

EHS Assist RAD Meter Guide



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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.



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-johnsm)

L-Permits will show Lasers, B-Permits will show Biosafety Cabinets, C-Permits will show Fume Hoods, R-Permits will show Meters and GLDs.

- 1 Select **Meters** under Equipment Types
- 2 **Active Equipment** – Any **grayed** equipment is archived
- 3 **Equipment Histories** show dates and results of past inspections. Equipment that is **highlighted red** is overdue for calibration.

The screenshot shows the EHS A Associated Equipment page. The top navigation bar includes 'EHS A Equipment / Associated Equipment' and 'Edit Labels'. A 'PI:' dropdown menu is set to 'PI Name'. The 'EQUIPMENT TYPE' section on the left has three filters: 'Meters' (highlighted with a blue box and a '1' callout), 'LSC and/or General License Material', and 'Fume Hoods'. The main table, titled 'Active', has columns for Serial #, Manufacturer, Model, Type, Next Due, and Frequency. It contains two rows: one with Serial # 120717, Manufacturer Ludlum, Model 2, Next Due 03-08-2024, and Frequency 12; and another with Serial # 8721, Manufacturer WB Johnson, Model GSM-110, Next Due 08-03-2023, and Frequency 12. A '2' callout points to the second row. Below the main table is a section titled 'Red Equipment is Overdue' with a table showing inspection history. It has columns for Date, History Type, Status, Results, and Next Due. One row is visible with Date 03-08-2023, History Type Calibration-12, Status Complete, Results Pass, and Next Due 03-08-2024. A '3' callout points to this row.

Serial #	Manufacturer	Model	Type	Next Due	Frequ
120717	Ludlum	2		03-08-2024	12
8721	WB Johnson	GSM-110		08-03-2023	12

Date ↓	History Type	Status	Results	Next Due
03-08-2023	Calibration-12	Complete	Pass	03-08-2024

How to Create a Meter List

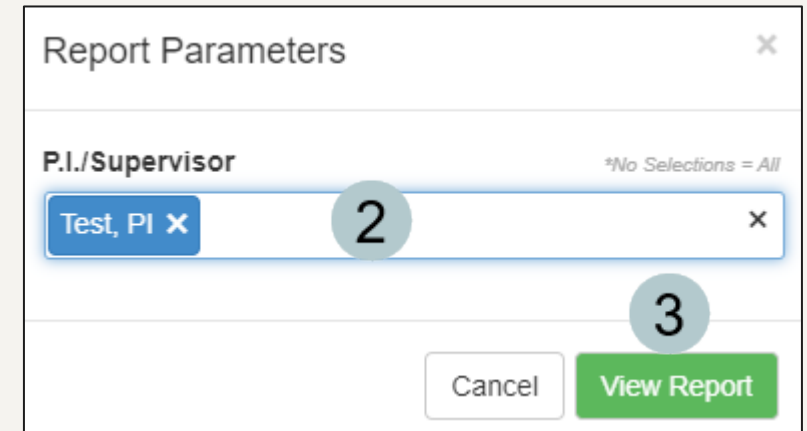
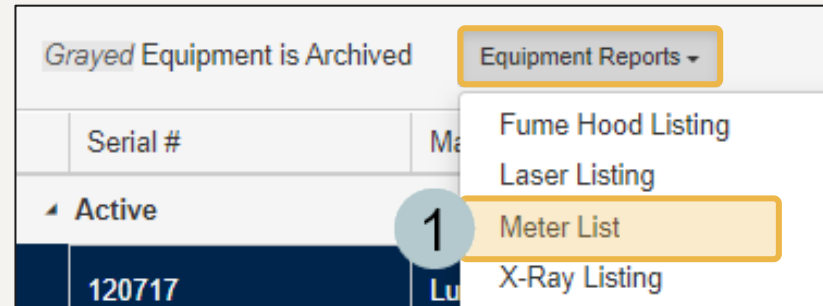
A **Meter List** can be generated to display all the active meters associated with a PI.

1 Click the **Equipment Reports dropdown** and select **Meter List**.

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 meters. *Disable any pop-up blockers in the internet browser that might prevent the meter report from displaying.*



9/19/2023 4 Meter List Vanderbilt University

<u>Serial Number</u>	<u>Asset #</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Building</u>	<u>Lab</u>	<u>Out of Service</u>	<u>Last Calib.</u>	<u>Cal.Frq.</u>	<u>Next Calib.</u>	<u>Comments</u>
120717	563	Ludlum	2	SC MOLEC BIOLOGY	713	<input type="checkbox"/>	03/08/2023	12	03/08/2024	Changed to double probe with NAI and GM 3/8/2023
8721	775	WB Johnson	GSM-110	LIGHT HALL	815	<input type="checkbox"/>	08/03/2022	12	08/03/2023	Reported missing in August 2018 found and recalibrated in 2019. KFW

**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

Contact the radiation safety team at radiationsafety@vanderbilt.edu
with any questions about your RAD equipment

