Environmental Health & Safety Assistant (EHSA)  
Web User Manual

Contents

Login
Units Used in this Software
Inventory/Disposal
  Adding a Waste Container
  Inventory Management
    Isotope Inventory/Usage Sheets
    Online Inventory
    Quarterly Inventory
Waste
  Closing a Waste Container
  Requesting a Waste Pickup
  Printing a Waste Tag
Laboratory Personnel
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 radsafty@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 $\mu$Ci/$\mu$l (microcuries per microliter):

```
Reference Concentration: 500 $\mu$Ci/$\mu$l
```

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

![Image](image_url)
Clicking the **Waste Inventory** control, your current open waste containers will be displayed:

<table>
<thead>
<tr>
<th>Container #</th>
<th>Type</th>
<th>Open Date</th>
<th>Total w/ Decay</th>
<th>Total Decayed</th>
<th>Comments</th>
<th>Decay in Storage</th>
<th>Estimated Disposal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000052</td>
<td>BAG</td>
<td>08-18-2007</td>
<td>0.4</td>
<td>0.00</td>
<td>.</td>
<td>.</td>
<td>11/16/2009</td>
</tr>
<tr>
<td>00000066</td>
<td>VT</td>
<td>08-18-2007</td>
<td>3</td>
<td>0.630057504912</td>
<td>.</td>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>00000067</td>
<td>LIQ</td>
<td>08-20-2007</td>
<td>28</td>
<td>10.4217777753</td>
<td>.</td>
<td>.</td>
<td>.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Container</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAG</td>
<td>06/18/2007</td>
</tr>
<tr>
<td>VT</td>
<td>06/19/2007</td>
</tr>
<tr>
<td>LIQ</td>
<td>06/20/2007</td>
</tr>
<tr>
<td>SH</td>
<td>06/21/2007</td>
</tr>
</tbody>
</table>

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

When finished, click **Save**.

### Share Container with the following PIs:

<table>
<thead>
<tr>
<th>Name</th>
<th>Researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTEATE</td>
<td>Anteater, Ralph</td>
</tr>
</tbody>
</table>
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.

If you need a new Isotope Inventory/Usage Sheet, you can print one by selecting Reports from the Inventory/Disposal screen.
When the contents of a RAM vial are used up, transfer the disposal information from the Isotope Inventory/Usage Sheet to the computer database inventory using the instructions below.

**Online Inventory**

Inventory records may be maintained online either for daily use, or upon completing of the Isotope Inventory/Usage Sheet.

**NOTE:** The EHSA database considers every usage of isotope from a stock vial to be “Disposal.” When you withdraw an aliquot of an isotope, it will ultimately be disposed or decayed.

To use the online inventory system you must:

1. Set up your waste container in advance (see Adding a Waste Container).
2. Estimate the activity that goes to each waste type.

First, Select the isotope vial:

![Image of inventory table]

Click Add Disposal.
The main screen for adding Disposal details is seen here:

![Image of disposal screen]

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 μCi) sent to each waste type:

- You can enter the Activity directly in μCi; 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.

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.
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:

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.

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:

![Waste Inventory screenshot](image)

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

![Editing Container screenshot](image)
Using the drop-down menu, choose the **Sealed Date**.

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

![Editing Container](image)

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**:

![Waste Disposal](image)
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**.

The Add Request Detail screen will come up:

* 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

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.
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:

To add a new staff member, click Add New Worker:
Enter in all pertinent information. For ID#, enter MCW ID #.

Click *Submit*.

**Deleting Staff**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Permit #</th>
<th>Researcher</th>
<th>Remove?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anteater</td>
<td>Ralph</td>
<td>R-00001</td>
<td>ANTEATE</td>
<td>no</td>
</tr>
<tr>
<td>Capone</td>
<td>Al</td>
<td>R-00001</td>
<td>ANTEATE</td>
<td>no</td>
</tr>
<tr>
<td>Clampett</td>
<td>Jed</td>
<td>R-00001</td>
<td>ANTEATE</td>
<td>no</td>
</tr>
<tr>
<td>Knight-Wiegert</td>
<td>Kimberly</td>
<td>R-00001</td>
<td>ANTEATE</td>
<td>no</td>
</tr>
</tbody>
</table>
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.)