# ENVIRONMENTAL HEALTH & SAFETY
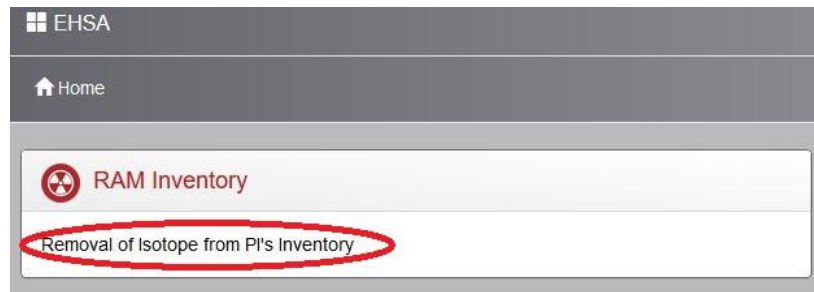## UNIVERSITY *of* WASHINGTON

# SUBMIT A USAGE AND DISPOSAL RECORD (FORM 160)
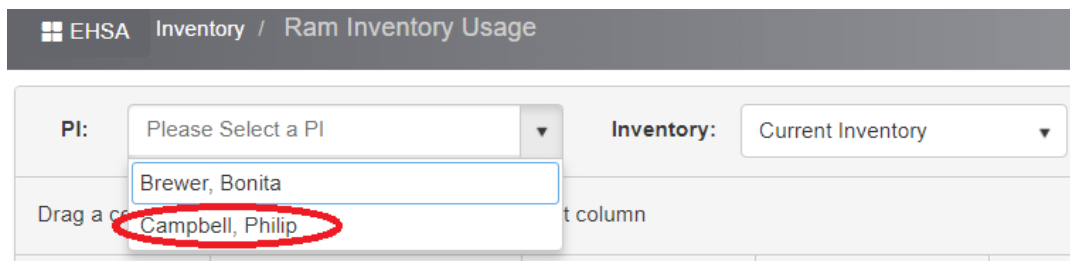## TO REMOVE ITEMS FROM YOUR INVENTORY

[Navigate to EHSA](#) and log in with your UWnetID credentials.



- Click on "Inventory"



- Click on "Removal of Isotope from PI's Inventory"



- If you manage multiple PIs, select the PI of interest.

| Inventory # | PI Name | Isotope | Receipt Date ▾ | Lic. Line # | Permit # |
|---|---|---|---|---|---|
| | | | | | |
| 171227011A | Campbell, Philip | Cs-137 | 01-26-2018 | RME | R-03589 |
| 180119023 | Campbell, Philip | C-14 | 01-19-2018 | RMA | R-03589 |

- Double click on the inventory item that you'd like to remove. You can sort or search for an inventory item by Inventory #, Isotope, or Location by entering search terms in the column header.

**Usage for Inventory #: 171227011A**

+ Add ✎ Edit ⊗ Delete

| Isotope | Disposal Date | Usage ID ▾ | Percent | Usage Category |
|---|---|---|---|---|

- Click "Add" to add a usage for the given inventory item.
- The disposal date is the date that the waste was disposed. If you do not know, enter today's date.
- Usage information "By Percentage" is the only option available for labs. It should show the original activity of the order. Your responsibility is to details what percent of the initial activity went into different waste streams. If you are accounting for decay, you can use decay, or decay in storage as a waste stream.

- Click on the down arrow for usage category.
- You can add multiple usage categories by pressing the "Add" button. You don't have to do this if you only have one usage category.
- Discrete sealed sources can only have one usage category.
- You can modify the "Percent" used, but you cannot type in the "Usage Activity", that is calculated from the "Percent" box and the "Activity Used" box above.
- **Remember to click "Totally Used".** This removes the item from your RUA.
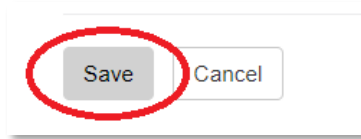
- Press "Save" when you're finished.
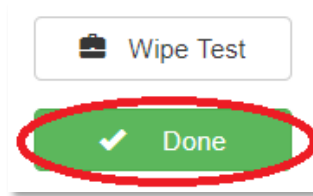


- To log another inventory item as disposed, click "Done"



- Press the EHSA button in the upper left corner to navigate back to the main page.