RADIATION SAFETY INSPECTIONS GUIDE

• After Radiation Safety conducts a Routine or Annual Lab Inspection, the lab permit contact (PC) or principal investigator (PI) may receive an email with information regarding any findings.



• If a contamination survey was conducted in conjunction with the inspection, a hot map will be included at the end of the email.



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pection
Control #: 3939 n comments field.
Key
 Liquid Scintillation Counting (LSC) Wipe Count Rate Meter Reading Exposure Rate Meter Reading Elevated Reading Elevated Reading Total Wipes: 5 Contaminated Wipes: 1
<u>Comments</u> KM testing wipe comments

- To respond to the findings, log into the <u>EHSA</u> main page either by clicking the link on the email or entering <u>https://ehsa.ehs.washington.edu/</u> on your web browser.
- Once logged in the EHSA main page Select "Safety Inspections"



Note: The number in the upper right hand corresponds to the number of findings requiring a response.



• Select "Inspection Response"



• The following screen allows you to review inspections with findings that require a response.

	Inspection #	Ask Order	Inspection Dat	Pl(s)	Response	Penalty	Deficiency	Recommendation
	T	T	G T	T	Υ	T	T	T
nspection #: 1886								
🖌 Edit Response	1886	7	01-03-2020	Tuesdays, Taco		0	Are monthly laboratory surveys accurate, timely, and accessible?	Complete accurate monthly laboratory surveys a make accessible.
🖋 Edit Response	1886			Tuesdays, Taco			Is food and drink prohibited in laboratory areas?	Prohibit food and drink in laboratory areas.
nspection #: 1882					-			
ZEdit Response	1882	3	01-02-2020	Tuesdays, Taco		0	The tab is designed so that it can be easily cleaned. Lab furmiture is sturdy. Spaces between benches, cabinets, and equipment are accessible for cleaning	jk.
							Current UW Biosafety Manual is accessible to staff	UW BIOSAFETY MANUAL. Here is the update

- Select a finding to respond to by double clicking on the line item, or clicking on the blue "Edit Response" button on the left.
- Review the information and notes regarding the finding, view any pictures provided by the inspector and follow any recommendations or notes left by the inspector.

Deficiency	Is food and drink prohibited in laboratory areas?
Recommendation	
Observations/Notes	< >
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- Near the bottom of the page enter actions taken in response to the finding.
- Enter the day of the corrective action, and who performed the action.

esponse Date 1/3/2020	Correction Notes	No Food sticker posted on fridge. (See picture) Will emphasize no food in lab policy in next lab safety meeting.
	Response Date Corrected By	1/3/2020

• To include a photo with your response, click on "Add Photo", to add a photo saved on the computer.

	Pictures (1)	Use Camera	Add Photo	
Pictures (1) Close				

- Alternatively if using an electronic device with a camera (mobile phone or tablet), you can directly upload a picture into your response by clicking "Use Camera"
 - Multiple pictures can be taken with each click of the "Take Picture" button
 - o Once the desired picture(s) have been taken click "Close"

NOTE: Browser privacy settings may need to be adjusted to allow the use camera function to work.



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• Include an appropriate description in the caption box below each picture.



• Click "Save" to return the Inspection Response screen, or click "Save and View Next" to open and respond to the next finding.

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Radioactive Waste Pickup Request	Safety Inspections	Reports	Inventory	Permits	Equipment

- The main EHSA screen will now show the number of findings still requiring a response and those findings that have been responded to and are awaiting inspector approval.
- Once the inspector approves of the response taken, notification will disappear from the main screen and the finding will be removed from the inspection response screen.
- Once all the inspection findings have been approved, an email will be sent out to the permit contact or principal investigator.