EHS Assist
Laser Inventory Guide

Table of Contents

Accessing the PI Equipment Module

Step 1

Login into EHS Assist - **https://ehsa.vanderbilt.edu**

❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication

❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHSA Homepage, select the **PI Equipment** icon.

PI Equipment

The Associated Equipment Page

The Associated Equipment page displays all equipment associated to a PI or Lab Manager. Equipment Types will only display if attached to a correlating EHSA Permit. Permit types consist of the letter of the permit followed by the VUNetID of the PI or Lab Manager (ex. L-johnsr)

L-Permits will show Lasers and Laser Registration, B-Permits will show Biosafety Cabinets, C-Permits will show Fume Hoods, R-Permits will show Meters, EMFs and X-rays.

1 Selectable **Equipment Types**

2 **Active Equipment**

3 **Equipment Histories** show dates and results of past inspections.

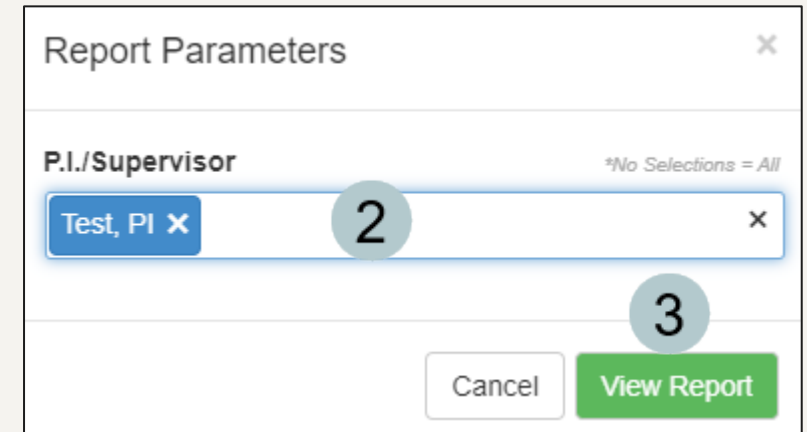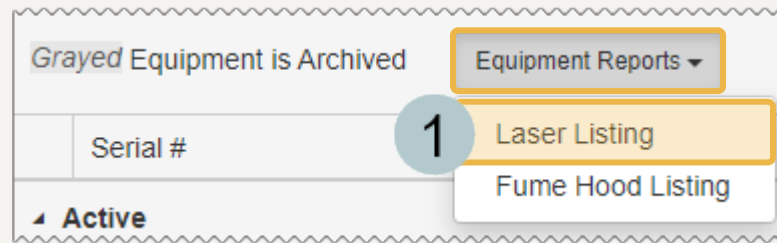# How to Create a Laser Listing Report

A **Laser Listing** report can be generated to display all the active lasers associated with a PI.

1. Click the **Equipment Reports dropdown** and select **Laser Listing**.

2. The **Report Parameters** window appears with the PI field auto-generated.

3. Click the **View Report** button to generate the report.**

4. A PDF report is generated displaying information about the active lasers.

**This report can be further customized. Contact the EHSA Administrator at ehsa@vanderbilt.edu for more information.

EHS Assist – Additional Info

Find additional EHS Assist guides here:

https://www.vanderbilt.edu/ehs/ehsassist

With any questions, concerns or suggestions, contact the EHS Assist Administrator - ehsa@vanderbilt.edu

VANDERBILT
UNIVERSITY