



# EHS Assist Orientation Guide





## **What is EHSA?**

EHS Assist (EHSA) is a web-based comprehensive research safety management system that allows VU researchers to access one portal to manage safety and compliance information related to their use of hazardous materials and equipment in their research.

## **What can I access in EHSA?**

After using the link on the next page to login, researchers can view information and inventories related to their chemical, biological and radioactive materials, users, spaces, and research equipment such as Class 3b and 4 lasers, chemical fume hoods, and biosafety cabinets. EHSA will also be used by researchers to request collection for hazardous chemical and radioactive waste.

# Login Instructions

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

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

1 Once logged in, you will be taken to the home page where you will work from the menu icons, or **Modules**, displayed at the bottom of the page.

2 There is also a set of **Quick Links** that will lead to sites such as PubMed or within EHSA to search for Safety Data Sheets.

Vanderbilt University Environmental Health and Safety Home Page

2

Quick Links

Example of QR code submittal

Pubmed

Safety Data Sheets

On Site Systems



1



Waste  
Collection  
Request



Waste  
Supplies



Safety  
Inspections



Training  
Records



Inventory



Worker  
Registration



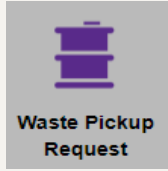
Door Signage  
Placards



PI Equipment



# Summary of Modules



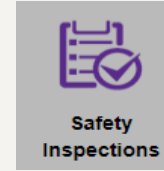
## Waste Collection Requests

Add a new chemical or radioactive waste collection requests or view existing waste pickup requests.\*\*



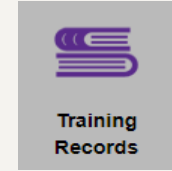
## Waste Supplies

Order waste supplies normally furnished by the EHS team



## Safety Inspections

Enter your corrective actions for any findings noted during an inspection.



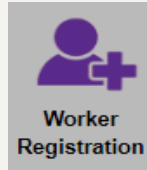
## Training Records

View training history records and upcoming or overdue training requirements for yourself or the researchers in your lab.



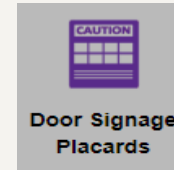
## Inventory

View your chemical or radiological inventory. Add/Edit/Remove chemicals and Inventory reports are available here.



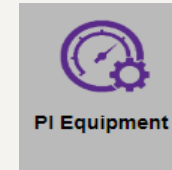
## Worker Registration

View workers assigned to a PI/Lab Manager. Request to add or remove additional workers.



## Door/Signage Placards

Lab/room door signage placards (previously called HIP signs) are available for printing, and you can update the lab contacts at any time.



## PI Equipment

View your associated BSCs, fume hoods, radiation meters, and/or lasers.

*\*\*EHSA is not used to place biological or pathological waste collection requests as those programs operated separately*

# EHS Assist – Additional Info

Find additional EHS Assist guides here:

**<https://www.vanderbilt.edu/facilities/ehs/ehsa>**

With any questions, concerns or suggestions, contact the EHS Assist Administrator - **[ehsa@vanderbilt.edu](mailto:ehsa@vanderbilt.edu)**



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