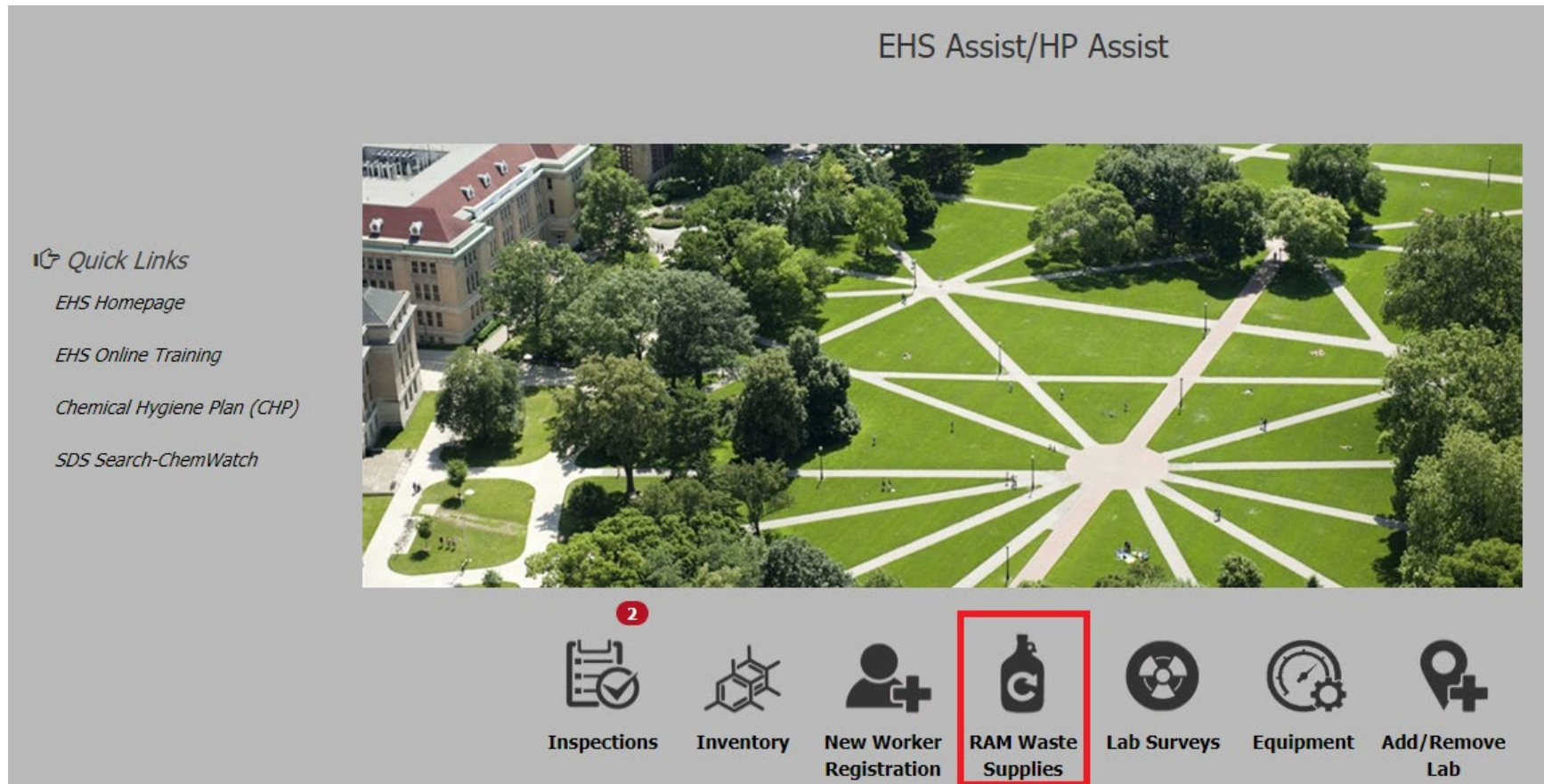


HS Assist/HP Assist:

Topic: Radioactive Material Waste supply request

Radioactive Material Waste Management

RAM Waste Supplies Icon: Open the RAM Waste Supplies icon from the main EHS page:



To request RAM waste supplies click the “Add” button from the Waste Supply Request screen:

The screenshot shows a web application interface for 'Waste Supply Request'. At the top, there is a navigation bar with 'EHSA Waste / Waste Supply Request'. Below this is a toolbar with four buttons: '+ Add', 'Edit', 'Delete', and 'View Completed'. The '+ Add' button is highlighted with a red rectangular box. Below the toolbar is a text prompt: 'Drag a column header and drop it here to group by that column'. Underneath is a table with four columns: 'Supply Request #', 'Request Date ↑', 'Location', and 'Submitted By'. Each column has a corresponding input field with a dropdown arrow icon.

Supply Request #	Request Date ↑	Location	Submitted By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter in the required information:

1. Delivery location information (building and room)
2. Supply type and Quantity
3. Comments (optional)

Once complete, click the “Save” button. Once saved and email will be forwarded to Radiation Safety for processing.

EHSA Waste / Waste Supply Request / Add Waste Supply Request

1

Request Date: 12/17/2018

Building: 1314 Kinnear Road


Lab (Room #): 103

2

Quantity	Description
1	2 cu. ft. fiber box w/liner
0	Increase value poly bottle
1	2 cu ft. Box Liner

3

Comments: This is where your comments will go.... *Special Request Require Comments



**** Most RAM waste supply requests are completed within 7 business days***

To view completed RAM waste supply requests, click the “View completed” button.

The screenshot shows the top navigation bar with 'EHSA Waste / Waste Supply Request'. Below it is a toolbar with buttons for '+ Add', 'Edit', 'Delete', and 'View Completed'. The 'View Completed' button is highlighted with a red box. Below the toolbar is a text prompt: 'Drag a column header and drop it here to group by that column'. Below that is a table with four columns: 'Supply Request #', 'Request Date ↑', 'Location', and 'Submitted By'. Each column has a search input field and a dropdown arrow.

From this screen the date and the person who completed the request are visible. To view open or (Incomplete) waste requests, click the “View Incomplete” button.

The screenshot shows the same interface as above, but the 'View Incomplete' button in the toolbar is highlighted with a red box. Below the table prompt, the table has six columns: 'Supply Request #', 'Request Date ↑', 'Location', 'Submitted By', 'Item(s) Requested', and 'Completion Date'. The 'Completion Date' and 'Completed By' columns are highlighted with a red box. The data row shows: SR0000002, 12-17-2018, 1314 Kinnear Road : 103, Researcher, Joseph, 12 cu. ft. fiber box w/liner, 12-17-2018, BAKER, MITCH.

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

