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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. 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 👤 icon in the upper right-hand corner of the screen.
What is RRAMP?

RRAMP is Texas Tech University’s Risk Assessment Management Program, powered by SafetyStratus. RRAMP is designed to help principal investigators and lab managers more easily assess the risks in their spaces, correct safety departures and manage lab personnel and documents.

Getting Started with RRAMP

Begin by verifying or updating your personal information by clicking the person icon in the top right corner of the screen. This includes your name, email address and R#. Please verify that your work areas under your supervision are entered correctly.

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.
RRAMP is Texas Tech University's Risk Assessment Management Platform that helps principal investigators and lab managers more easily assess the risk of lab personnel and documents.

Getting Started with RRAMP

Begin by verifying or updating your personal information by clicking the 'My Settings' tab. This includes your name, email address, and your PI. Please verify your information is accurate.

Employee ID:

Preferred Email:

Add Principal Investigator:

Add Department:

Noureddine Abidi
398 Users Found
Email Verified
heather.coats@ttu.edu

3201 18th Street Lubbock, TX, 79409

Environmental Health and Safety
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.

   ![SafetyManager tab](image1)

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   **Getting Started with RRAMP**

   Begin by verifying or updating your personal information by clicking the person icon in the top right corner of the screen. This includes your name, email address and R#. Please verify that your work areas under your supervision are entered correctly.

2. Select the **Personnel** tab to manage your lab roster.

   ![Personnel tab](image2)

   **Modify your lab personnel on this page.**

   Also set which personnel is allowed to access and perform LATCH assessments. Administrators, Principal Investigators, and Lab Safety Managers may make changes to their lab rosters.
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.
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.
**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.

Select Report to view a web-based or PDF report.

Select Manage to view corrective action options.
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**.

   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.