

# EH&S Assistant - Instructions

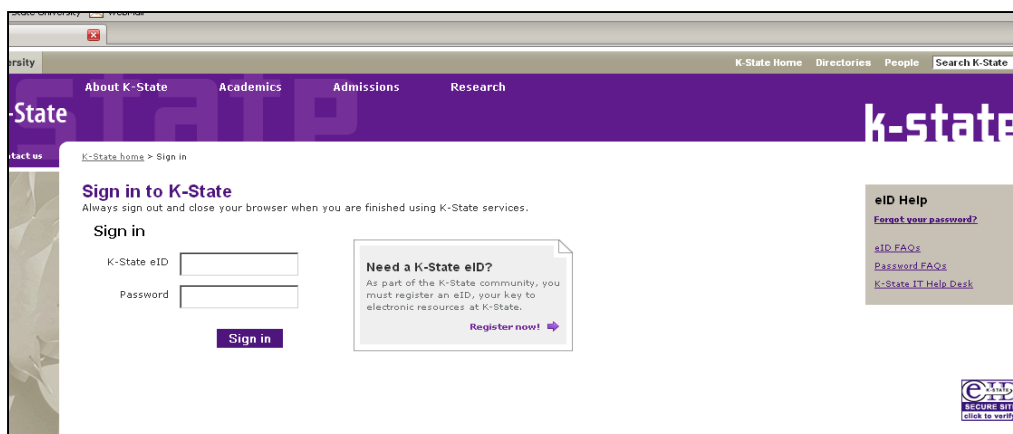
## ***READ ALL OF THE INSTRUCTIONS***

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### **A. REGISTRATION**

1. Click on the Environmental Health & Safety Assistant (EHSA) program icon. This will take you to a secure sign-in page, as seen below.
2. Enter your K-State eID and password. You must have a valid K-State eID to enter this site. If you do not have one, click on Register now!, which is on the same page.



- a. If you have **trouble** signing in, fill in your eID and password again and click on the **Sign In** box.
- b. If you still have trouble signing in, please contact the IT Help Desk. Their link is also available on that same page.

- If you have used the EHSA before you should automatically be taken into the program.

You may have to choose a PI (or Supervisor) from the list shown at the right.

If your PI is not on the list, please call the EH&S Asst. Administrator at 2-5856 for help.

- If you have not used EHSA before, and you entered a valid K-State eID, you will get the following message:

Choose a PI to View.

[Log Off](#)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

PI	Name
AAKER0Y	Aakeroy, Christer
AAABDOU	Abdou, Ali
ADHAKAR	Adhikari, Koushik
AIKEN	AIKEN, ROBERT
AKHUNOV	Akhunov, Eduard
APPA 1	Akhunova, Alina
ALKHA	AL-KHATIB, KASSIM
ALAM	Alam, Mahbub
ALAVI	Alavi, Sajid
ANDREWS	Andrews, Gordon
ANTHONY	Anthony, Jennifer L.
APLEY	Apley, Michael
ARMBUR	ARMBRUST, Laura
ARMENDA	Armendariz, Cheryl
ASANO	ASANO, KATSURA
BABIN	Babin, Bruce
BAI	Bai, Guilha
BANNER	Banner, Chris
BARDEN	Barden, Charles
BARNES	Barnes, Jeff
KBARNHA	Barnhart, Kurt

http://radon.ads.campus:1568/EXEC/10/17k121i02pfv6z11i2rw41x9c2bw

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You have a valid eID, however, the ID was not found in the EHSA system.  
Please fill out and submit the following form, which will be sent to the System Administrator.

OK

- Click OK, and fill out the Access Request Registration Form, as seen below.

Registration

### Access Request Registration Form

= lookup table.

eID  Faculty/Staff/Student

First Name  Last Name

Work Phone  Fax

Email Address

Confirm Email

Department Code  Department Name

College Code  College Name

Please enter all the PI/Supervisor's you work for. Specify the Permit #. Specify your job function.

Add	+Add+	PI Code	PI Name	Permit #	Job Code	Job Description

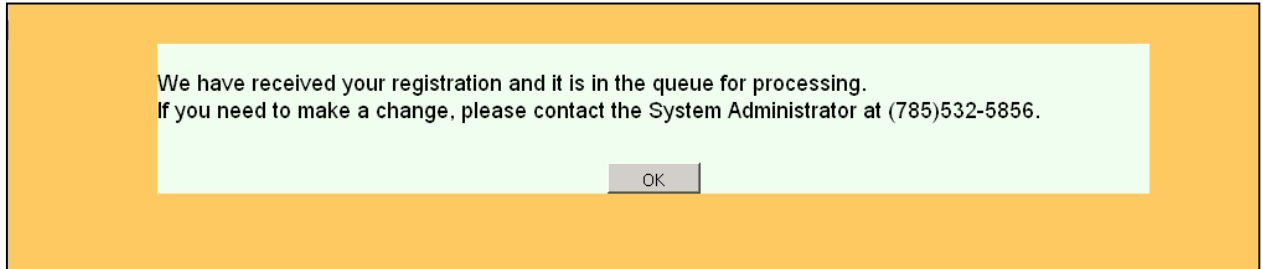
Add +Add+ Supervisor Name

Please enter all previous training that this worker has completed.

Add	+Add+	Course #	Course Description	Date	Institution/Company (if other)	Alternate/Equivalent Training Description

Submit Cancel

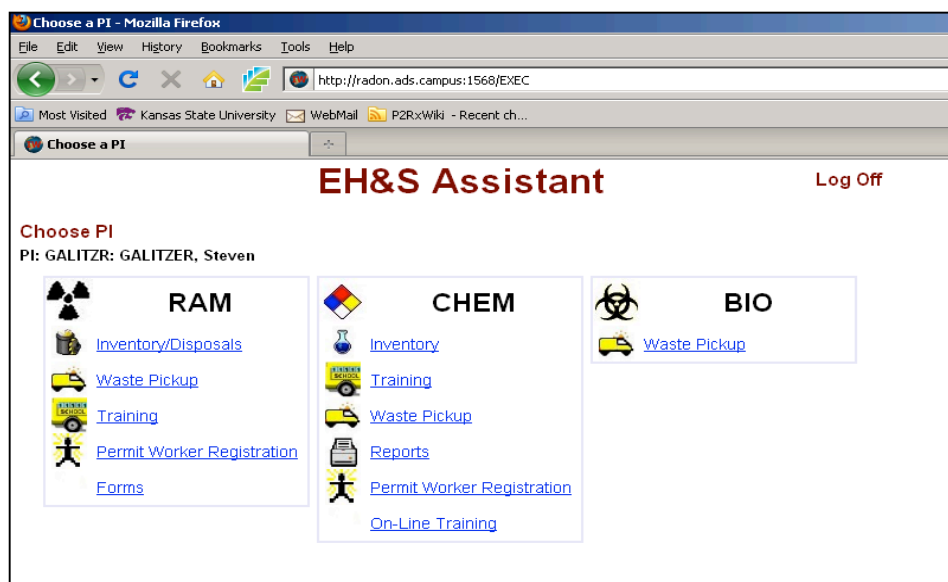
6. Make sure you enter, or add, your PI or Supervisor. **If you are the PI or Supervisor**, please call the EH&S Administrator at 2-5856.
7. Click on “Submit” and then you should see the following message:




Your registration will be processed as soon as possible. Once it is, you will receive an e-mail notifying you that you can now use the EHSA.

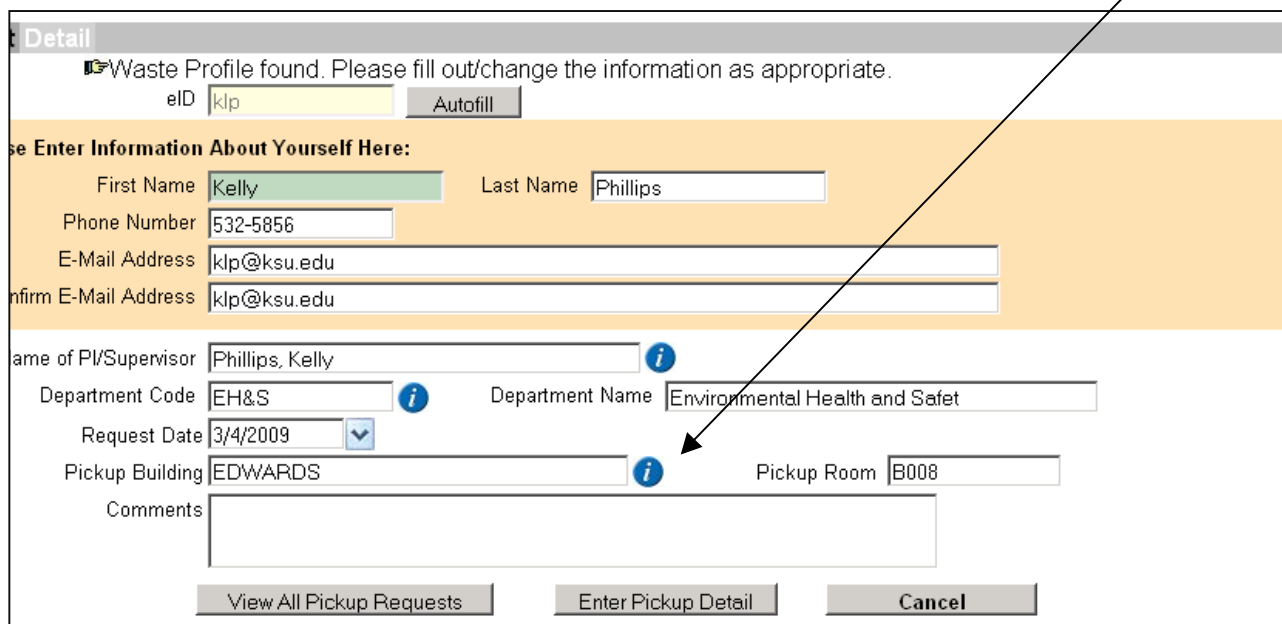
## B. PICKUP REQUESTS

1. If you are not registered in EHSA, go to the REGISTRATION section on page 1 and follow the instructions.
  - a. If you are already registered in EHSA click on the EHSA logo on the EH&S main webpage Sign in with your K-State eID and password; this will automatically take you into the EH&S Assistant.
  - b. If you are assigned to more than one PI, you will have to select the PI for which you are entering information.



2. Select “Waste Pickup” under the appropriate category for your waste.
  - a. **RAM:** Use this section to request pickups of radioactive materials or waste.
  - b. **CHEM:** Use this section to request pickups of hazardous waste, expired chemicals, and other materials such as light bulbs and batteries. If you’re not sure whether your waste is hazardous, go ahead and request a pickup using this form.
  - c. **BIO:** Use the section to request pickups of biological waste such as sharps containers, animal carcasses, medical waste, etc.
3. Click on the gray **Add Request** button to request a pickup.

4. Be sure the Pickup Building and Pickup Room information is correct. This should be the location of the waste. To change the building or add a building, click on  by the Pickup Building field (or box).



**Detail**

Waste Profile found. Please fill out/change the information as appropriate.

eID


**Please Enter Information About Yourself Here:**


First Name  Last Name


Phone Number


E-Mail Address

Confirm E-Mail Address

Name of PI/Supervisor  


Department Code   Department Name

Request Date  

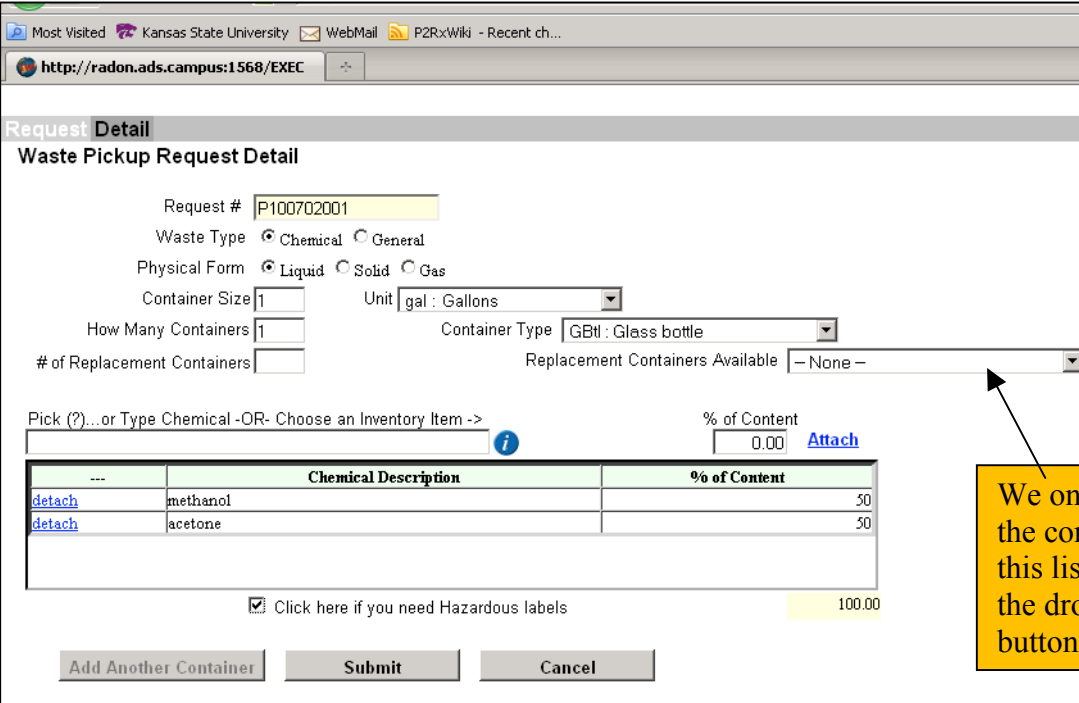
Pickup Building   Pickup Room

Comments

- Select the appropriate building and room from the list.
  - If you need to select a different building or no buildings are listed, click on **Pick from All Labs**. Select a building and then select the appropriate room.
  - If you don't see the building or lab you need, click **Cancel** at the top right of the page and type in the correct Pickup Building and Pickup Room.
5. Once your information is correct, click on **Enter Pickup Detail**. Fill in the information about the item to be picked up.
- Chemical Waste:**
    - Fill in all fields.
    - Under Waste Type,**
      - Chemical** – select chemical for all solid, gas and liquid chemicals
    - General** – use this for other items such as light bulbs, batteries, and any other special waste
  - For **Container Size**, you will be entering the amount you have. **Example:** if you have 1 gallon, you'll enter "1", then select "gal: Gallons" in the Unit drop-down menu.
  - Under **Pick (?)...or Type Chemical – OR-Material Description->**, you can type in the name of the chemical you have. If you select

the , it will take you to a search where you can have the program search for the exact chemical name

- vi. Once you have entered the chemical name and percentage, click **Attach**. If it is a mixture of chemicals, enter each chemical in the mixture. Be sure the percentage equals 100%.
- vii. When done, click on **Submit**. If you don't have any more containers that need to be picked up, click on **Done**. If you another container of waste to be picked up, click on **Add Another Container** and repeat the process.



Request **Detail**

Waste Pickup Request Detail

Request #

Waste Type ☒ Chemical ☐ General

Physical Form ☒ Liquid ☐ Solid ☐ Gas

Container Size  Unit

How Many Containers  Container Type

# of Replacement Containers  Replacement Containers Available

Pick (?)...or Type Chemical -OR- Choose an Inventory Item ->   [Attach](#)

	Chemical Description	% of Content
<a href="#">detach</a>	methanol	50
<a href="#">detach</a>	acetone	50

☒ Click here if you need Hazardous labels

We only provide the containers in this list (click on the drop down button).

**b. Medical/Biological Waste (BIO):**

- i. Fill in information about the item. **You do not need to type in the Bioagent Description.** When done, click on **Submit** and the description will automatically fill in. If you have a different type of medical/biological waste to be picked up, click on **Add Another Container** and repeat the process, then click **Done**.

**c. Radiological (RAM):**

- i. Fill in all of the information about the item. Be sure to pay attention to the activity units attached to the isotope you have selected.
- ii. When done, click on **Submit**. If you have another type of radiological waste to be picked up, click on **Add Another Container** and repeat the process, then click **Done**.

6. When you are done with each entry, the program will show you a summary of your request. From here, you may [Edit](#) the information (by clicking on [Edit](#) under the [+Add+](#)) or you can [Delete](#) the entry. You may also [+Add+](#) another container.

Request #	Request Date	PI	Room	Building Name	Request Detail												
<a href="#">Edit</a> <a href="#">Delete</a> P090216001	2/16/2009	Phillips, Kelly	B008	EDWARDS	<a href="#">+Add+</a> <a href="#">Edit</a> <a href="#">Delete</a> <table border="1"> <thead> <tr> <th>Hist. #</th> <th>Hist. Type</th> <th>Cont. Type</th> <th>ingredients</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chemical</td> <td>1 p</td> <td> <table border="1"> <thead> <tr> <th>Chemical Description</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>coffee sludge</td> <td>100</td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Hist. #	Hist. Type	Cont. Type	ingredients	1	Chemical	1 p	<table border="1"> <thead> <tr> <th>Chemical Description</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>coffee sludge</td> <td>100</td> </tr> </tbody> </table>	Chemical Description	% Content	coffee sludge	100
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Thank you for your submission. Waste will be picked up within 72 hours.

7. **Log Off** from the program (upper right on the screen). You will be taken to K-State page that says you are signed out. You cannot sign back into the EH&S Asst. program from here. If you want to get back into the EH&S Asst., go back to the Environmental Health and Safety website and repeat login procedure.

## C. INVENTORY

1. There are Inventory sections in the RAM and CHEM menus.
2. **RAM:** If you work with radioisotopes or sealed sources, you will be able to view your current, disposed and archived inventory. This is a “read-only” inventory.
3. **CHEM:** Use this to keep a current inventory of all of your hazardous materials. Inventories are required as part of your Hazard Communication program.
  - a. Here you can view your current inventory.
  - b. To add chemicals click on the Add Chemical bar.

Chemical Inventory - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://radon.ads.campus:1568/EXEC

Most Visited Kansas State University WebMail P2RxWiki - Recent ch...

Chemical Inventory

Main Menu < BACK GALITZR GALITZER, Steven Log Off

Current Inventory Disposed Inventory Archived Inventory

Items Received/Ordered on 07/07/2010 Show Total # of chemicals in current inventory: 2

All Items

Show me Chemicals where Chemical Description Starts with... Show

Show Chemicals by Location

Show Chemicals by 1st Letter

Add Chemical ---Reports---

Display 50 rows per page.

	Inventory #	Catalog #	CAS #	Chemical Description	Receipt Date	Building Name	Lab	Storage Location	# of Units	Quantity per Unit	Volume
Highlight Select	0001703		64-19-7	ACETIC ACID GLACIAL	06/30/2010			flame cabinet	1	4	Liters
Highlight Select	0001701			milk chocolate	01/10/2010			desk	1	200	kilo grams

Display 50 rows per page.

- c. Fill in as much information as you can about each chemical. The blue question marks, **?**, are drop down menus. Under **Lab**, if you the room or

room number that you need is not on the list, please contact the EH&S Assistant administrator at 2-5856.

- d. Under **Chemical Description**, you must select the **?** in order to select a chemical. In that menu, as seen below, select which search feature you would like to use by checking the box next to it. OR, you may also type in

138 Found. Click the Chemical's CAS# or Description to select it.

CAS #	Chemical Description	Catalog #	Vendor	Expiration Period (months)	Molecular Weight	Chemical Formula
7784-24-9	SULFURIC ACID, ALUMINUM POTASSIUM SALT (2:1:1) (CAS 10043-671)		Sigma			
7784-24-9	SULFURIC ACID		Sigma			

a chemical name and search here.

## D. OTHER FUNCTIONS

1. Training, under RAM and CHEM. This lists the PI's workers and the training they have received.
2. Reports, under CHEM. You may select from four different reports to print your chemical inventory.
3. Permit Worker Registration, under RAM and CHEM. You may add new workers to the PI. It also lists the PI's current workers.
4. Forms, under RAM. This link takes you to forms that may be required for certain activities involving radioisotopes and radioactive materials.
5. On-Line Training. This link takes you to all of the free, on-line training that is available through the Department of Environmental Health and Safety.