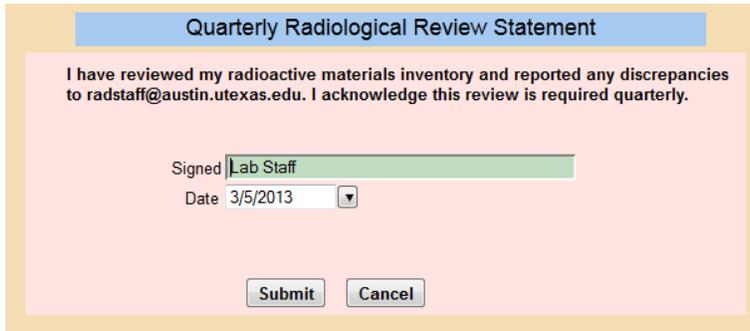


Radiological Inventory Quarterly Review Statement

RAM inventory must be reviewed at the beginning of each quarter (calendar year) and reported to EHS using this feature. The PI or their delegate must complete the “signed” and “Date” fields and select “Submit”. The Last Inventory Review Date will appear below the review statement in the RAM section of the PI’s web profile for quick reference.



Quarterly Radiological Review Statement

I have reviewed my radioactive materials inventory and reported any discrepancies to radstaff@austin.utexas.edu. I acknowledge this review is required quarterly.

Signed

Date

General



 **GENERAL**

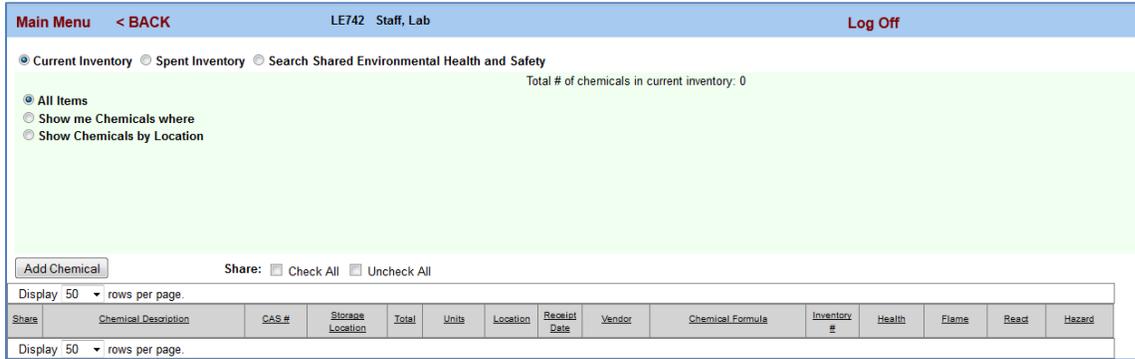
-  [Inventory](#)
-  [Training](#)
-  [Reports](#)
-  [Permit Worker Registration](#)
-  [Inventory Semi-Annual Review Statement](#)

[Last Inventory Review Date:](#)
[03/16/2012](#)

Inventory

Selecting [Inventory](#) from the GENERAL section in the main menu will default to a list of current chemicals by lab location assigned to the PI. PIs will be able to view their chemical inventory using a variety of search features. PIs can also toggle their display to a “view only” list of chemicals associated with their department that are flagged as “shared” or to chemicals that are “Spent” and are no longer part of their current inventory.

Chemical Inventory Display/Search Features



Main Menu < BACK LE742 Staff, Lab Log Off

Current Inventory
 Spent Inventory
 Search Shared Environmental Health and Safety

Total # of chemicals in current inventory: 0

All Items
 Show me Chemicals where
 Show Chemicals by Location

Add Chemical Share: Check All Uncheck All

Display 50 rows per page.

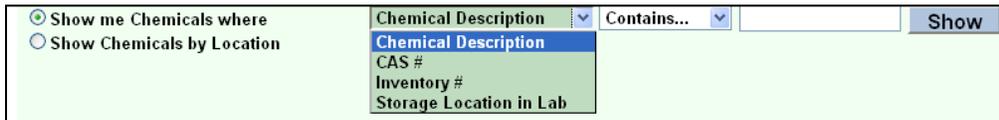
Share	Chemical Description	CAS #	Storage Location	Total	Units	Location	Revised Date	Vendor	Chemical Formula	Inventory #	Health	Flame	React	Hazard
-------	----------------------	-------	------------------	-------	-------	----------	--------------	--------	------------------	-------------	--------	-------	-------	--------

Display 50 rows per page.

Current Inventory, Spent Inventory, Search Shared [Department]

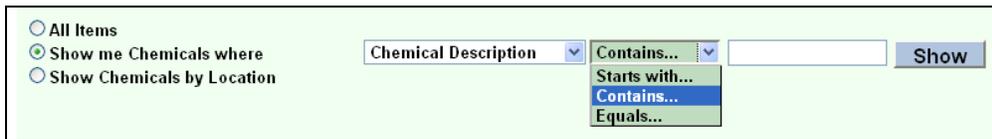
1. **All Items:** Displays all items in inventory of PI regardless of location. This is the default view for the Inventory Display.

2. **Show me chemicals where:** Will provide sorting options for Chemical Description, Chemical Abstract Service # (CAS#), Inventory # (auto-generated unique identifier), or a specific Storage Location within a lab such as a workbench, storage shelf, or refrigerator. The keyword search can be adjusted to look for a description that starts with, contains, or equals the wording entered. Press Show after you have specified your search parameters.



Show me Chemicals where
 Show Chemicals by Location

Chemical Description
 Chemical Description
 CAS #
 Inventory #
 Storage Location in Lab

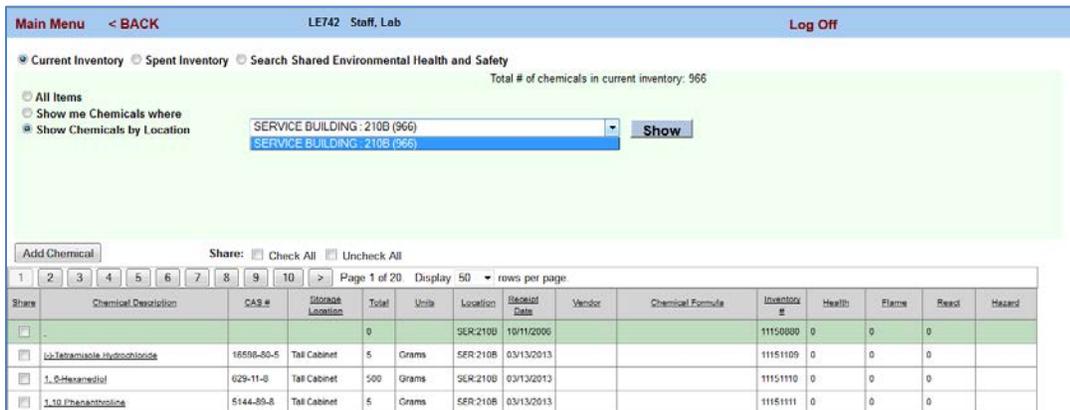


All Items
 Show me Chemicals where
 Show Chemicals by Location

Chemical Description
 Starts with...
 Contains...
 Equals...

3. **Show chemicals by Location:** Select the desired location from a drop down list of labs assigned to the PI. Press Show to display the list of chemicals associated with the lab location you selected. The number of chemicals by lab will also be displayed in parentheses to the right of the room number in the drop down box.

Chemical Inventory Display



Main Menu < BACK LE742 Staff, Lab Log Off

Current Inventory
 Spent Inventory
 Search Shared Environmental Health and Safety

Total # of chemicals in current inventory: 966

All Items
 Show me Chemicals where
 Show Chemicals by Location

SERVICE BUILDING : 210B (966)
 SERVICE BUILDING : 210B (966)

Add Chemical Share: Check All Uncheck All

1 2 3 4 5 6 7 8 9 10 Page 1 of 20 Display 50 rows per page

Share	Chemical Description	CAS #	Storage Location	Total	Units	Location	Revised Date	Vendor	Chemical Formula	Inventory #	Health	Flame	React	Hazard
<input type="checkbox"/>	-			0		SER-210B	10/11/2006			11150000	0	0	0	
<input type="checkbox"/>	Ca-Tetramisole Hydrochloride	16598-00-5	Tall Cabinet	5	Grams	SER-210B	03/13/2013			11151109	0	0	0	
<input type="checkbox"/>	1,0-Hexanediol	629-11-8	Tall Cabinet	500	Grams	SER-210B	03/13/2013			11151110	0	0	0	
<input type="checkbox"/>	1,10-Dioxantholone	5144-89-8	Tall Cabinet	5	Grams	SER-210B	03/13/2013			11151111	0	0	0	

Shared Chemicals

You can share your chemical inventory list with other researchers in your department. The shared inventory list will give “view only” privileges to other researchers. They will not be able to modify your chemical inventory. You can choose which chemicals to share by checking or unchecking the share box near the chemical description or when editing the chemical entry. When editing the chemical entry you will be given the option to set the information to private (viewable only by PIs delegated lab personnel) or you can select “Share Within Department” (viewable by departments PIs and their delegated lab personnel). You can also select all or deselect all chemicals you want to be shared or unshared in the inventory display.

Chemical Description

Selecting a chemical in the chemical description field will open up a screen with specific information about the chemical entry. You can edit this information as needed. This is also the screen where you can go to remove the chemical from your current inventory. Removed chemicals will be relocated to your “Spent” Inventory. The chemical information will have a blue box and two gray boxes (Additional Chemical Information, Other Information). The blue box has required fields denoted by asterisks. The gray boxes contain optional information. The gray box displays can be toggled on or off using the Minimize/Maximize button in the upper right corner of the first gray box.

Blue Box (with required fields)

Chemical Information

Private Share Within Department

Chemical Description* (-)-Tetramisole Hydrochloride

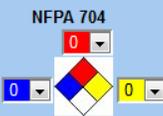
CAS # 16598-80-5

Location: Lab* SER:210B Storage Location in Lab Tall Cabinet In a Flammable Storage Cabinet?* Yes No

Quantity: Number of Containers* 1 Quantity per Container* 5 Total 5 Units* G : Grams

* Required Fields

NFPA 704



PI: LE742 Staff, Lab

Editing Chemical

Chemical Information

Private Share Within Department

Chemical Description* (-)-Tetramisole Hydrochloride

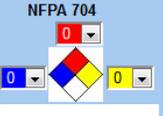
CAS # 16598-80-5

Location: Lab* SER:210B Storage Location in Lab Tall Cabinet In a Flammable Storage Cabinet?* Yes No

Quantity: Number of Containers* 1 Quantity per Container* 5 Total 5 Units* G : Grams

* Required Fields

NFPA 704



Additional Chemical Information +

Other Information

Save & Add Another Chemical Save/Return Cancel

Gray Boxes (with optional fields) – Maximized

Additional Chemical Information -

Max Quantity:	Number of Containers <input type="text" value="0"/>	Quantity per Container <input type="text" value="0"/>	Total <input type="text" value="0"/>	Units -- No Selector ▾
Physical State	<input checked="" type="radio"/> Solid <input type="radio"/> Liquid <input type="radio"/> Gas			Vendor <input type="text"/>
Container Type	-- No Selection -- ▾			Molecular Formula <input type="text" value="C15H24O"/>

Dates:

Receipt Date <input type="text" value="11/11/2010"/> ▾	Expiration Date <input type="text"/> ▾
Open Date <input type="text"/> ▾	

Totally Spent? Yes No Inventory #

Other Information

Contact Name

Comments

Gray Boxes (with optional fields) – Minimized

Additional Chemical Information +

Other Information

Spent Chemical

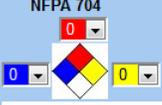
A chemical is “spent” when it is removed from your current inventory which is usually associated with EHS disposal. To remove a chemical from your current inventory follow the prompts in the [Chemical Description](#) section to open up the screen that provides additional information about the chemical. At the bottom of the first gray box you will find a field called “Totally Spent?” with Yes and No radial buttons. The radial button default is set to No. To remove the chemical from your inventory select Yes and choose one of the save options at the bottom of the screen. The spent chemical can now be found in the Spent Inventory display. If you want to move the chemical back to your current inventory go to the Spent Inventory display, select the chemical to open up the editing options, and select the Yes radial button in the gray box titled Additional Chemical Information.

Adding a Chemical

PI: LE742

Staff, Lab

Editing Chemical

Chemical Information		* Required Fields	
<input type="radio"/> Private <input type="radio"/> Share Within Department		NFPA 704 	
Chemical Description*	(-)-Tetramisole Hydrochloride		
CAS #	16598-80-5		
Location:	Lab*	Storage Location in Lab	In a Flammable Storage Cabinet?*
	SER.210B	Tall Cabinet	<input type="radio"/> Yes <input checked="" type="radio"/> No
Quantity:	Number of Containers*	Quantity per Container*	Total
	1	5	5
			Units* G : Grams

Additional Chemical Information				
Max Quantity:	Number of Containers	Quantity per Container	Total	Units
	1	5	5	G : Grams
Physical State	<input checked="" type="radio"/> Solid <input type="radio"/> Liquid <input type="radio"/> Gas		Vendor	
Container Type	-- No Selection --		Molecular Formula	
Dates:	Receipt Date		Expiration Date	
	3/13/2013			
	Open Date			
Totally Spent?	<input type="radio"/> Yes <input checked="" type="radio"/> No		Inventory # 11151109	

Other Information	
Contact Name	<input type="text"/>
Comments	<input type="text"/>

The “Add Chemical” button is located on the left side of the chemical inventory display view. Select the Add Chemical button in the Inventory Display screen. The **blue box** contains required fields denoted by asterisks (*). The **gray boxes** contain optional information.

Chemical Sharing (View Only)

Users of EHS Assist within the same department can view your chemicals if you choose to share them. The researcher can choose which chemicals he/she would like to share. The default option is set to private (not sharing).

Chemical Description*

The chemical description field has smart word search features. As you are typing the name of the chemical a list of available options from the chemical catalog will appear. You can choose one of the chemicals from the list or you can manually enter the name of a chemical (even if it doesn't appear on the list). If you choose to manually enter a chemical instead of selecting one from the drop down list select Cancel and the list will disappear. The text you entered will still remain. A chemical selected from the chemical catalog will also populate the CAS# field if available.

Adding Chemical

Chemical Information

Private Share Within Department

Chemical Description*

*** Required Fields**

NFPA 704



Location:

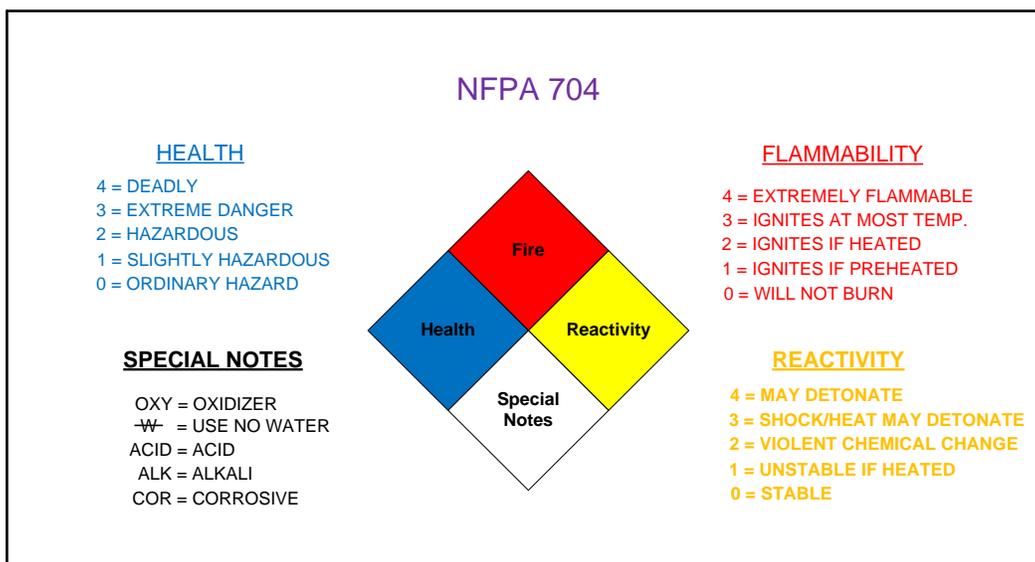
	CAS #	Chemical Description
Quantity:	67-64-1	10% CELLULOSE TRIACETATE
	67-64-1	2-PROPANONE
	67-64-1	ACETONE
	67-64-1	ACETONE REAGENTS OR SOLUTIONS
	67-64-1	ACETONE SOLUTION
Additional	67-64-1	BETA-KETOPROPANE
	67-64-1	DIMETHY KETONE
Max Quantity	67-64-1	DIMETHYL FORMIN
	67-64-1	DIMETHYL KETONE
Physic	67-64-1	DIMETHYLFORMALDEHYDE
	67-64-1	DIMETHYLKETAL
Contai	67-64-1	KETONE PROPANE
	67-64-1	PROPANONE
Dates:	67-64-1	PROPANONE, 2-
	67-64-1	PYROACETIC ACID
Recd	67-64-1	PYROACETIC ETHER
	67-64-1	REPLICATING SOLUTION: 90% ACETONE
O	67-64-1	REPLICATING SOLUTION: 90% ACETONE, 10% CELLULOSE TRIACETATE
Totall	75-86-5	ACETONE CYANOHYDRIN
	75-86-5	HYDROXY 2-METHYLPROPANENITRILE
	75-86-5	HYDROXY 2-METHYLPROPANENITRILE, 2-
Other Infor	75-86-5	Aluminum bromide, anhydrous

CAS#

The chemical abstract service # (CAS#) is a unique identifier for a specific chemical. Many chemical names have synonyms but they will have the same CAS#. The CAS# field has smart number search features. When you are typing the CAS# a list of available options from the chemical catalog will appear. This is the same chemical list that would appear if you were entering information into the chemical description field. If you choose to manually enter a CAS# instead of selecting one from the drop down list select Cancel and the list will disappear. The text you entered will still remain. A CAS# selected from the chemical catalog will also populate the Chemical Description field.

NFPA 704

The NFPA 704 information is used for emergency responders to readily identify a chemical's hazards. This is now a field that can be edited for a new chemical. The chemical catalog will have predetermined NFPA 704 values. Chemicals not in the catalog will eventually be added by EHS and assigned values. The NFPA 704 diamond is a hazard classification system created by the National Fire Protection Association. You may see the same diamond and color coding on chemical containers you receive from vendors. The diamond is color coded by hazard groups. The blue, red, and yellow fields (Threat to Human Health, Flammability, and Reactivity) all use a numbering scale ranging from 0 to 4. A rating of zero means that the material poses essentially no hazard; a rating of four indicates extreme danger. The fourth value (associated with white) tends to be more variable, both in meaning and in what letters or numbers are written there.



Lab*

This is a text entry field that also has smart word search features. Typing in the three letter abbreviation of a building (Bldg. Code) followed by a colon and a room number (Ex. NHB:9.999) is the required nomenclature for this field. The smart word features will display a list of lab locations assigned to the PI. You can select the room number from this drop down display to auto populate this field. You can also cancel out of this box and manually enter any location. The main menu screen has a quick reference feature displaying locations assigned to the PI. If you feel additional locations should be added, contact EHS for assistance. When you save a chemical entry, the last lab you entered will be populated in this field when you begin another entry.

Location:	Lab* W	Storage Location in Lab	In a Flammable <input type="radio"/> Yes <input checked="" type="radio"/> No
Quantity:	Cancel		
Additional	Lab/Room	Building Code	
	1.100B	WEL	
	1.100AA	WEL	
Max Quantity	1.100	WEL	
	1.100AB	WEL	
	1.100A	WEL	
Physic			
Contai			
Dates:			
Rece			
Q			
Totally			
Other Infor			
Conta			
Co			

Storage Location in Lab

This is a text entry field that can be used to describe a specific location within a lab such as a work bench, refrigerator, cabinet, or shelf where the chemical is typically stored.

In a Flammable Storage Cabinet?*

This is a required field with “Yes” and “No” radial buttons. The default will be set to “No”. EHS needs this information to maintain compliance with applicable fire and life safety codes such as NFPA 45 – Standard on Fire Protection for Laboratories Using Chemicals.

Quantity

Each chemical entry will have a typical quantity associated with it that can be broken down as follows:

- 1) Number of Containers* (default set to 1)
- 2) Quantity per Container*
- 3) Units* (drop down box)

The “Total” will be auto-calculated (Number of Containers x Quantity per Container)

EHS would prefer to distinguish between a typical quantity (TQ) and maximum quantity (MQ).
Typical Quantity = the amount of the chemical typically in the lab on any normal working day.
Maximum Quantity = the greatest amount of the chemical there would ever be in the lab at any time.

Max Quantity

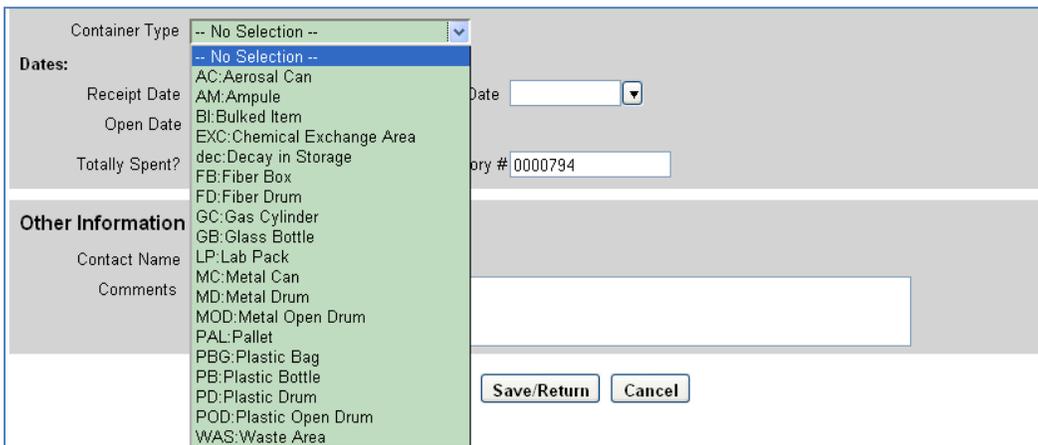
The Max Quantity contains the same information as the Quantity field in the **blue box** and will auto-populate with the same values. These values can be manually adjusted if the maximum quantity (MQ) differs from the typical quantity (TQ).

Physical State

The physical state contains radial buttons for solid, liquid, and gas that will auto-populate depending on which unit is selected. You can manually override this section.

Container Type

The container type provides a drop down box with several options. If the option you are looking for is not present contact EHS to have it added. Some options such as “EXC: Chemical Exchange Area” are used internally by EHS to track staging areas for chemicals. They cannot be removed at this time but it is important to distinguish between these virtual containers (locations) and an actual container such as “GB: Glass Bottle”.



The screenshot shows a web form for entering chemical information. The 'Container Type' dropdown menu is open, displaying a list of options. The options include: -- No Selection --, AC:Aerosol Can, AM:Ampule, BI:Bulked Item, EXC:Chemical Exchange Area, dec:Decay in Storage, FB:Fiber Box, FD:Fiber Drum, GC:Gas Cylinder, GB:Glass Bottle, LP:Lab Pack, MC:Metal Can, MD:Metal Drum, MOD:Metal Open Drum, PAL:Pallet, PBG:Plastic Bag, PB:Plastic Bottle, PD:Plastic Drum, POD:Plastic Open Drum, and WAS:Waste Area. The form also includes fields for 'Dates' (Receipt Date, Open Date, Totally Spent?), 'Other Information' (Contact Name, Comments), and a 'Inventory #' field with the value 0000794. There are 'Save/Return' and 'Cancel' buttons at the bottom.

Vendor

The manufacturer of the chemical can be manually entered into this field.

Molecular Formula

Molecular formula can be manually entered into this field.

Dates

Some chemicals become unstable or degrade over time so it is important to keep track of when the chemical was received, opened, or when it will expire (if applicable). The Receipt Date will be auto-populated with the day the chemical entry is started. This can be manually adjusted as needed.

Totally Spent? (Removing Chemicals)

This field has “Yes” and “No” radial buttons with the default set to “No”. To remove this chemical from your current inventory select “Yes” and choose one of the save options provided at the bottom. The chemical entry will be moved to a “Spent Inventory” list.

Inventory

This is a unique identifier for the chemical entry that can be used for bar code labeling and tracking purposes. If more than one container was selected in the “Quantity” fields you will receive a prompt asking if you would like each container to have the same or separate inventory when you attempt to save the chemical entry.

Multiple Containers Display Screen

**You have entered "5" for No. of Containers.
Hit the "Yes" button if you would like to add 5 separate inventory items.
Hit the "No" button to enter just one inventory item.**

Save Features

There will be three options available:

- 1) Save & Add Another Chemical – Brings you back to a blank chemical entry screen
- 2) Save/Return – Brings you back to the chemical display/search screen
- 3) Cancel – Does not save the chemical entry

Training

Select [Training](#) to view a list of registered permit workers

Main Menu < BACK			PI
—	Last Name	First Name	Department
View	Bollich	Wolfgang	Chemistry and Biochemistry
View	Bowen	Lewis	Environmental Health and Safety
View	Davis	Laura	Environmental Health and Safety
View	LeBansky	Rachel	
View	McKinney	Matt	
View	Nolan	Dennis	
View	Twotone	Tommy	

Selecting [View](#) beside each person will display individual training history. Basic training requirements for lab workers will be displayed at the bottom of the page. Training due dates within 1 month will be shown in red.

Assistance with EHS Assistant

Contact Lab Safety

(512) 471-3511

ehs-labstaff@austin.utexas.edu
