LAB RADIOACTIVE MATERIAL CONTAMINATION SURVEYS
USER GUIDE FOR EHSA

DOCUMENT AND SUBMIT LAB CONTAMINATION SURVEYS TO MAINTAIN SURVEY COMPLIANCE

Navigate to EHSA and log in with your UWnetID credentials. Contact Radiation Safety at radsaf@uw.edu for questions and/or access requests.

- Click on “Contamination History”

- Click on “+ Add”

- If you manage multiple PIs, select the PI of interest.
• The “Survey Date” will autofill with today’s date. If you need to change the survey date, select the survey date of interest.
• If you have multiple locations authorized for radioactive materials, select the “Location” of interest.

• If radionuclides have not been used for an entire month in that location, check the box “No Use of Radionuclides” and click “Save”.

• If radionuclides have been used in the selected location within the last month, perform the contamination survey with the appropriate instrument/meter.
• Enter the name of the Radiation Worker who performed the survey in the “Performed By” text box.
• Select the survey instrument/meter under the “Detector Used” and/or “LSC Used”.
• Enter the survey instrument/meter background measurement in the “Detector Background” and/or “LSC Background” text box.
• Select the appropriate answer under “Contamination Found”.

[Image of contamination survey form with filled fields]
• Scroll down to the “Lab Sketch”.
• To update the lab sketch click “Upload Sketch”.
• Select the appropriate “Device” “Survey Meter” or “LSC”.
• Click on the location of the “Lab Sketch” surveyed. Locations surveyed with a “Survey Meter” are not required to be annotated on the “Lab Sketch” unless the reading is 2X background. “Survey Meter” device displays as a blue dot with a number inside. “LSC” device displays as a green dot with a number inside.

• Scroll down to the “Results/Contaminations” table.
• If contamination found, change the “No” to “Yes” in the “Contamination” field corresponding to the appropriate “Wipe #”. Enter the “Reading”, “Unit”, “Location”, and “Comments” to indicate what was done to address the contamination. For example comments may include but are not limited to the following:
  ○ Cleaned
- Disposed
- Labeled, if fixed

- Entering the LSC reading values into the “Reading” column is optional unless the LSC reading is 200 cpm above background.

- Scroll up to the “Lab Sketch” to verify that the appropriate colored dot changed to include a red outline indicating the area of contamination.
• Scroll down to the “Results/Contaminations” table and check the “Resurvey” box, if applicable. The “Resurvey Date” will autofill with today’s date. If you need to change the resurvey date, select the resurvey date of interest.

• Scroll up to the “Lab Sketch” to verify that the colored dot indicating the area of contamination with a red outline changed to a softer red outline.

• Scroll down to the “Documentation” box and click “+Add” to upload the LSC readout. Uploading the LSC readout is recommended but not required.
- Enter the “Date” and click the “Select Document / File For Upload” to upload the document.
- Click “Save Document / File”.

- Click “Save” to save the survey and navigate back to the contamination history page.

- Click “PI Contamination Survey History by Location and Date Range” if need to view a report of the PI contamination survey records for a location and date range.
• Enter the “Start Date”, “Stop Date”, and “location” starting with the room number.
• Click “View Report” to view a report of the PI contamination survey records for a location and date range.

• Navigate back to the contamination history page.

• Select a PI contamination history record and click “PI Contamination Survey History by Selected Record” if need to view a report of an individual PI contamination survey record.
• Navigate back to the contamination history page.

• Enter another survey by clicking “+Add” or navigate back to the main page by clicking “EHSA”.

![Contamination Survey History Table]

Report Date: 12/16/2020
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