

Introduction

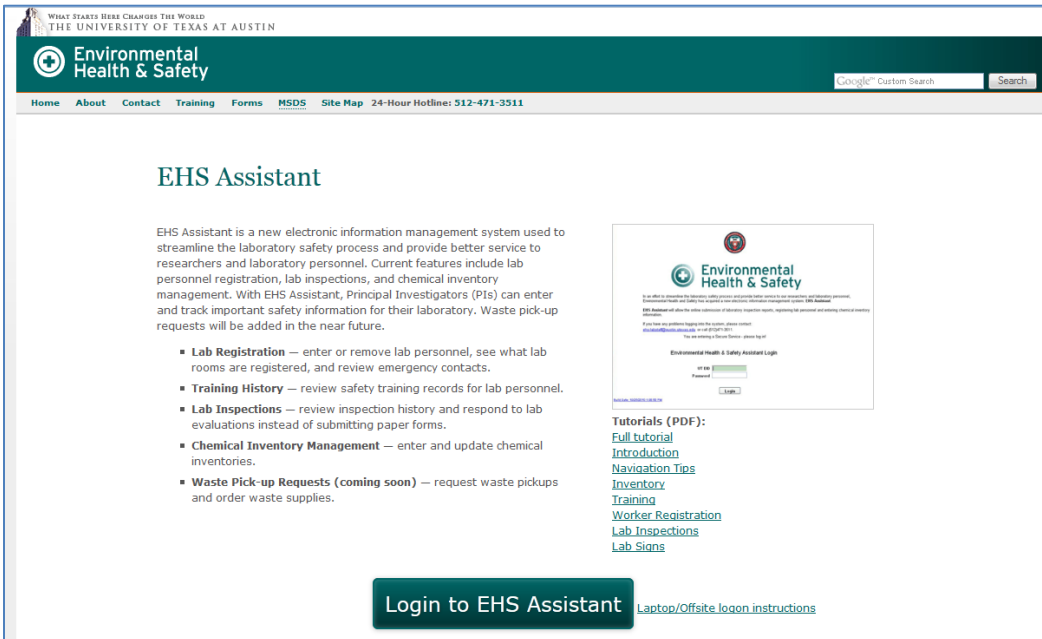
This tutorial has been developed to assist Principal Investigators (PI's) or their delegates' use of this helpful EHS information tool. With EHS Assistant you can enter and track important safety information for your laboratory.

EHS Assistant is an electronic information management system used to streamline the laboratory safety process and provide better service to researchers and laboratory personnel. Current features include lab personnel registration, lab inspections, as well as chemical and equipment inventory management. Waste pick-up requests will be added in the near future.

- Lab Registration — enter or remove lab personnel, see what lab rooms are registered, and review emergency contacts.
- Training History — review safety training records for lab personnel.
- Lab Inspections — review inspection history and respond to lab evaluations instead of submitting paper forms.
- Chemical Inventory Management — enter and update chemical inventories.
- Radioactive Material, Laser, and X-ray Inventory Review.
- Waste Pick-up Requests (coming soon) — request waste pickups and order waste supplies.

Accessing EHS Assistant

EHS Assistant is located on a protected university server. You must have a valid UT EID and password to enter. The Login screen can be found on the EHS website.



The screenshot shows the EHS Assistant website. The header includes the Environmental Health & Safety logo and navigation links: Home, About, Contact, Training, Forms, MSDS, Site Map, and 24-Hour Hotline: 512-471-3511. A search bar is also present. The main content area is titled "EHS Assistant" and contains a description of the system. Below the description is a list of features:

- **Lab Registration** — enter or remove lab personnel, see what lab rooms are registered, and review emergency contacts.
- **Training History** — review safety training records for lab personnel.
- **Lab Inspections** — review inspection history and respond to lab evaluations instead of submitting paper forms.
- **Chemical Inventory Management** — enter and update chemical inventories.
- **Waste Pick-up Requests (coming soon)** — request waste pickups and order waste supplies.

To the right of the text is a thumbnail image of the EHS Assistant login page, which includes a "Google Custom Search" bar and a "Search" button. Below the thumbnail is a list of tutorials (PDF):

- [Full tutorial](#)
- [Introduction](#)
- [Navigation Tips](#)
- [Inventory](#)
- [Training](#)
- [Worker Registration](#)
- [Lab Inspections](#)
- [Lab Signs](#)

At the bottom of the page, there is a prominent "Login to EHS Assistant" button and a link for "Laptop/Offsite logon instructions".

If using a laptop or attempting to logon from a location off campus you must first go through a virtual private network (VPN) before logging in because of hardware and software firewall restrictions.

Step 1: Log on to <https://vpn.utexas.edu>

Step 2: Enter your EID and password

This will give you web VPN access.

Step 3: [Log in to EHS Assistant.](#)

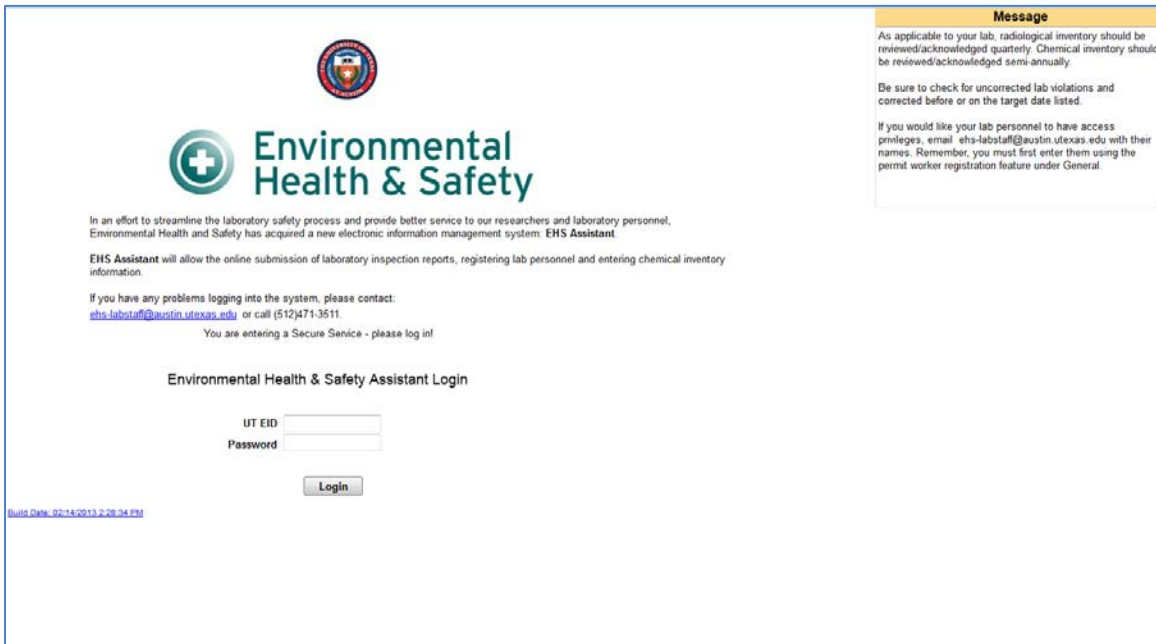
If this page opens up, then everything works. If this page does not open then try downloading the Cisco Systems VPN Client which is available through bevoware: <http://www.utexas.edu/its/bevoware/>

Click on BevoWare software downloads. You will be prompted to login with your UT EID and password. Once you are logged in you will be asked to agree or disagree with the BevoWare Usage Statement. If you agree you will see an option to select your operating system platform. Scroll down to the section titled Utilities to download and install Cisco AnyConnect Secure Mobility (VPN) Client.

Follow a similar approach when searching for software using an Apple product. You may need to enlist your departmental information technology support for successful installation of BevoWare products depending on your level of computer use permissions. Try logging into the link given in Step 3 again and see if the page opens.

Login Screen

A message bulletin with important information will be displayed in the upper right corner.




Message

As applicable to your lab, radiological inventory should be reviewed/acknowledged quarterly. Chemical inventory should be reviewed/acknowledged semi-annually.

Be sure to check for uncorrected lab violations and corrected before or on the target date listed.

If you would like your lab personnel to have access privileges, email ehs-labstaff@austin.utexas.edu with their names. Remember, you must first enter them using the permit worker registration feature under General.

 Environmental Health & Safety

In an effort to streamline the laboratory safety process and provide better service to our researchers and laboratory personnel, Environmental Health and Safety has acquired a new electronic information management system: **EHS Assistant**.

EHS Assistant will allow the online submission of laboratory inspection reports, registering lab personnel and entering chemical inventory information.

If you have any problems logging into the system, please contact:
ehs-labstaff@austin.utexas.edu or call (512)471-3511.

You are entering a Secure Service - please log in!

Environmental Health & Safety Assistant Login

UT EID

Password

Build Date: 02/14/2013 2:28:34 PM

Authorization/Delegate Assignment

EHS must authorize PI's and their delegates before they can enter the database. If you have not been authorized, you can request access from EHS at ehs-labstaff@austin.utexas.edu. Please provide a valid UT EID when submitting your request. PIs can request access for their delegates as well.

Delegates for Multiple PIs

Delegates assigned to multiple PIs will see an additional screen prompting them to select a PI before proceeding to the main menu.

[Log Off](#)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

PI	Name
abbottj	Abbott, John
ABELLCW	Abell, Creed
acostag	Acosta, Gilberto
seemaaga	Agarwala, Seema
at5868	Akin, Thomas
rwa256	Aldrich, Richard
allendt	Allen, David
ha3434	Alper, Hal
AMBLER	Ambler, Anthony
AMSEL	Amsel, Abram
anslyne	Anslyn, Eric
dappling	Appling, Dean
NEA29	Armstrong, Neal
arn301	Arnold, David
dra246	Artieschoufsky, Don
KARTZT	Artzt, Karen
nigela	Atkinson, Nigel
CVWB332	Bales, Connie
reb492	Ballheim, Raymond
banerjee	Banerjee, Sanjay
SRB938	Bank, Seth

Main Menu Screen

The main menu will display current features after you log in with your UT EID and password.

EH&S Assistant
[Log Off](#)

Choose PI
PI: LE742: Staff, Lab

RAM

- [Inventory/Disposals](#)
- [PI's Permit Limits](#)
- [Laser Permits](#)
- [X-Ray Permits](#)
- [Inventory Quarterly Review Statement](#)
- Last Inventory Review Date: 03/05/2013

GENERAL

- [Inventory](#)
- [Training](#)
- [Reports](#)
- [Permit Worker Registration](#)
- [Inventory Semi-Annual Review Statement](#)
- Last Inventory Review Date: 03/16/2012

INSPECTIONS

- [Uncorrected Inspection Violations](#)
- [Inspection History](#)

PI Information

DEPARTMENT:

CAMPUS MAILING ADDR:

OFFICE PHONE #:

Emergency Contact Information

FIRST NAME:

LAST NAME:

PHONE #:

E-MAIL:

Labs Assigned

Building	Lab
SER	205
SER	17
SER	18

ADMINISTRATION

- [Labs](#)

Overview

RAM: This section provides information pertaining to PI's that possess or use radioactive materials, lasers, or radiation producing machines (x-ray units). Current options for users are as follow:

Inventory/Disposals: This section is used to keep track of current, disposed, and archived radioactive material inventory.

PI's Permit Limits: Displays the possession limits and quantities for radioisotopes authorized to a principal investigator. Also displays the amount of inventory on hand and corrected for decay. Individual inventory line items can be reviewed/date stamped.

Laser Permits: Displays laser inventory for Class 3B and 4 lasers.

X-ray Permits: Displays the inventory for radiation producing machines.

Inventory Quarterly Review Statement: Enables users to date stamp their radiological inventory review.

General: This section provides information pertaining to PI's that possess or use chemical and/or biological agents. The current options for users are as follow:

- **Inventory:** This section is used for the management of chemicals by PI's and their delegates. This information can also be used in hazard communication planning and emergency response.
- **Training:** View safety training history of registered lab personnel.
- **Reports:** Access to customized reports on training history and chemical inventory in PDF format.
- **Permit Worker Registration:** Lab personnel can be added or removed here. Maintaining current lists of lab personnel will be mandatory.
- **Inventory Semi-Annual Review Statement:** Enables users to date stamp their chemical inventory review.

Inspections: PIs and their delegates will be able to view their lab inspection history and respond to evaluation letters electronically using the features below.

- **Uncorrected Inspection Violations:** Provide responses and date corrected to deficiencies noted in lab evaluations.
- **Inspection History:** Access to lab inspection history.

Administration: This section will have a list of lab locations EHS inspects as well as emergency contact and lab sign information.

- **Labs:** A list of buildings and labs associated with the PI. Changes to emergency contacts and lab sign information can be requested here. Lab placards can also be printed from here.

Assistance with EHS Assistant

Contact Lab Safety

(512) 471-3511

ehs-labstaff@austin.utexas.edu