



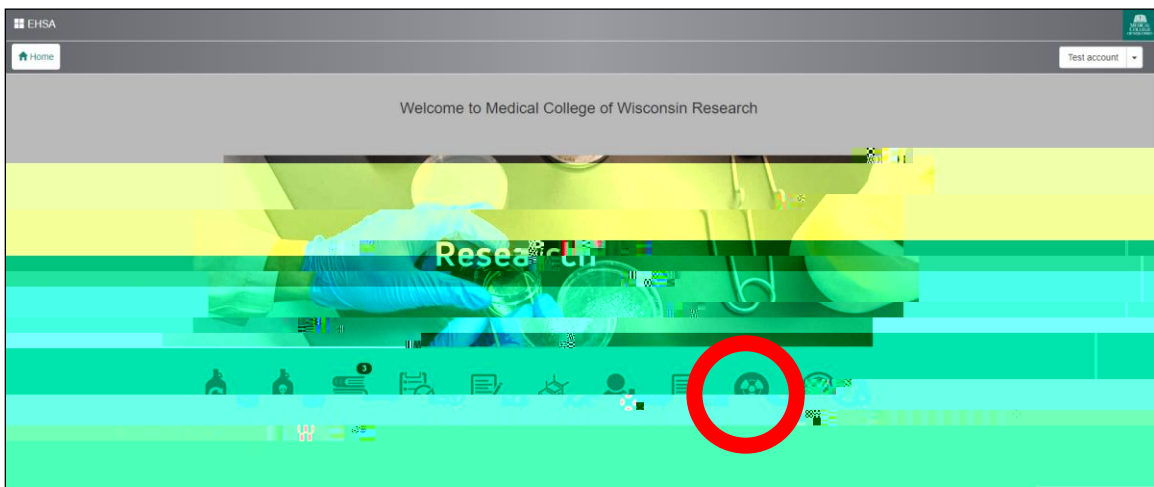
Office of Radiation Safety
Medical College of Wisconsin

View Permit

Log into EHSA using your MCW credentials.



Select the "Permits" Icon.



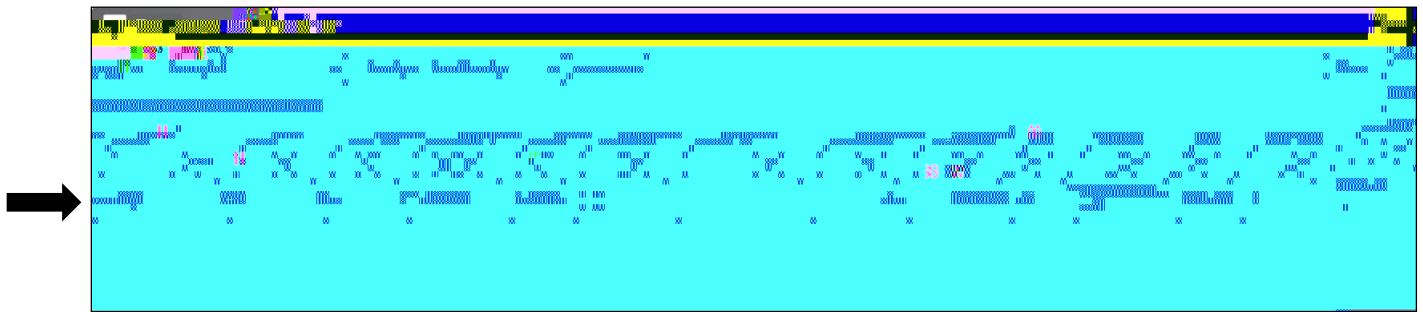
Double click on the permit you would like to select.

In your "Permit Information" you will find details about your authorization, lab workers, locations, and more.

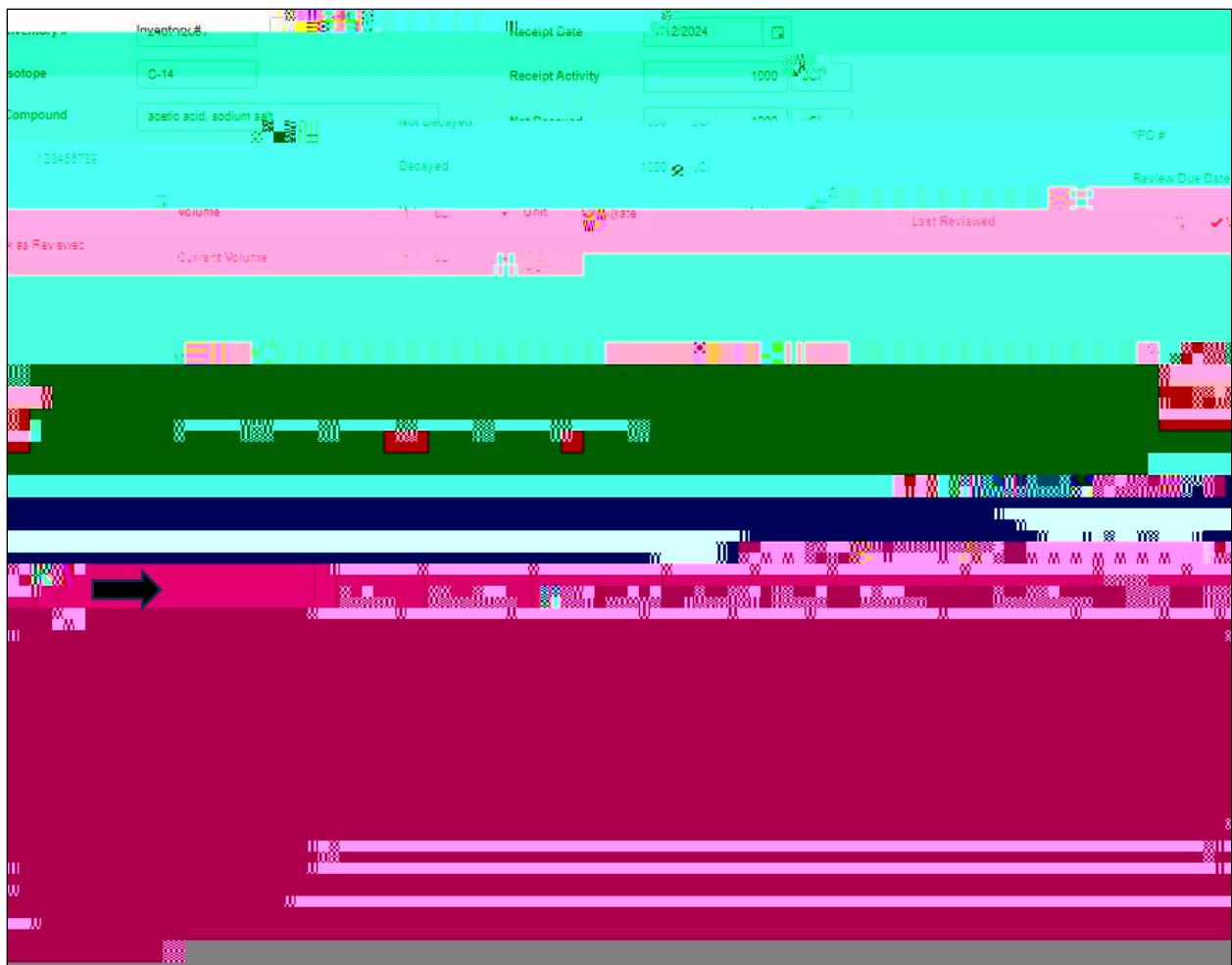
A screenshot of a table displaying permit information. The table has several columns: Line #, Comments, Isotope, Compounds, Source Type, Shipment Limit, Annual Limit, Possession Limit, and Unit. The table contains three rows of data.

Line #	Comments	Isotope	Compounds	Source Type	Shipment Limit	Annual Limit	Possession Limit	Unit
5000	uCl	16GG		H-3	ANY		250	1000
6000	uCl	16F		H-3	ANY		2000	1500
		250	12000	2000	uCl	16K	P-32	ANY

Double Click on the PI's name (Green Highlight)



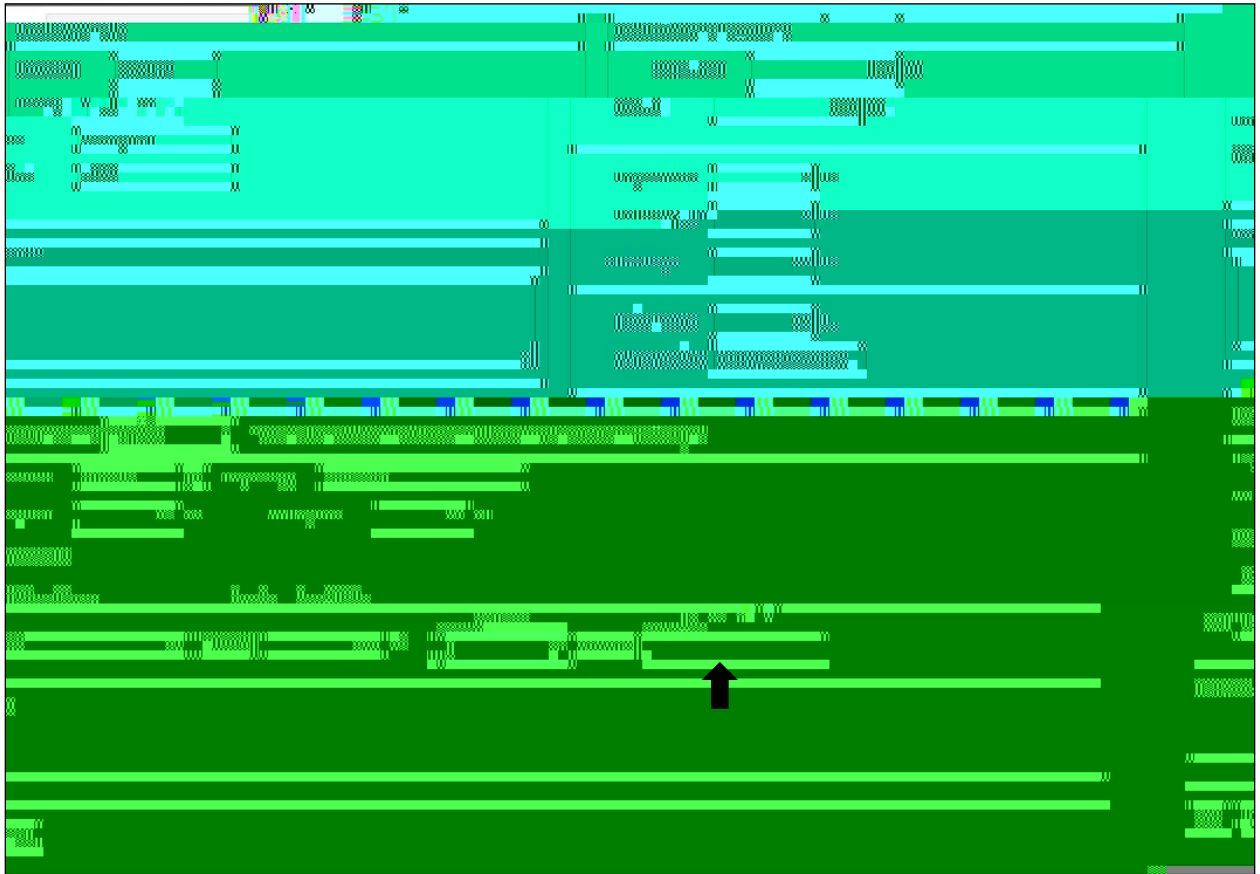
Click 'Add' on the lower dialog box



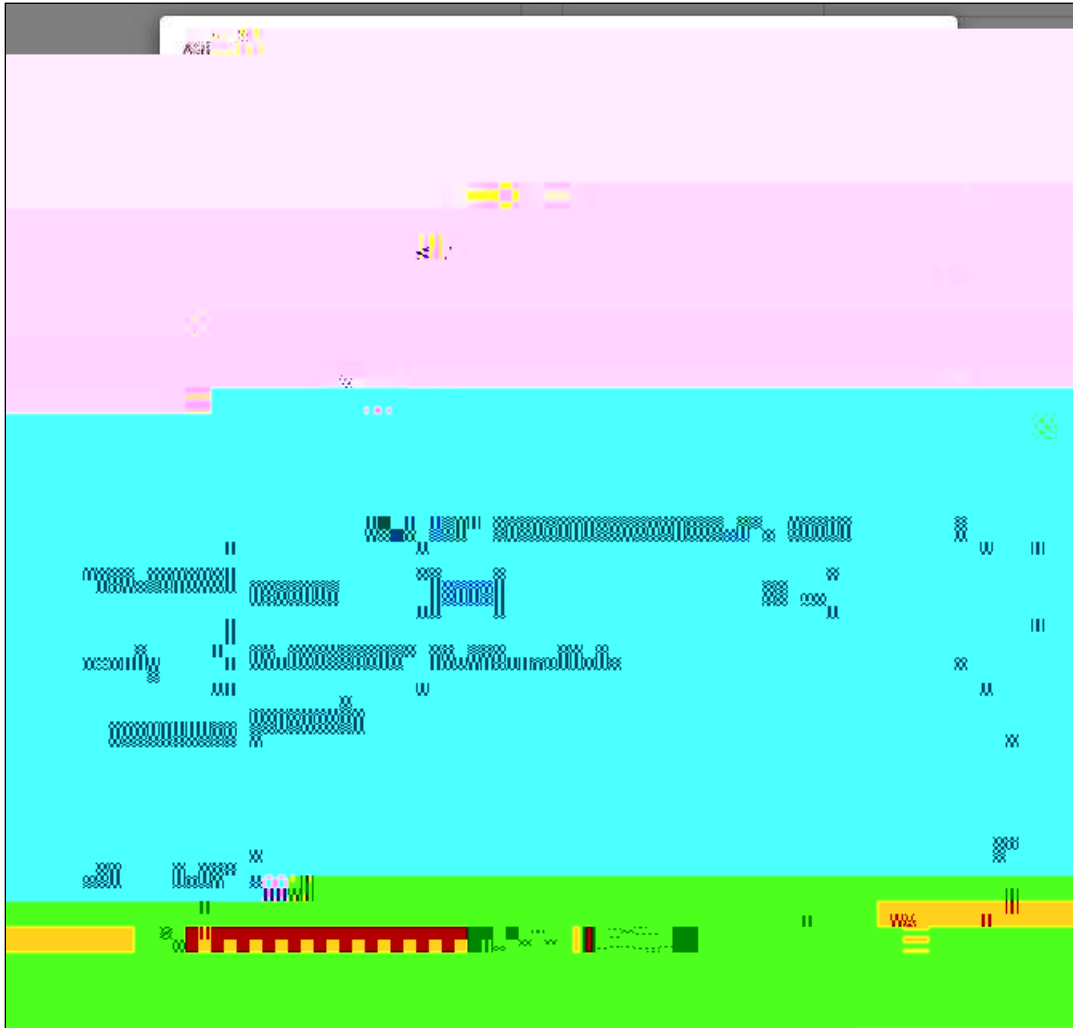
To begin entry of the information you must select 'By Volume' from the bottom dialog box, then enter the volume used and select a waste category.



Once a waste category is added a dialog is presented to add the waste to a container. If the 'container' dropdown does not display the container you want to use, click 'Add Container'.



In this example, we are creating a waste container for long half-life isotope (e.g. C-14, H-3), dry solid waste. Create the container type that is appropriate for your disposal by completing all fields except the volume and units field. You may enter any comments that would be helpful, if so desired. Click save when finished.



In the container drop down, click on the container that is to be used for this disposal.



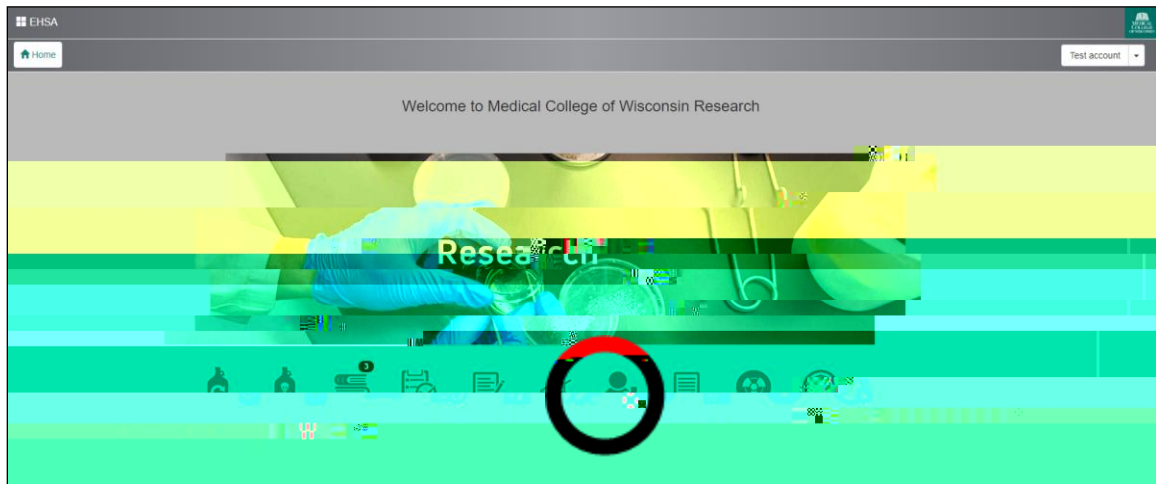
Once the proper container is selected, click save.



Confirm that the information is correct on the screen, then click 'done'.



Log into ESHA and select the "Inventory" icon from your dashboard.

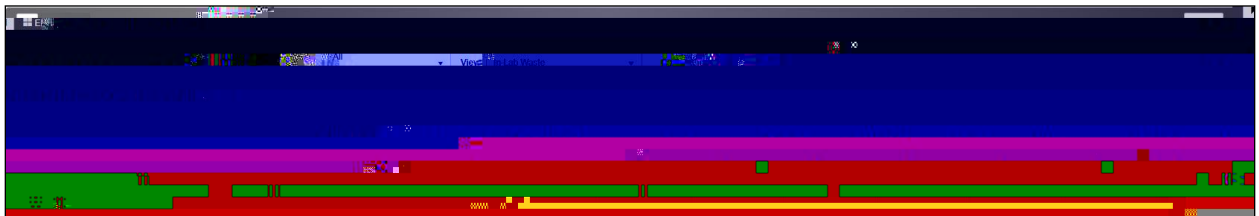


From the RAM Inventory menu, click 'View In-Lab Waste Containers'



Find the container you are looking to dispose of.

To schedule a pick-up, you must first click on the 'Seal' button then click 'Request Pickup'.

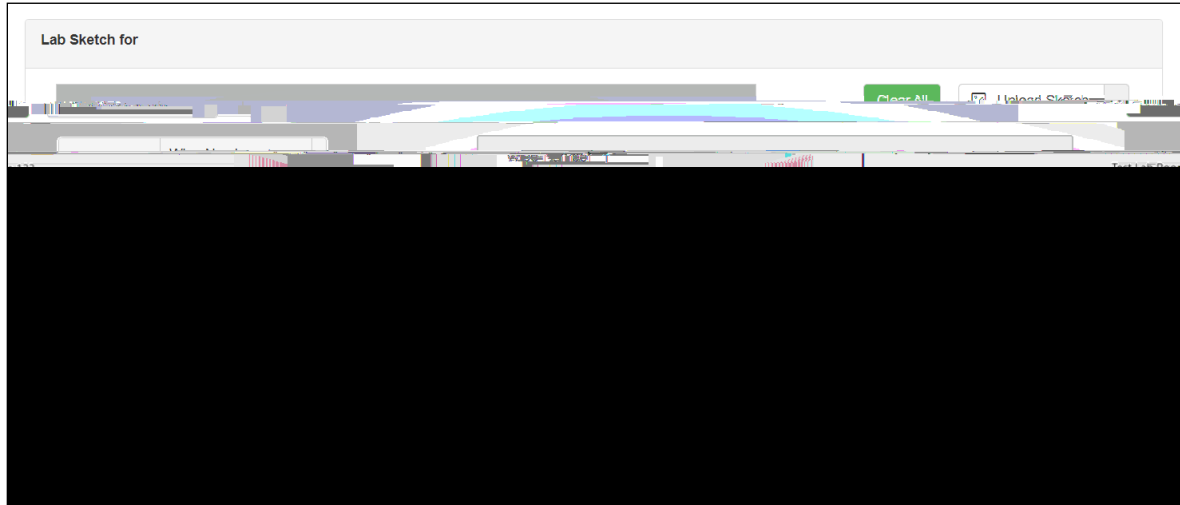


If a replacement container such as bags or carboys are needed, click 'Order Replacement Containers & Labels', enter any useful comments and click 'Yes' at the bottom.

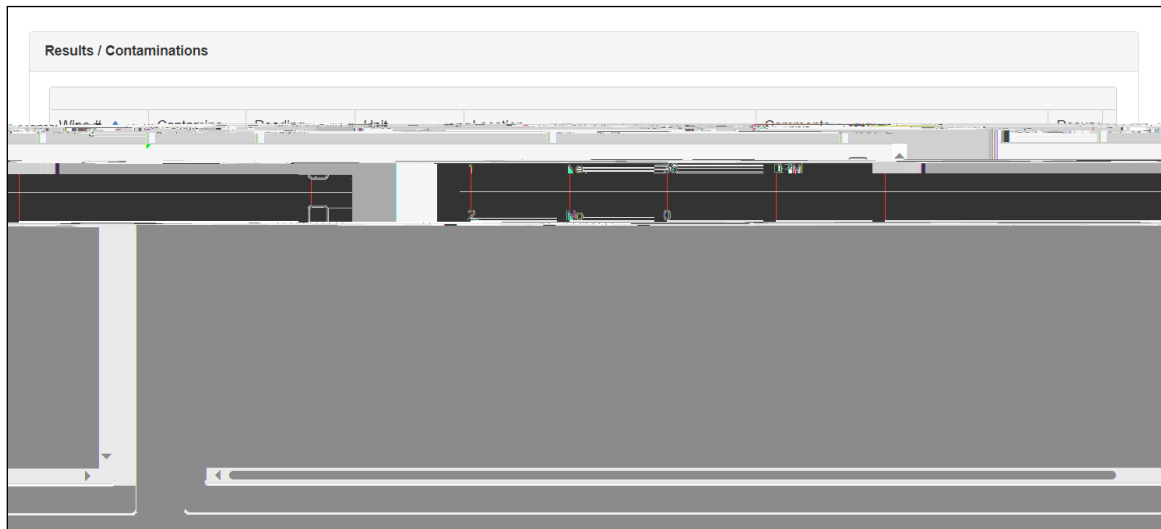
You will now be able to print the waste tag by selecting 'Radioactive Materials Request for Disposal' from the In-Lab Container Reports dropdown as shown below.

Print the waste tag and place in the waste bag facing outward if using a bag

you must print a copy of the tag for each container. Radiation Safety is automatically alerted to your request, and it will be picked up in a timely fashion.



Enter "Reading" and "Unit" for each wipe.

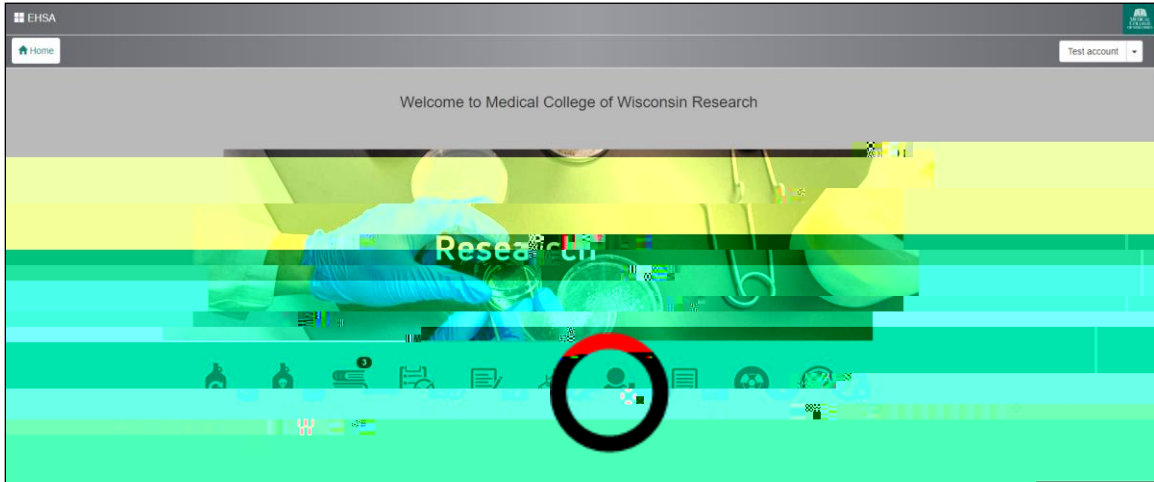


You may choose to scan and upload the LSC print out in the "Document" section, but it is not required.

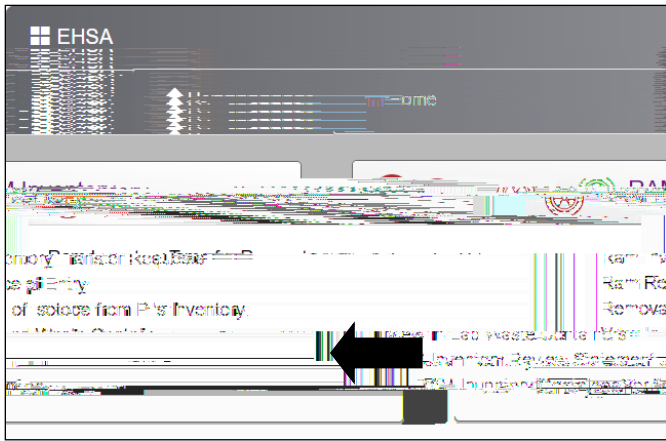
Hit "Save" .

In lieu of quarterly reports that were previously required to be submitted to Radiation Safety, labs are now asked to complete the "RAM Inventory Review Statement" .

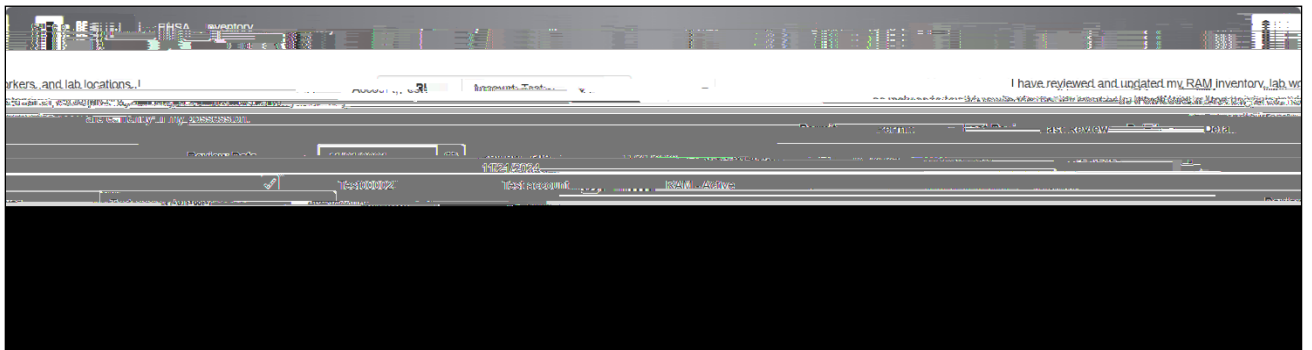
Log into EHSA and select the "Inventory" icon from your dashboard.



Select "RAM Inventory Review Statement".



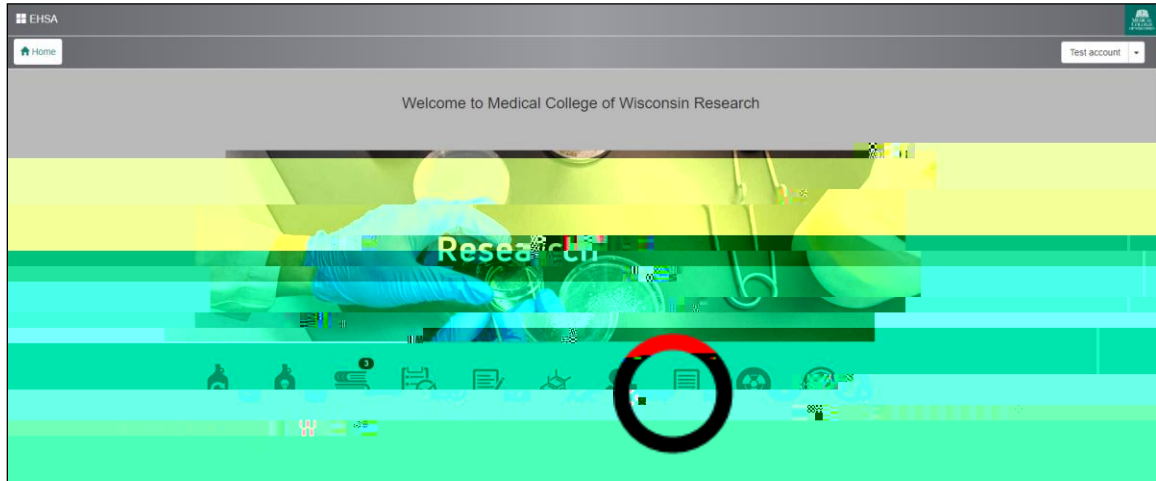
After verifying your labs inventory, list of lab workers, and lab locations as they appear in EHSA, select "Submit".



Log into EHSA and select the "Inventory" Icon from your dashboard.

Inventory verification, or physical inventory, is required to be performed

Log into ESHA and select the "Worker Registration" Icon from your dashboard.



Click the Add New Worker as shown below.

