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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.
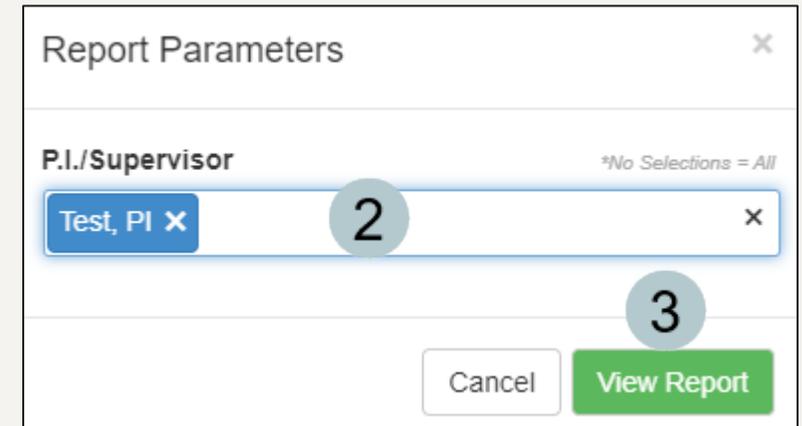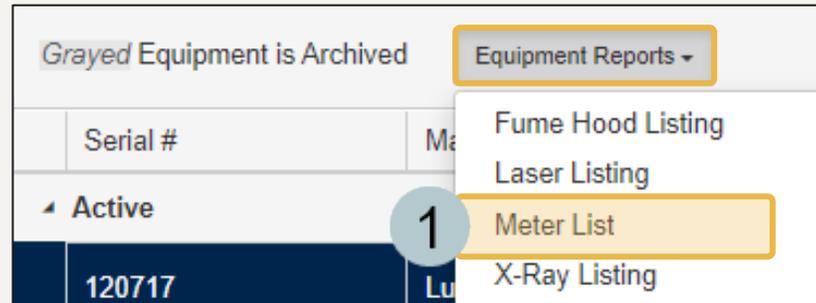
How to Create a Meter List

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.*

**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/facilities/ehs/ehsa

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

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