RRAMP User Guide

For Principal Investigators, Lab Managers & Lab Safety Captains
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If you have questions about this process, please email safety@ttu.edu.
ACCESSING YOUR ACCOUNT

Part 1: Accessing your account & verifying information.

1. Access your account through the EHS website [www.ehs.ttu.edu](http://www.ehs.ttu.edu). Find the Raider RAMP Quick Link under Academic & Research Safety.
2. Click the **Single Sign On** button labeled Texas Tech. It will direct you to sign in with your eRaider information.

3. Verify your personal information by clicking the **user icon** in the upper right-hand corner of the screen.
4. Please ensure that your email, R# and Department are correct. Make changes by typing into the field or selecting from the drop-down menu. If you are a lab worker, please select your Principle Investigator if it is not selected for you. Click Save My Info when you are done.
PERSONNEL MANAGEMENT & INVENTORY VIEW

Part 2: Adding personnel to your lab roster.

1. Click the **SafetyManager** tab in the left-hand menu to access your personnel roster and inventory lists.

2. Select the **Personnel** tab to manage your lab roster.
3. Type the name or email of the individual to be added to your lab roster into the **Add User To Roster** box. Click the **plus sign** when you find the correct individual.

Remove users by clicking the red x button

Edit the user’s role by clicking the pencil icon
Part 3: Viewing your radioactive materials or chemical inventory.

1. Click the **Inventory** button at the top of the page. Toggle between the **Radioactive Materials** and **Chemicals and Compounds** tabs to view your inventories.

You can search your inventory by the chemical name.

You can search your inventory by the CAS #.
**Note:** You will have Read Only access and cannot edit your online inventory. EHS will enter items into your inventory upon receipt at the Chemical Gateway. If you receive a chemical without a barcode, request one from EHS using the **Barcode Request Form**. Once items are empty, return the barcode to EHS by affixing it to the **Barcode Return Form**.
ADDRESSING CORRECTIVE ACTIONS

Part 4: Accessing corrective actions and possible options to address them.

All corrective actions assigned by EHS and subsequent follow up must be completed through the RRAMP system.

1. Access the corrective actions for your lab spaces by clicking the **Corrective Actions** tab in the left-hand menu. If you have corrective actions to complete, this means there were safety departures found in your work area. If you have more than one work area, you will have a separate report for each space.
2. There are several options that can be taken for corrective actions. The **Inspection Question** will list the safety departure that was found. The individual **Assigned** the action will be shown (typically the PI). The action needed to correct the safety departure is outlined underneath the assigned individual. The reference is from the Chemical Hygiene Plan (e.g., A17.4.1). Each action is coded as **Administrative**, **Non-Critical** or **Critical**.

   ![Image of a form with options to add a comment, attach a photo, reassign, extend, and complete actions.]

   **Add a comment stating the action taken.**

   **Attach a photo of the corrected safety departure.**

   **Reassign the action to the Lab Safety Captain or other lab member.**

   a. Type the name or eRaider of the person you wish to **Reassign** the corrective action to. This can be a Lab Safety Captain or other lab member. Remember all Banner users can be found here so use caution selecting individuals.
b. Upon reassignment, the newly assigned individual can complete the appropriate action choice to close the safety departure.

c. Adding a **Comment** to the required action can also complete the correction action. A photo can also be attached.

3. You must **Complete** for each action to close the action on your part. When EHS performs follow up surveys after 30 days, we can accept the closure or reopen the action if it is found to be uncorrected.
4. Selecting the **Report** icon on the Corrective Action main page will produce a PDF version of the report showing only the corrective actions that must be taken.

5. You can view all past inspections by selecting the **Completed Inspections** tab in the left-hand menu. This will provide you information on the date, room, inspector, and total and open corrective actions.
COMPLETING SELF INSPECTIONS

Part 5: Creating and completing self-lab safety inspections.

1. Click **New Inspection** in the left-hand menu.

2. Type in your building name in the search bar. A drop-down menu with available work areas will populate. Select the work you want to inspect. Confirm the room details and click **Confirm Selection**.
3. Select **Lab Self Inspection** in the **Inspection Type** drop-down menu. Edit your lab roster by adding or removing users to the work area and selecting notification preferences. Click the **Start Inspection** button.

4. Confirm the work area’s details such as room type and department. Notify EHS if these details are incorrect.
5. Select each applicable **Category** for your work area from the drop-down menu to access each category’s questions. Only categories that apply to your work area must be answered.

6. Answer each question in the selected category. If the question is answered in such a way that a corrective action is needed, the **Corrective Action** dialogue box will generate. A description of what action(s) is/are needed to correct the safety departure are outlined. Here you can assign the action to a lab user or mark is as corrected if you correct it immediately. Corrective Actions must be addressed within 30 days.
   a. Attach a photo of each safety departure that generates a corrective action and attach it to the question.
   b. If you correct items on site, also attach a photo of the correction.
7. When you have completed your survey, click **Complete Inspection** in the right-hand corner of the screen. You can also **Save and Exit** to complete the survey in portions if needed and **Review the Inspection** before submission to ensure accuracy.