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.

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.
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.

Main Menu Screen

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

ehslabstaff@austin.utexas.edu