



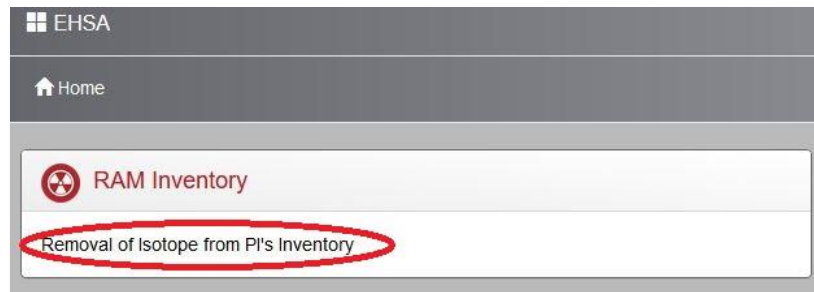
EHSA GUIDE FOR REMOVING ITEMS FROM RAM INVENTORY:

Instructions for submitting a Usage and Disposal Record (form 160)

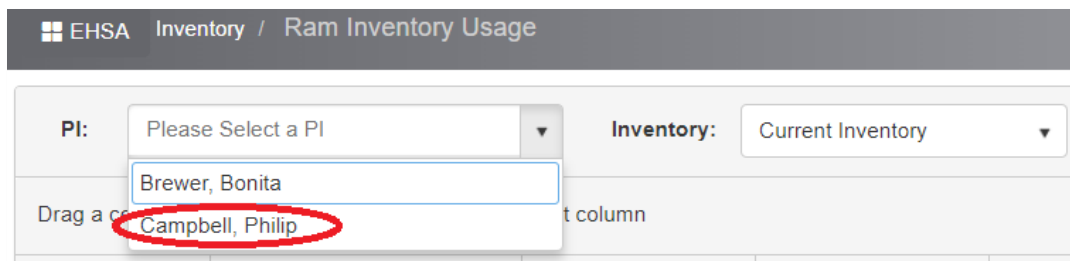
[Navigate to EHSA](#) and log in with your UW NetID credentials.



- 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.

Enter Usage Information By Percentage *Your selection of By Volume or By Activity cannot be varied once usage for this vial has been saved.

Disposal Date: 12/12/2019 Disposed By: HSRAC

Original Activity: 0.46028 mCi Activity Used: mCi

Mixed Waste?

<input type="button" value="Add"/>	Usage Category	Percent	Usage Activity
<input type="button" value="⊗"/>	<input type="text"/>	100.00 %	0.46028 mCi

Totally Disposed?

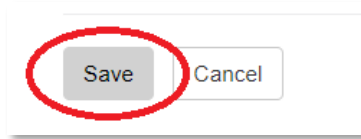
Activity Used: 0.00060 mCi

Mixed Waste?

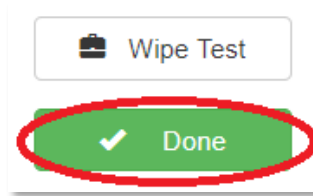
<input type="button" value="Add"/>	Usage Category	Percent	Usage Activity
<input type="button" value="⊗"/>	Liquid <input type="button" value="▼"/>	50 %	0.00030 mCi
<input type="button" value="⊗"/>	Decay in Storage <input type="button" value="▼"/>	50 %	0.00030 mCi

Totally Used:

- 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.