**HS Assist/HP Assist:**

**Topic:** Lab Surveys

**Laboratory Survey Management**

**Lab Surveys Icon:** Open the Lab Surveys icon from the main EHSA page:
From this screen you can add laboratory contamination surveys:

To begin, click the “Add” button:
Enter in the required field information in the contamination survey form:

- PI Name
- Survey Date
- Survey Location
- Survey Performed By
- Removable Contamination Found (200 dpm/100cm²) (Yes/No)*

*If contamination was found during the survey, choose “Yes” from the dropdown menu. You will also need to choose if the area was decontaminated in the dropdown menu provided (Yes/No).
Once the required information has been provided upload the required RS-15 Laboratory Survey Results document.
Click the “Add” button.
Enter the Survey Date:
Upload a copy of the RS-15 Laboratory Survey Results:
The date and the file name will appear as part of the survey history:
If you need to edit the survey document or file, click “edit”. This will allow you to upload a different file as a replacement:

Once complete, click “save”. This will complete the survey history.

You can begin the process again by adding a new history until all of your surveys have been entered.
For more information on using the EHSA system use the “Help” button located at the bottom of each page. If you need assistance contact your EHS safety representative or email general questions to: ehs@osu.edu