240712001		07-12-2024	1000	07-12-2024	1000
											-
-	-				_						•
H 4	1 🕨	▶ 500 ▼									1 - 1 of 1 items

Add/Remove Workers

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



Click the Add New Worker as shown below.

Q Search W	lorker 🕇 Add Ne	Worker	🖌 Edit 🔘	Delete Pending Registra	rations				Optio
Last Name	First Name	ID#		Worker Type	PI		Permit	Department	
T	T		T	T		Ŧ	T		T
Workers Att	tached to Pie	se Select	a PI	×					

Worker Inform	adion
ID#	
Other ID	Other ID Type v
*First Name	Cher
*Last Name	Noble
Office Phone	# Lab Phone #
Cell Phone #	Fax Phone #
Address	
Email	
Institution	•
Department	•
Worker Type	LAB TECHNICIAN
Position	Rad Worker under PI
Worker Link	
*PI	Account Test • Add Al Permits
Demi	Number Worker Function
Permit © Test	Namber
1451	1000E (1701B) •

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.

Q Search Worker + Add New Worker / Edt © Delete Pending Registrations Options										ns 🕶	
Last Name †	First Name	ID#	W	Vorker Type	PI		Permit	Department			
T	T		T	T		·	T			T	
Noble	Cher		L	AB TECHNICIAN	Account, Test		Test00002				^
											~
Workers Attached to	Please Select a Pl	•)								
	Name †		Permit #	Function	Phone	E	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.

-															
PI: 7	Account, Test	•	O Compliance		Due Date 👃	Status	Category	Course #	Course	Name	Currice	ulum		Freque	ncy
orker ID	#	Name 🕇			(T	T	T	T		Ŧ			r	•	
OT	T	Assound To		T	03-20-2024	Course never completed	Rad Safety	2HR	2hr cla	ss - signature re	cord PI : PE	RMIT HOLDE	R	One-Ti	me
51		Account, re-	51:		03-20-2024	Course never completed	Rad Safety	Annual	Annual	Refresher Train	ling PI : PE	RMIT HOLDE	R	12 Mor	iths
					03-20-2024	Course never completed	Rad Safety	FORM	2hr trai	ning form on file	PI : PE	RMIT HOLDE	R	One-Ti	me
															Þ
					+ Add /	Edit ODelete	Training Histor	Training History Rep	ports 🕶	Failed	Options +	Manage P	Courses		2
					Training Date	Category	Course #	Course Name		Certificate #	Document	Frequency	Sessio	n	Pass
					(-	T	T	-	T	T	-	-			T

Ram Inventory Transfer Requests

Log into EHSA and select the "inventory" icon from the dashboard.



Select "RAM Inventory Transfer Requests"

EHSA	
♠ Home	
RAM Inventory	
Ram Inventory Transfer Requests	
Ram Receipt Entry	_
Removal of Isotope from PI's Inventory	
View In-Lab Waste Containers	
RAM Inventory Review Statement	
RAM Inventory/Container Verification	

Select "Enter Transfer Request"

EHSA	Inventory / Trans	sfer Request								Q Help
Q Enter Transfer Re	equest	ransfer from P	Account, Test	•	Open Requests	Closed Requests	Ram Inventory T	ransfer Request R	eports 🕶	Options -
Transfer status	Isotope	Tran	sfer From		Transfer To			PI Notified	Comments	
T		T		T			T	T		
										^

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

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Request Isotope	e Transfer										
Transfer fro	m:										
Researcher	Account, Test	•									
Email											
Phone											
Location	Translational Discussion	Deserve Contra COODE									
Location	Translational Biomedica	Research Center. C0005	•								
Isotope	C-14 ¥										
Compound											
Form											
Receiving PI		PI Notified	Additional Comments								
	•	•									
Receiving Lab											
		×			h						
Requested Re	0.00000	Unit 👻									
				🔀 Request Transfer	Cancel						

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