**EHS Assist/HP Assist:**

**Topic:** Radioactive Material Waste Management

**Radioactive Material Waste Management**

**Inventory Icon:** Open the inventory icon from the main EHSA page:
Click the In-Lab Waste Containers link:

The labs current RAM waste containers are visible from this screen. Waste containers can be sorted by column or by the filtering features available located at the top of each column.
To see more information about a waste container click anywhere on the row. This will highlight the row in blue and open a new window.
This screen provides the user with a summary of the waste container information.
Once complete the container survey information can be recorded prior to pickup:
From the “Container Survey” screen record the results of the survey in the fields provided.

- **Swipe Test Results** - DPM/cm²
- **Surveyor** – who conducted the survey
- **Comments** – not required, but can be used to communicate with EHS about the RAM waste container

Once complete, click the “Ok or Save” button to record the results of the survey.
EHS Assist/HP Assist:

**Topic:** Radioactive Material Waste-Pickup Request

**Radioactive Material Waste –Pickup Request**

**Inventory Icon:** From the In Lab Containers screen, click the “Request Pickup” button:

![Image of In Lab Containers screen with request pickup options]

Rev. 11/18
The first time a new user requests a waste pickup they will be required to complete a waste profile form:

```
Missing Waste Request Profile

No waste request profile was found for your ID: JOSEPH.

Would you like to create a profile now?

No  Yes
```
Fill out the required contact information to complete your waste profile. If needed you can “Edit” your location information and set a default location. Waste profile comments are optional.

This process will only be required the first time you submit a RAM waste request.
All containers must first be electronically sealed before a waste pickup can be processed.

Provide the date the container was sealed, click “seal” when finished:

Confirm

<table>
<thead>
<tr>
<th>Date Sealed</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/27/2018</td>
</tr>
</tbody>
</table>

Are you sure you want to mark Container #: 5673228 as 'Sealed'?

Seal  Cancel
Once the container is sealed, click “Request Pickup”. The system will ask you if you are simply requesting a waste pickup or a decay check:
If the container will simply require a decay check, the “decay check only” will be marked. Comments for EHS staff are optional. Once complete, click “Yes”. A waste request email will be sent to EHS staff and to the person submitting the waste request.
For waste containers that will need to be picked up by EHS, the container must first have survey results:

Add the required container survey information, click “Save” when complete:
Once you have reviewed all of the request information, click “Yes” to complete the waste pickup request. Comments for EHS staff are optional. A waste request email will be sent to EHS staff and to the person submitting the waste request.
Confirmation Notice for waste pickup request:

Pickup request for Container #: 5673238 was successfully entered.
Waste Request #: P181227001
Radioactive Waste Request Notification Email was sent successfully.

The waste request will change to “Request Received”

- Ram waste requests are processed each Thursday
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