

EH&S Assistant - Instructions

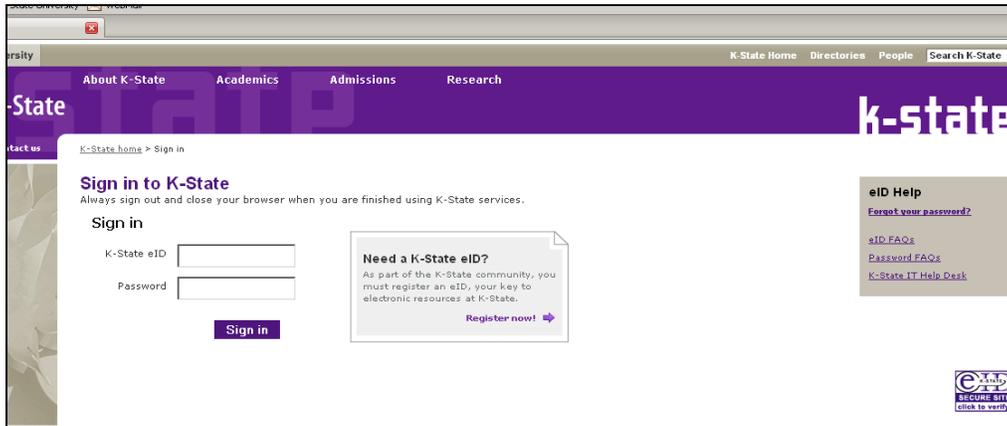
READ ALL OF THE INSTRUCTIONS

Table of Contents:

A. REGISTRATION	page 1
B. PICKUP REQUESTS	page 4
C. INVENTORY	page 8
D. OTHER FUNCTIONS	page 10

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.



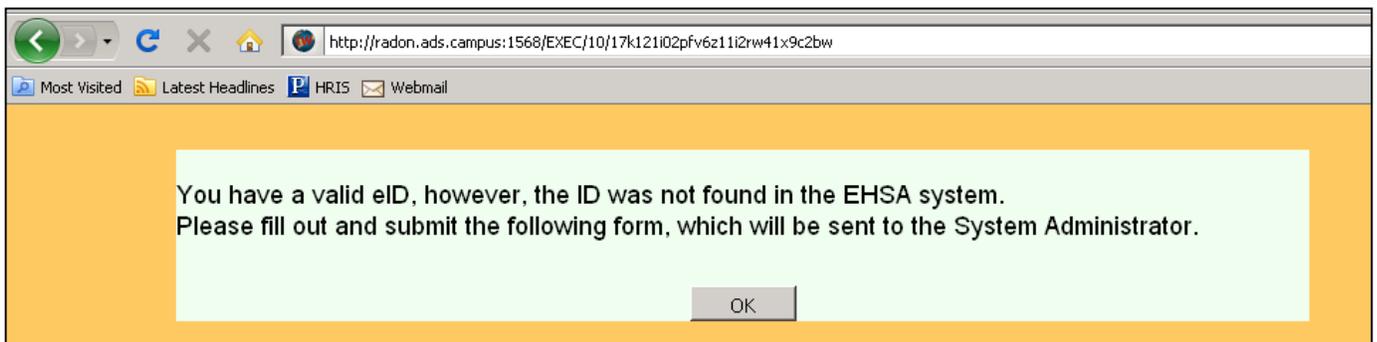
- a. If you have **trouble** signing in, fill in your eID and password again and click on the **Sign In** box.
- b. If you still have trouble signing in, please contact the IT Help Desk. Their link is also available on that same page.

- 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:



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

The screenshot shows the "Access Request Registration Form" in a browser window. The form has a pink background and includes the following fields:

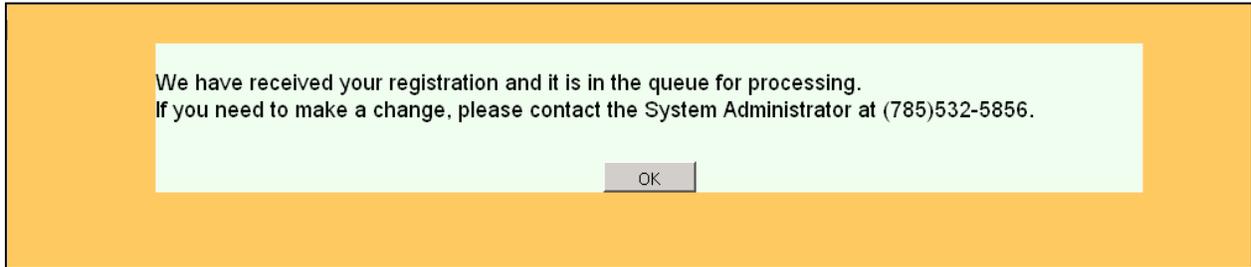
- Lookup table: eID (value: klp), Faculty/Staff/Student
- First Name, Last Name
- Work Phone, Fax
- Email Address, Confirm Email
- Department Code, Department Name
- College Code, College Name

Below the fields is the instruction: "Please enter all the PI/Supervisor's you work for. Specify the Permit #. Specify your job function." This is followed by a table with columns: PI Code, PI Name, Permit #, Job Code, Job Description. There is an "Add +Add+" button to the left of the table.

Below the table is another instruction: "Please enter all previous training that this worker has completed." This is followed by a table with columns: Course #, Course Description, Date, Institution/Company (if other), Alternate/Equivalent Training Description. There is an "Add +Add+" button to the left of the table.

At the bottom of the form are "Submit" and "Cancel" buttons.

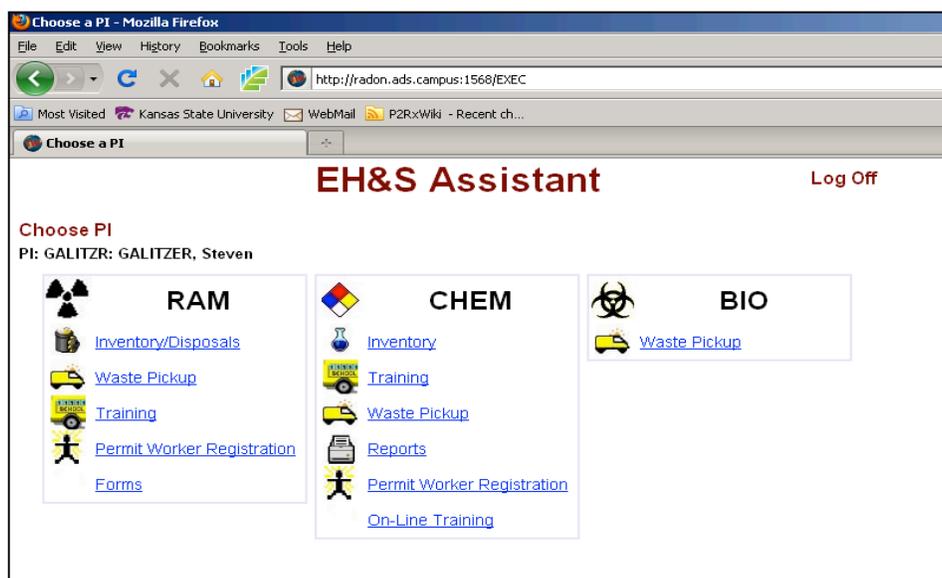
6. Make sure you enter, or add, your PI or Supervisor. **If you are the PI or Supervisor**, please call the EH&S Administrator at 2-5856.
7. Click on “Submit” and then you should see the following message:



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.

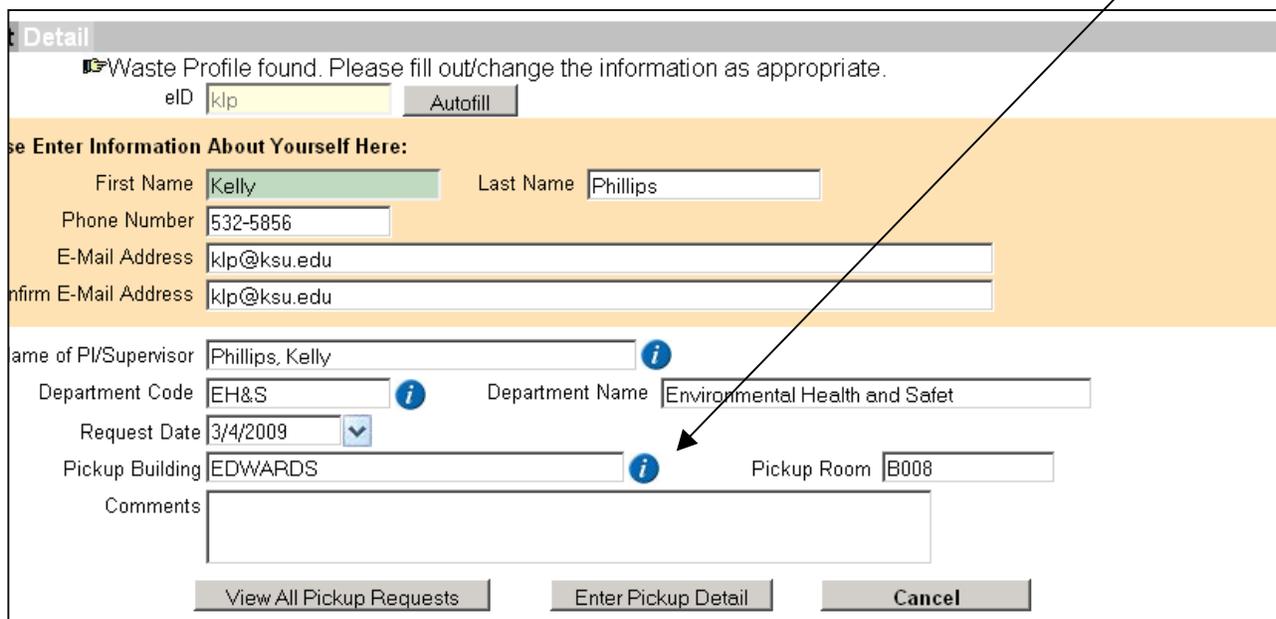
B. PICKUP REQUESTS

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

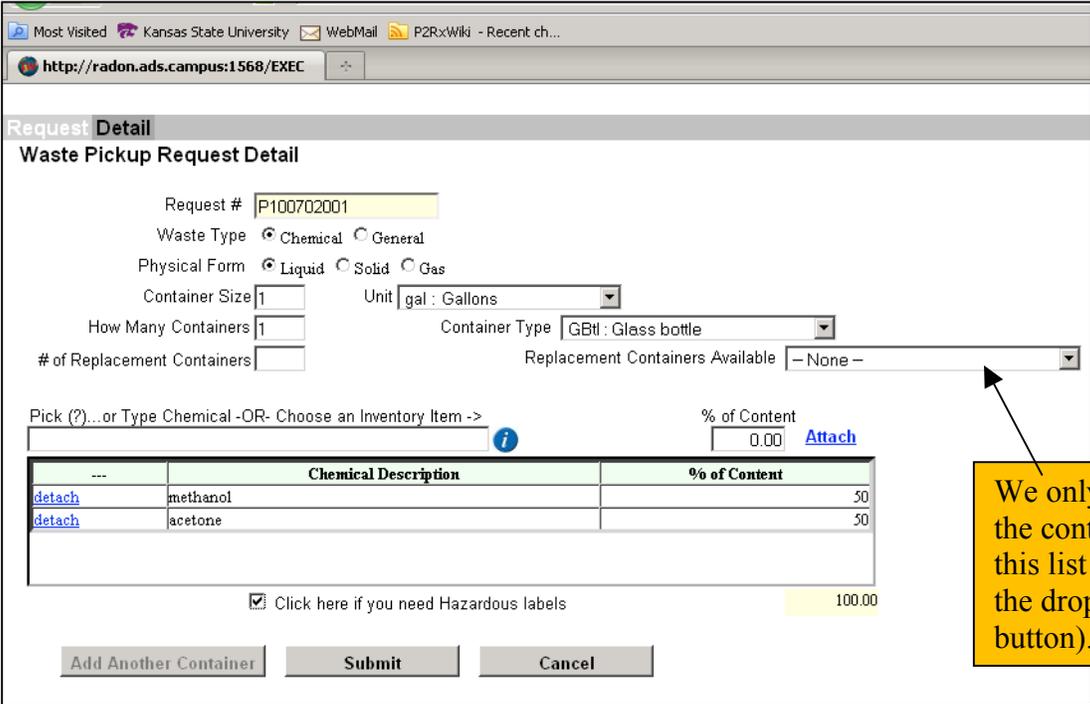
Pickup Building  Pickup Room

Comments

- a. Select the appropriate building and room from the list.
 - b. 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.
 - c. 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.
 - a. **Chemical Waste:**
 - i. Fill in all fields.
 - ii. **Under Waste Type,**
 1. **Chemical – select chemical for all solid, gas and liquid chemicals**
 - iii. **General – use this for other items such as light bulbs, batteries, and any other special waste**
 - iv. 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.
 - v. 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 # P100702001

Waste Type Chemical General

Physical Form Liquid Solid Gas

Container Size 1 Unit gal : Gallons

How Many Containers 1 Container Type GBtl : Glass bottle

of Replacement Containers Replacement Containers Available - None -

Pick (?)...or Type Chemical -OR- Choose an Inventory Item -> % of Content 0.00 [Attach](#)

	Chemical Description	% of Content
detach	methanol	50
detach	acetone	50

Click here if you need Hazardous labels 100.00

[Add Another Container](#) [Submit](#) [Cancel](#)

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.

PI/Supervisor: Phillips, Kelly Log Off

Add Another Request Done

Request #	Request Date	PI	Room	Building Name	Request Detail												
Edit Delete P090216001	2/16/2009	Phillips, Kelly	B008	EDWARDS	+Add+ Edit Delete <table border="1"> <thead> <tr> <th>Hist. #</th> <th>Hist. Type</th> <th>Cont. Type</th> <th>ingredients</th> <th>Chemical Description</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chemical</td> <td>1 p</td> <td>coffee sludge</td> <td></td> <td>100</td> </tr> </tbody> </table>	Hist. #	Hist. Type	Cont. Type	ingredients	Chemical Description	% Content	1	Chemical	1 p	coffee sludge		100
Hist. #	Hist. Type	Cont. Type	ingredients	Chemical Description	% Content												
1	Chemical	1 p	coffee sludge		100												
Edit Delete P090116001	1/16/2009	Phillips, Kelly	B008	EDWARDS	+Add+ Edit Delete <table border="1"> <thead> <tr> <th>Hist. #</th> <th>Hist. Type</th> <th>Cont. Type</th> <th>ingredients</th> <th>Chemical Description</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chemical</td> <td>1 p</td> <td>pepsi</td> <td></td> <td>100</td> </tr> </tbody> </table>	Hist. #	Hist. Type	Cont. Type	ingredients	Chemical Description	% Content	1	Chemical	1 p	pepsi		100
Hist. #	Hist. Type	Cont. Type	ingredients	Chemical Description	% Content												
1	Chemical	1 p	pepsi		100												
Edit Delete P081201003	12/1/2008	Phillips, Kelly	B008	EDWARDS	+Add+ Edit Delete <table border="1"> <thead> <tr> <th>Hist. #</th> <th>Hist. Type</th> <th>Cont. Type</th> <th>ingredients</th> <th>Chemical Description</th> <th>% Content</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chemical</td> <td>PBG</td> <td>potassium</td> <td></td> <td>100</td> </tr> </tbody> </table>	Hist. #	Hist. Type	Cont. Type	ingredients	Chemical Description	% Content	1	Chemical	PBG	potassium		100
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Hist. #	Hist. Type	Cont. Type	ingredients	Chemical Description	% Content												
1	Chemical	1 p	hot chocolate		100												

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.

The screenshot displays the 'Chemical Inventory' web application. At the top, there is a navigation bar with 'Main Menu', '< BACK', the user name 'GALITZR GALITZER, Steven', and a 'Log Off' link. Below this, there are radio buttons for 'Current Inventory', 'Disposed Inventory', and 'Archived Inventory'. The 'Current Inventory' section is active, showing a 'Total # of chemicals in current inventory: 2'. There are search filters for 'Items Received/Ordered on' (07/07/2010) and 'All Items' (Chemical Description, Starts with...). A green 'Show' button is visible. Below the filters, there is an 'Add Chemical' button and a '---Reports---' dropdown menu. The main content area shows a table with columns: Inventory #, Catalog #, CAS #, Chemical Description, Receipt Date, Building Name, Lab, Storage Location, # of Units, Quantity per Unit, and Volume. The table contains two rows: one for 'ACETIC ACID GLACIAL' (4 Liters) and one for 'milk chocolate' (200 kilo grams). A 'Display 50 rows per page.' option is visible at the bottom of the table.

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

- 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

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.