

EHS Assist
Radioactive Material User Instructions

Web Address: <http://www.ehs.osu.edu>
Link to EHS Assist from the EHS homepage

Log-In using assigned USER ID and PASSWORD provided by Environmental Health and Safety

Main Menu

Waste Pickup

Used to request a pickup of radioactive waste by the Radiation Safety Section. This module may also be used to request new waste containers or to request a Decay Check.

1. This module will list new requests as well as previous requests for waste pickups. RSS will periodically archive old waste requests.
2. To add a request, choose the ADD WASTE REQUEST link at the top of the page.
3. Enter Request Date – This is the date of the actual waste pick up, not the date the request is made. Waste Pickups are only made on Thursdays and requests are due the Friday prior to the scheduled pickup.
4. Enter the Lab/Location and Contact information using the lookup tables accessible by clicking on the question mark.
5. Enter comments in the comments section such as where the contact person may be found if not in the laboratory.
 - To request a Decay Check, enter the number and type of containers to be checked.
Example: Decay (2) I-125 Solid Waste
 - To request clear plastic liners, enter the quantity of liners needed
Example: Deliver (3) liners
6. Enter the number of empty waste containers requested at the bottom of the page. The boxes are 2 cubic foot

cardboard boxes and are delivered with a clear plastic liner. The carboys are 2 gallon liquid waste containers.

7. Save the request by selecting the CONTINUE link at the bottom of the page.

NOTE: This has completed your contact and location information. If you are only requesting a decay check or delivery of empty containers, click on the embedded Back button. If Radiation Safety is removing waste containers from your laboratory, you must also complete the following section.

Entering Individual Waste Containers for Pickup

1. If you are returning to the waste module to complete a waste pick up request, choose the VIEW link at the beginning of the appropriate row. Otherwise, skip to the next step.
2. Choose the ADD link for the appropriate type of waste for the pickup (solid or liquid).
3. Enter in the following information for each container:

Waste Container ID# (from look-up table)

See Note #1

Nuclide (from look-up table)

Activity

Chemical Compound of the Radionuclide

Smear results

Note #1 The look-up table for the Container# only allows you to choose the number itself. Activity must be typed into the field.

Inventory/Disposals This section is where all daily transactions from stock vials will take place. It will allow you to view all current inventory, disposed inventory, and waste inventory. When RSS delivers a stock vial to your lab, the information will have already been entered into the system.

The very top row gives you a choice to select the CURRENT INVENTORY, DISPOSED INVENTORY or the WASTE INVENTORY.

This section, when first opened will always default to the CURRENT INVENTORY. All columns have the ability to be sorted by clicking on the column header.

When all activity has been removed from a stock vial you may check the "Totally Disposed" box on the Disposal screen and then the stock vial will be moved to the DISPOSED INVENTORY section.

The WASTE INVENTORY section will show you all of your current waste containers and allows you to enter new waste containers. Select the VIEW link in the left column to view all entries made into the container and see the decay corrected activity. You can not edit transactions into a container from this screen. To edit a transaction you must start from the stock vial from which the transaction originated. This section will also show you if you have placed any containers into decay storage and when the container will reach 10 half-lives. You may also add additional waste containers to your account from this screen.

Stock Vial Entries (From CURRENT INVENTORY)

1. Choose the correct stock vial by clicking on the SELECT link in the far-left column.
2. The next screen will show you the details of this stock vial. Each stock vial is decay corrected to today's date. The upper section of the screen will also indicate your Total Hot Sink Current Month. If this is a new stock vial, there will be no information entered into the disposals section.
3. To make a disposal or transaction select the ADD DISPOSAL link after the details of the stock vial.
4. Enter the correct removal date (i.e. the date the material entered the waste stream, not the date of the data entry) and the amount of material removed (in millicuries) into the appropriate type of disposal.
5. Only one disposal may be made for each entry. You may not enter activity into more than one type for a given entry.
 - a. Dry Solid, Bulk Liquid and Animals require that a waste container ID number be selected from the

look up table. Other types may use a waste container ID number if desired. There is no container number for hot sink disposals.

Selecting a Waste Container

- Select the icon to the right of the Container Number field to access the lookup table.
- Select the appropriate container by choosing the SELECT in the left-hand column for that container.
- To edit the container you may choose EDIT link.

Adding a new Waste Container

- If you're starting a new waste container, perform the transaction and then instead of selecting a container, select the ADD link at the top of the page. Waste containers can also be added from the Waste Inventory page by selecting ADD Container from the top of the page.
- A Container Number will automatically be assigned to the container. **The waste container ID number is automatically generated so that all containers on campus will have a unique number. Do not attempt to edit the number that is generated.** This number shall be placed on the container along with the radionuclide present. Waste container ID numbers are not re-used. Each waste container must have its own ID number.
- Select the appropriate container type. The most common are:
 - SOL – Solid Waste
 - LIQ – Liquid Waste
 - ANI – Animal or Biological Waste
- In the Comments section enter the radionuclide followed by the room number that the waste is stored. This will help you identify the appropriate waste container for future entries.

DO NOT check the DECAF IN STORAGE box until the box is sealed and you are going place the container into decay storage.

- Save the entries by choosing the SAVE link in the upper left-hand corner of the page.
- You may now choose this container for a disposal transaction by using the SELECT link.

Placing a Container into Decay Storage

- Once a container is full and you want to place it into decay storage, select Waste Inventory from the home page of Inventory/Disposals.
- Select the EDIT link for the appropriate waste container.
- Check the box labeled DECAF IN STORAGE and then enter the SEAL DATE. Save the entry.
- An ESTIMATED DISPOSAL DATE will be generated for you using 10 half-lives to calculate.

DO NOT check the DECAF IN STORAGE box until the box is sealed and you are going place the container into decay storage.

- b. Transfers of material may be performed between two Approved Supervisors. EHS Assist will only allow transfers to Approved Supervisor with authorization for the radionuclide to be received.

To perform a transfer to another Approved Supervisor, check the transfer box and enter the amount of activity to be transferred. In the look up table, below the activity, choose the Approved Supervisor that you are transferring to and then save the transaction. EHS Assist will generate a new inventory number.

- c. A Waste Stock can be set up and used for a variety of purposes. If you choose to store your liquid waste for a period of time prior to hot sinking the material it would be to your advantage to use a Waste Stock vial to do this. Also, if you have

working solutions the activity is transferred into, and out of, on a continuing basis it may work best to use a Waste Stock vial to do this. A Waste Stock vial is set up in the following manner:

- You perform a stock vial transaction as discussed earlier in this section.
 - Check the box in front of the TRANSFER section and enter the activity to be transferred.
 - If this is your first Waste Stock vial to be set up you will also check the box in front of “Transfer To New Waste Stock Vial”. This will create a new inventory number for the Waste Stock vial.
 - Once you have the Waste Stock vial set up, all subsequent transfers into this vial can be made by choosing the “Transfer into Existing Waste Stock Vial”. After checking this box you will access the look up list to choose the correct Waste Stock vial to transfer the material.
 - Once you have created a Waste Stock vial it will appear on your inventory with all other Stock Vials. The container shall be labeled with the Inventory # listed on HP Assistant. All transactions out of the Waste Stock vial are performed the same as you would any other stock vial.
- d. Save the entry by choosing the SAVE link in the upper left-hand corner of the page.

Training

This is a view only area that lists all personnel currently assigned to your lab. Each individual's name can be selected to view the past training history.

PI's Current License Limits

This area is a view only area that shows all current approved radionuclides and limits. It will show you the following information for each radionuclide:

- Shipment Limit
- Possession Limit
- Monthly Hot Sink Limit
- Current Inventory By Radionuclide