



RRAMP User Guide

*For Principal Investigators, Lab
Managers, & Lab Safety Captains*



TEXAS TECH UNIVERSITY
Environmental Health & Safety™



SafetyStratus

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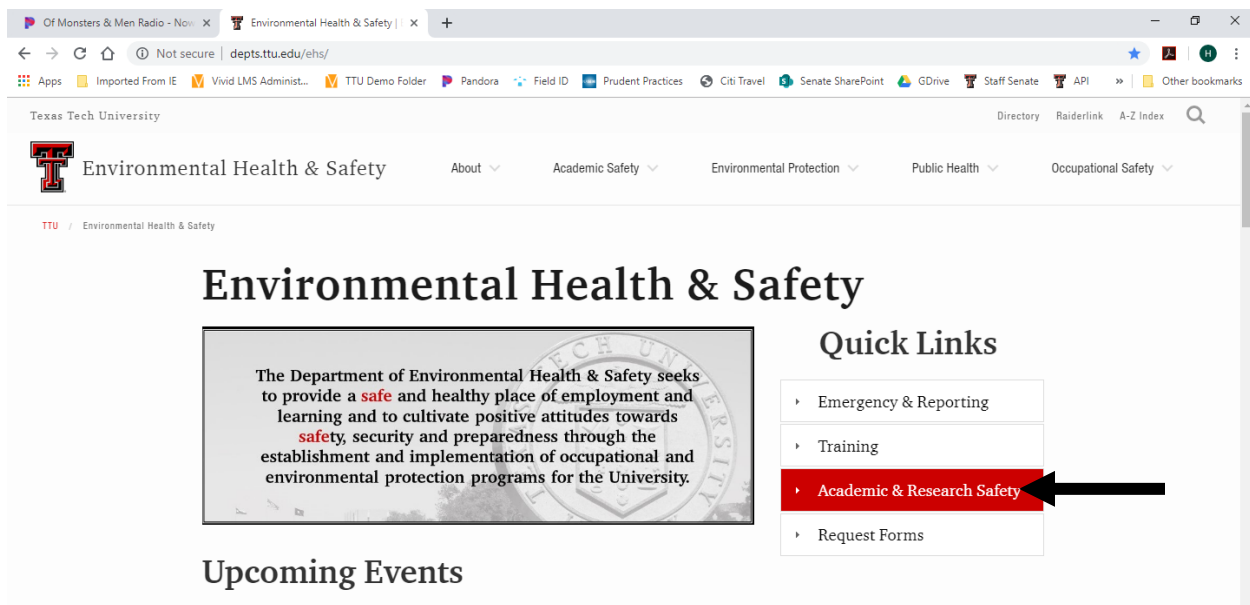
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If you have questions about this process, please email safety@ttu.edu.

ACCESSING YOUR ACCOUNT

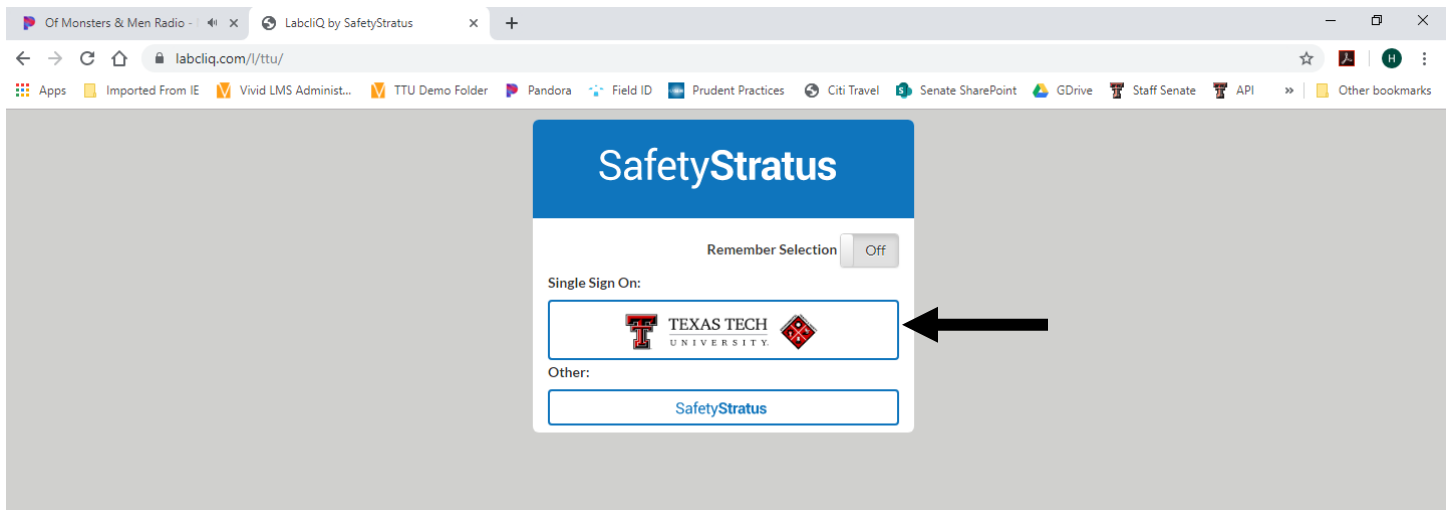
Part 1: Accessing your account & verifying information.


1. Access your account through the EHS website www.ehs.ttu.edu. Find the **Raider RAMP** Quick Link under **Academic & Research Safety**.

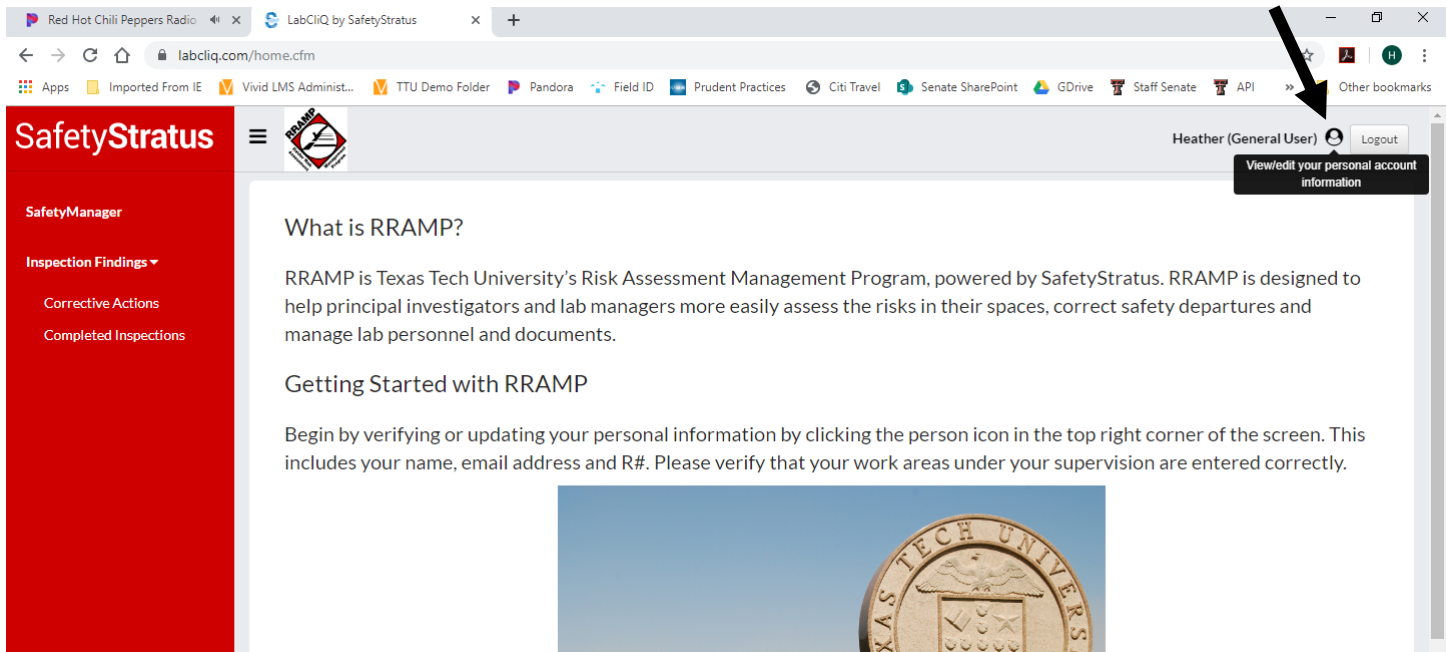




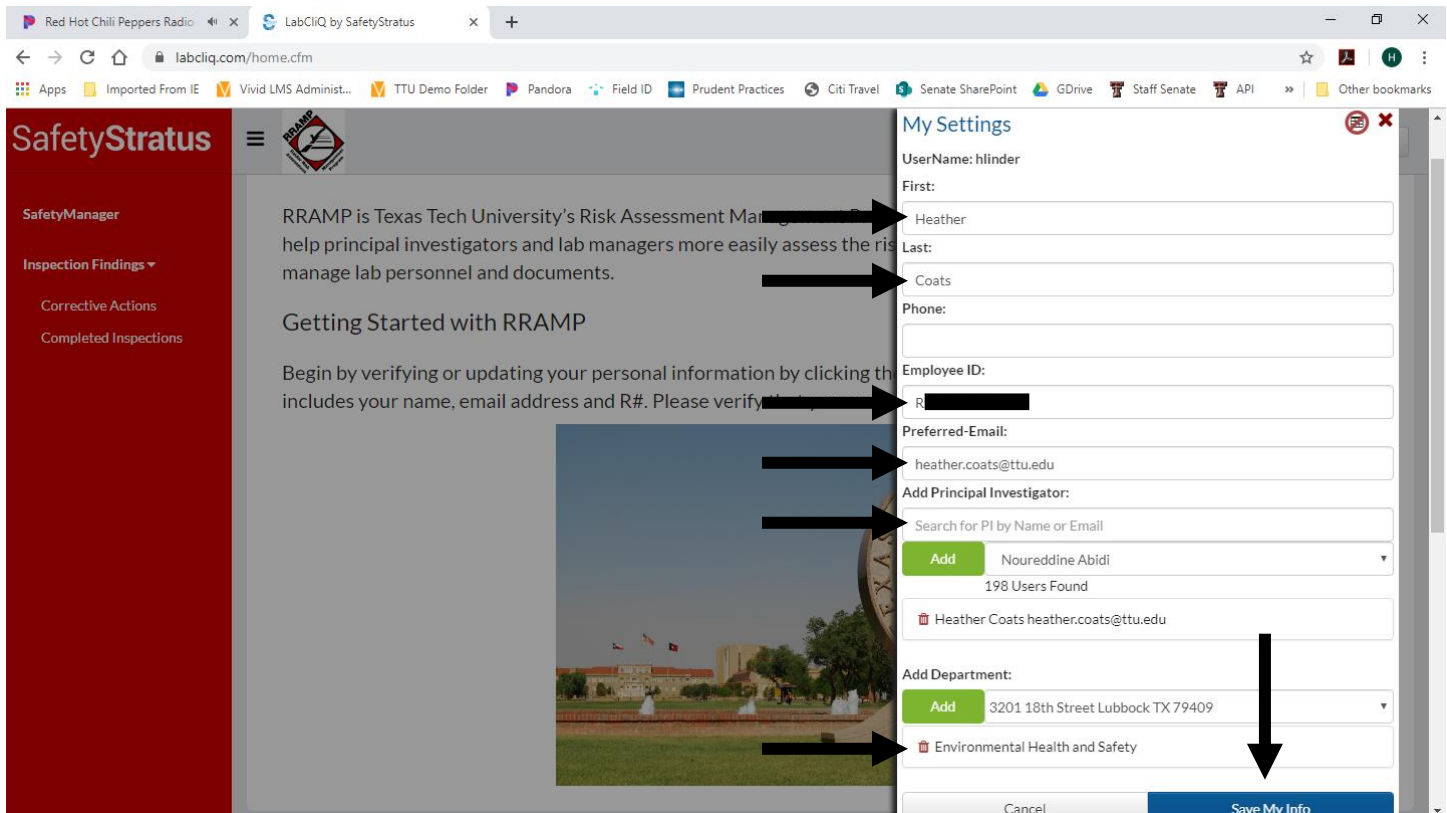
2. Click the **Single Sign On** button labeled Texas Tech. It will direct you to sign in with your eRaider information.



3. Verify your personal information by clicking the  icon in the upper right-hand corner of the screen.



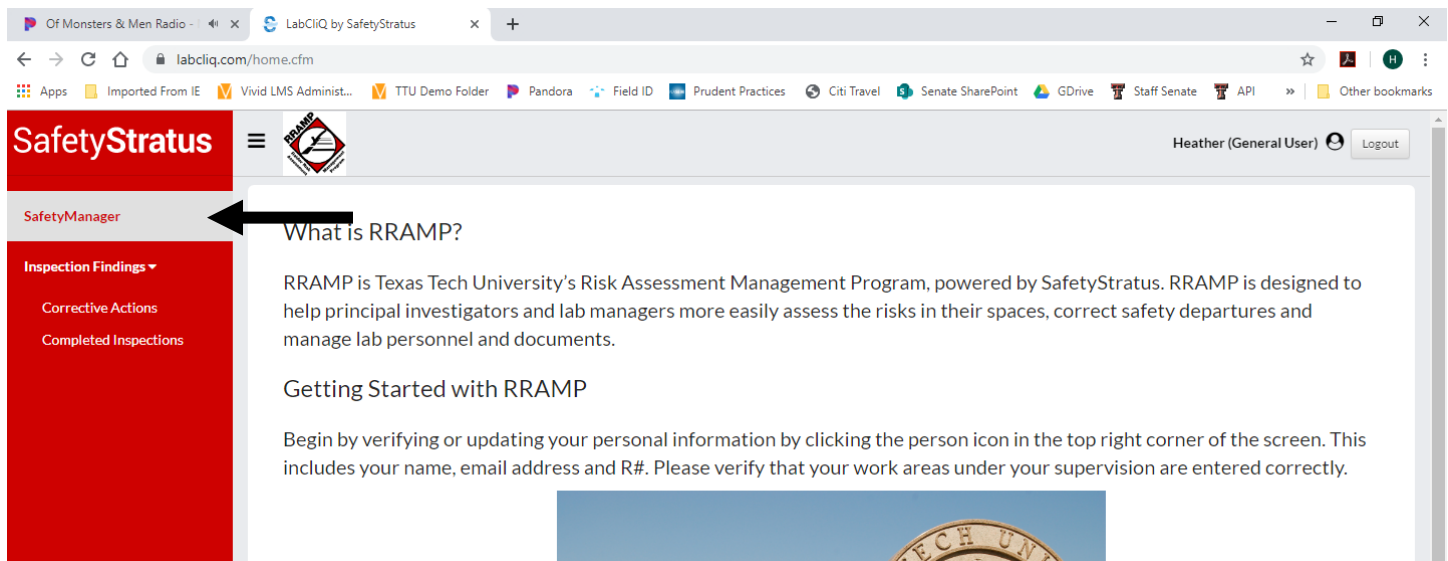
- Please ensure that your **email**, **R#** and **Department** are correct. Make changes by typing into the field or selecting from the drop-down menu. If you are a lab worker, please select your **Principle Investigator** if it is not selected for you. Click **Save My Info** when you are done.



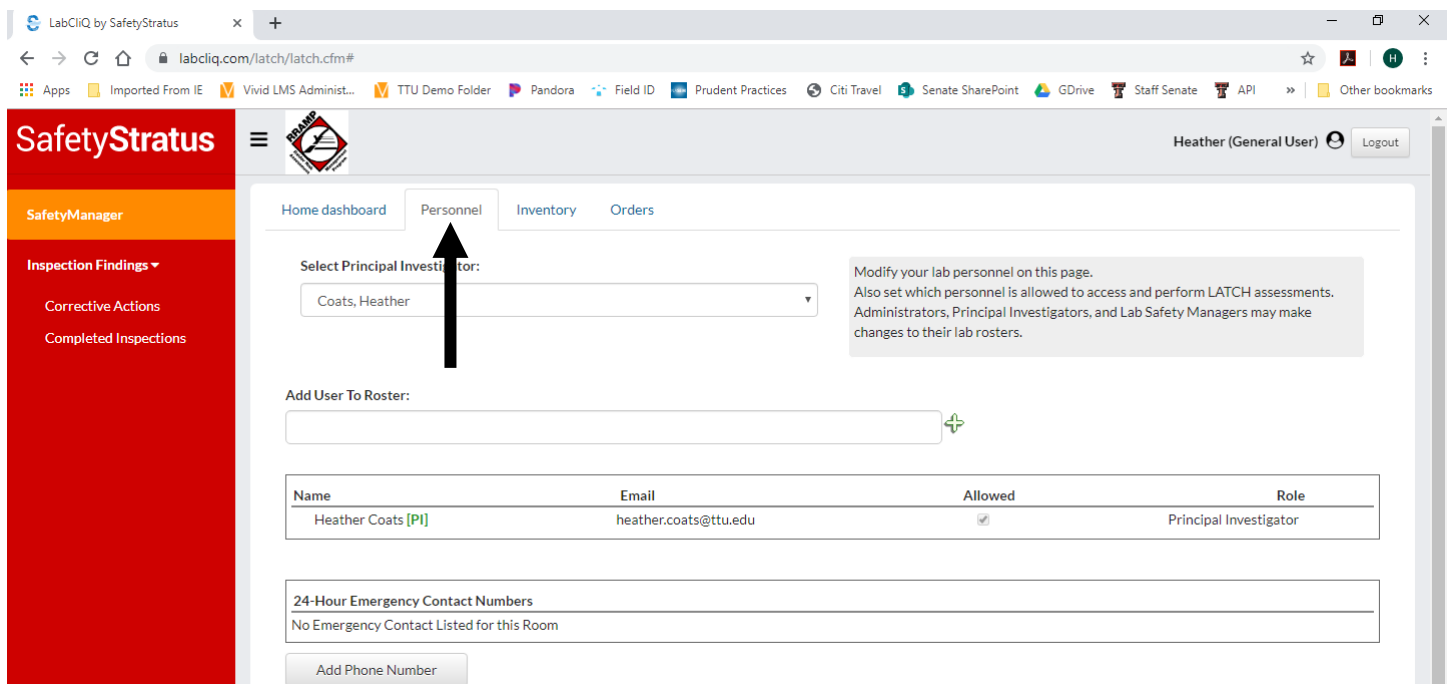
PERSONNEL MANAGEMENT & INVENTORY VIEW

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.

The screenshot shows the SafetyStratus web application interface. The left sidebar contains the 'SafetyManager' section with 'Inspection Findings' expanded, showing 'Corrective Actions' and 'Completed Inspections'. The main content area has tabs for 'Home dashboard', 'Personnel', 'Inventory', and 'Orders'. The 'Personnel' tab is active, displaying a 'Select Principal Investigator' dropdown set to 'Coats, Heather'. Below this is the 'Add User To Roster' section, which includes a search bar with the text 'rebecca maloney' and a 'Search for user' button. A list of search results is shown below the search bar, with 'Rebecca Maloney [rebecca.maloney@ttu.edu]' highlighted. A black arrow points to the green plus sign icon at the end of the search results list. Below the search results is a table with the following data:

Name	Email	Allowed	Role
Heather Coats [PI]	heather.coats@ttu.edu	<input checked="" type="checkbox"/>	Principal Investigator

The screenshot shows the SafetyStratus web application interface with the 'Add User To Roster' section. The search bar is empty, and the 'Add User To Roster' button is visible. Below the search bar is a table with the following data:

Name	Email	Allowed	Role
Heather Coats [PI]	heather.coats@ttu.edu	<input checked="" type="checkbox"/>	Principal Investigator
Rebecca Maloney	rebecca.maloney@ttu.edu	<input checked="" type="checkbox"/>	

A black callout box with a red 'x' icon points to the 'Rebecca Maloney' row, with the text 'Remove users by clicking the red x button'. Another black callout box with a pencil icon points to the 'Role' column header, with the text 'Edit the user's role by clicking the pencil icon'. Below the table is a section titled '24-Hour Emergency Contact Numbers' with the text 'No Emergency Contact Listed for this Room' and an 'Add Phone Number' button.

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.

The screenshot shows the SafetyStratus web application interface. The top navigation bar includes 'Home dashboard', 'Personnel', 'Inventory', and 'Orders'. The 'Inventory' section is active, with 'Radioactive Materials' selected. A search form is visible with fields for 'Status' (In Stock), 'Element' (Show All), 'Code', 'Compound', 'Principal Investigator', 'Isotope', and 'Lot'. A black arrow points from the 'Chemicals and Compounds' tab to the search form.

The screenshot shows the SafetyStratus web application interface with the 'Chemicals and Compounds' tab selected. Two callout boxes provide search instructions:

- You can search your inventory by the chemical name.** (points to the 'Chemicals and Compounds Name' search field)
- You can search your inventory by the CAS #.** (points to the 'CAS Number' search field)

The search form includes fields for 'Chemicals and Compounds Name', 'Manufacturer', 'Department', 'Owner', 'Code', 'Regulation', 'Status', 'CAS Number', 'Product Number', 'Location', 'Form', 'Lot', and 'Hazard'. Below the search form is a 'Scan Inventory' button and a table with columns: ID, Chemicals and Compounds Name, Product Name, Volume Mass, Location, Owner, and a barcode icon.

ID	Chemicals and Compounds Name	Product Name	Volume Mass	Location	Owner	
22187	2,4-D	2,4-DICHLOROPHENOXYACETIC	100ml	TIEHH-555-	Coats, Heather	

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](#).

LabCliQ by SafetyStratus

labcliq.com/latch/latch.cfm#

Apps Imported From IE Vivid LMS Administ... TTU Demo Folder Pandora Field ID Prudent Practices Citi Travel Senate SharePoint GDrive Staff Senate API Other bookmarks

SafetyStratus

Heather (General User) Logout

SafetyManager

Inspection Findings ▾

Corrective Actions

Completed Inspections

Scan Inventory

Show 25 rows Excel PDF Bulk Barcode

ID	Chemicals and Compounds Name	Product Name	Volume Mass	Location	Owner	
22187	2,4-D	2,4-DICHLOROPHENOXYACETIC ACID	100ml	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22181	2-MERCAPTOETHANOL	MERCAPTOETHANOL	500ml	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22142	3,3'-DIAMINO BENZIDINE	3,3'-Diaminobenzidine	25g	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22071	4-Morpholineethanesulfonic acid hydrate (1:?)	MES hydrate	250g	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22089	5-Azacytidine	AZACYTIDINE, 5-	5g	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22069	6-BENZYLAMINOPURINE	6-Benzylaminopurine	25g	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22166	Acetic Acid, Glacial	Glacial acetic acid	1l	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode
22086	Acetosyringone	3',5'-Dimethoxy-4'-hydroxyacetophenone	5g	TIEHH-555-20	Coats, Heather (heather.coats@ttu.edu)	Details Barcode

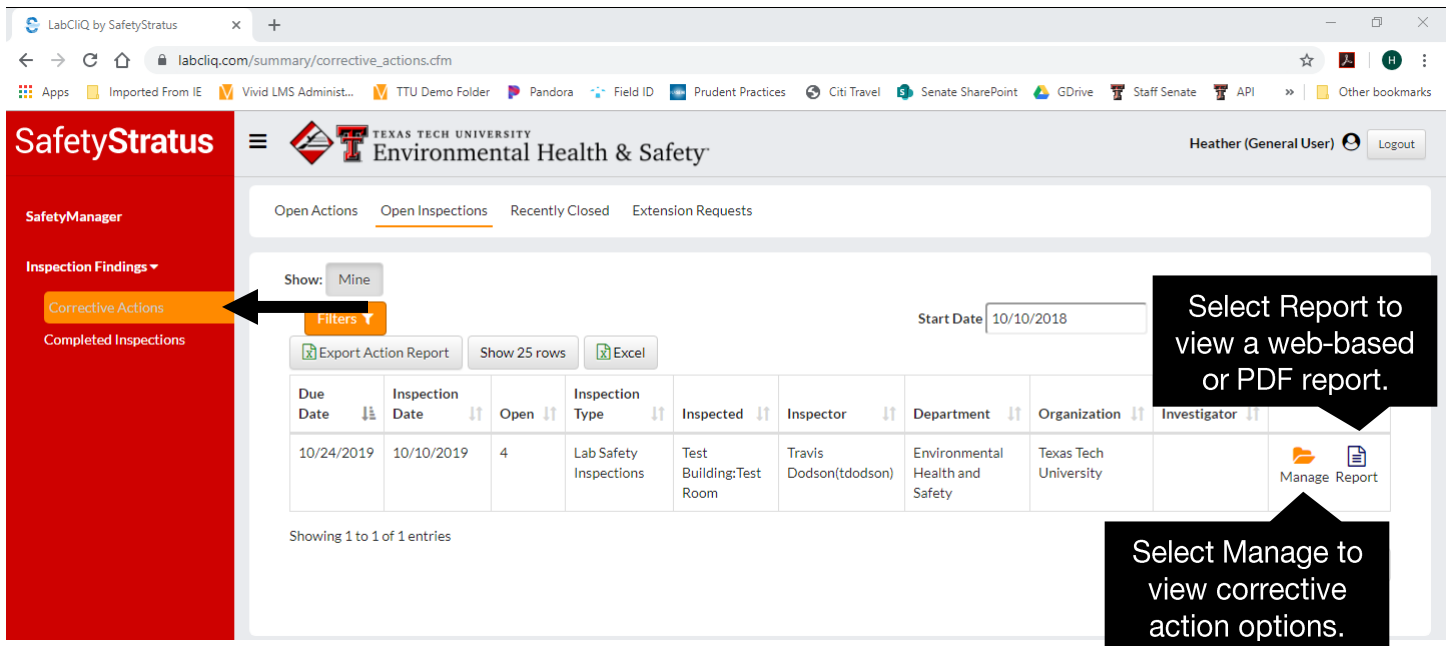
Click Details for any chemical to view hazards, pictograms and find Safety Data Sheets.

ADDRESSING CORRECTIVE ACTIONS

Part 3: 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.



The screenshot shows the SafetyStratus web application interface. The left-hand menu is red and contains the following items: SafetyManager, Inspection Findings (with a dropdown arrow), Corrective Actions (highlighted with a yellow background and a black arrow pointing to it), and Completed Inspections. The main content area has a top navigation bar with tabs: Open Actions, Open Inspections (selected), Recently Closed, and Extension Requests. Below the tabs, there is a 'Show: Mine' dropdown, a 'Filters' button, a 'Start Date' field set to 10/10/2018, and buttons for 'Export Action Report', 'Show 25 rows', and 'Excel'. A table displays one entry for a Lab Safety Inspection. The table has columns: Due Date, Inspection Date, Open, Inspection Type, Inspected, Inspector, Department, Organization, and Investigator. The entry shows a due date of 10/24/2019, an inspection date of 10/10/2019, an open status of 4, an inspection type of Lab Safety Inspections, an inspected location of Test Building:Test Room, an inspector of Travis Dodson(tdodson), a department of Environmental Health and Safety, and an organization of Texas Tech University. To the right of the table, there is a 'Manage Report' button with a document icon. Two callout boxes are present: one pointing to the 'Manage Report' button with the text 'Select Report to view a web-based or PDF report.' and another pointing to the 'Manage Report' button with the text 'Select Manage to view corrective action options.'

Due Date	Inspection Date	Open	Inspection Type	Inspected	Inspector	Department	Organization	Investigator
10/24/2019	10/10/2019	4	Lab Safety Inspections	Test Building:Test Room	Travis Dodson(tdodson)	Environmental Health and Safety	Texas Tech University	

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**.

The screenshot shows a web interface for managing corrective actions. At the top right is a 'Close' button. Below it is a table with inspection details:

Room / Building:	Test Room - Test Building [TEST]
Room Type:	Unknown
Inspection Type:	Lab Safety Inspections
Inspector:	Travis Dodson
Date:	Oct 10, 2019 3:41 PM
School:	Texas Tech University [TTU]
Department:	Environmental Health and Safety [E03005]
Campus:	TTU Main Campus [C1]

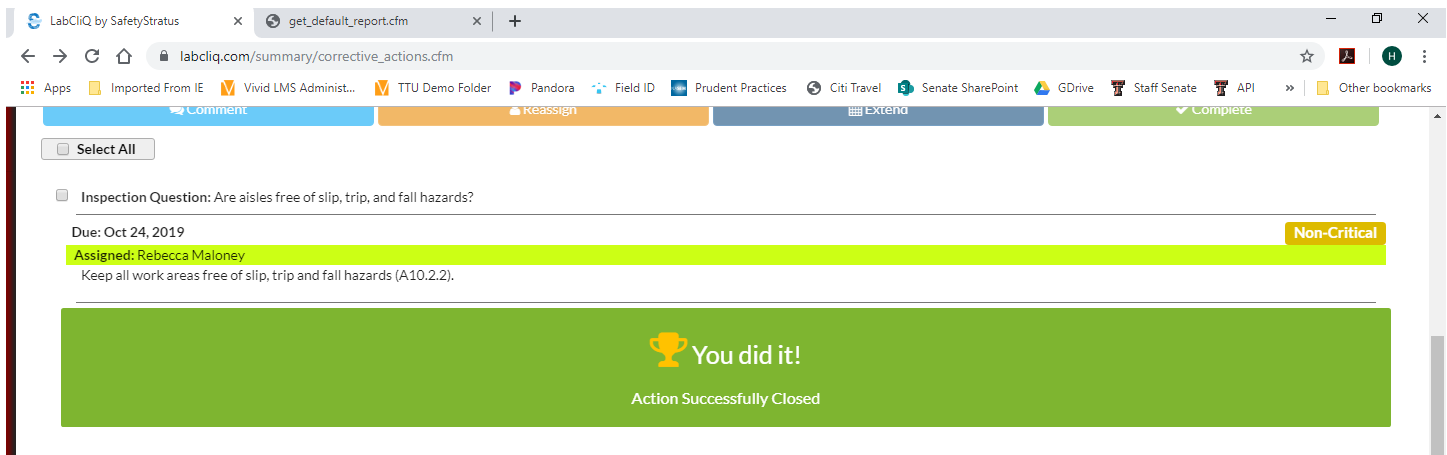
Below the table is a note: "Based on a recent inspection, it has been determined that the following corrective actions need to be taken. Please note, these corrective actions and the corrective actions certification must be completed. Failure to correct the items noted below and to certify that corrective actions have been taken will result in moving to the next level of the Corrective Action Process."

There are four main action buttons: Comment (blue), Reassign (orange), Extend (blue), and Complete (green). Below these is a 'Select All' checkbox and a section for the 'Inspection Question: Are safe... immediate work area?'. The question text is partially obscured by callouts. To the right of the question is a dropdown menu currently set to 'Administrative'.

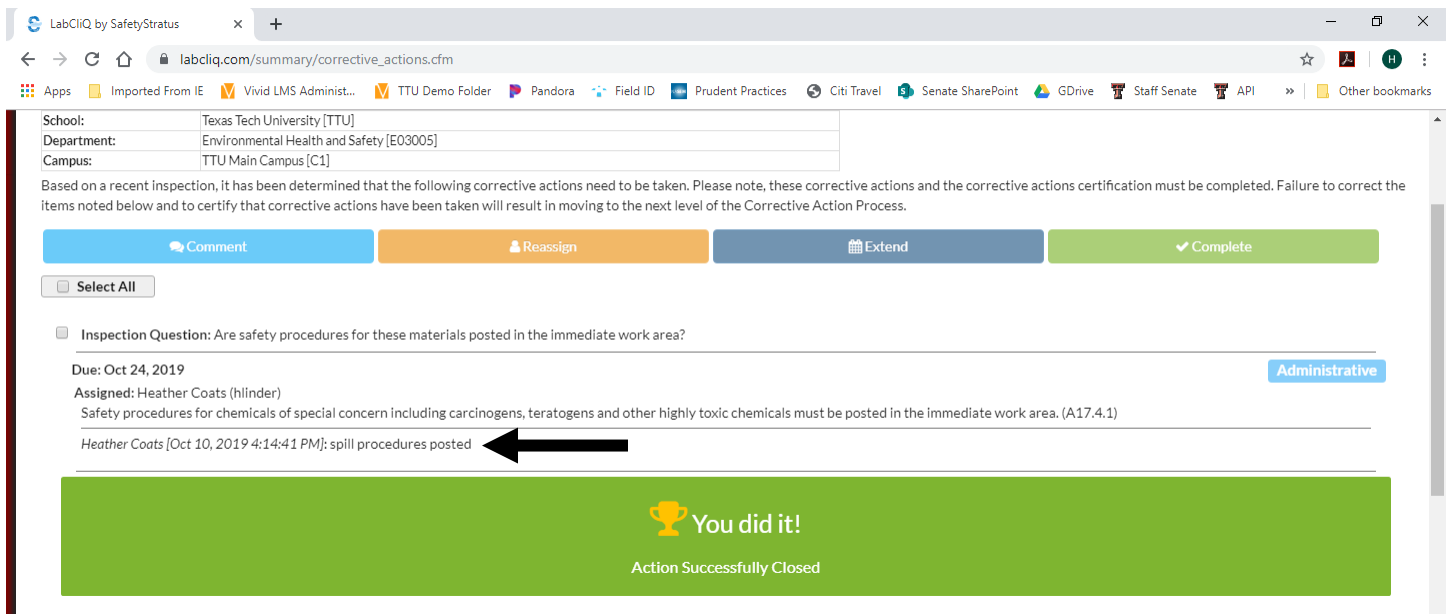
Below the question section are four more buttons: Comment (blue), Photo (yellow), Reassign (orange), and Extend (blue). At the bottom is a 'Complete' button (green). Three callout boxes provide instructions: 'Add a comment stating the action taken.' points to the first 'Comment' button; 'Attach a photo of the corrected safety departure.' points to the 'Photo' button; 'Reassign the action to the Lab Safety Captain or other lab member.' points to the 'Reassign' button.

- 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.

The screenshot shows the 'Reassign Corrective Action' form. It has a title 'Reassign Corrective Action' and a section 'Currently Assigned' with a text field containing 'Heather Coats'. Below this is the 'Reassign To:' section with a text field containing 'Rebecca Maloney (remccart)'. A note below this field says: "Enter the name or email address of the person you wish to reassign the actions to. If the user does not yet exist simply enter their email and a user account will be created for them." Below this is the 'Reason for Reassignment' section with a text field containing 'Lab safety captain'. At the bottom are two buttons: 'Cancel' (red) and 'Reassign' (blue).



- 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.

Inspection Report Short Report

Description			
Type:	Lab Safety Inspections	Date:	Oct 10, 2019
Room:	Test Room	School:	Texas Tech University
Inspector:	Travis Dodson	Department:	Environmental Health and Safety
		Building:	Test Building

Roster	
Heather Coats	Research Safety

Actions and Recommendations

1. Research Safety Required

1.1 Keep all work areas free of slip, trip and fall hazards (A10.2.2).
Completed By: Heather Coats (Completed: Oct 10, 2019) **Severity: Non-Critical**

1.2 Safety procedures for chemicals of special concern including carcinogens, teratogens and other highly toxic chemicals must be posted in the immediate work area. (A17.4.1)
Completed By: Heather Coats (Completed: Oct 10, 2019) **Severity: Administrative**
Completion Notes: spill procedures posted

1.3 The fume hood is a working surface, not a storage location. Only items needed to conduct a specific procedure are allowed in the fume hood. If items are to be stored in the fume hood long-term, no work can be conducted in the fume hood until the items are removed and stored properly. A sign must also be placed on a fume hood used for storage stating "Used For Storage Only".
Assigned To: Heather Coats (Due: Oct 24, 2019) **Severity: Non-Critical**

1.4 To keep the chemical inventory for the laboratory current, return the yellow EH&S barcode to EH&S as soon as possible after completely using or disposing of a chemical. This may be done by attaching it to the Barcode Return Form (<http://www.dept.ehs.ttu.edu/ehs/EHSHome/Docs/barcodereturn.pdf>). If you receive a chemical without a barcode, call EH&S to receive further instructions.
Completed By: Heather Coats (Completed: Oct 10, 2019) **Severity: Critical**

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.

SafetyStratus **TEXAS TECH UNIVERSITY Environmental Health & Safety** Heather (General User) Logout

SafetyManager
Inspection Findings
Corrective Actions
Completed Inspections

Completed Inspections

Room Inspections Asset Inspections

Location Search Inspector Show All

Inspection Type Show All Department Show All

Organization Show All

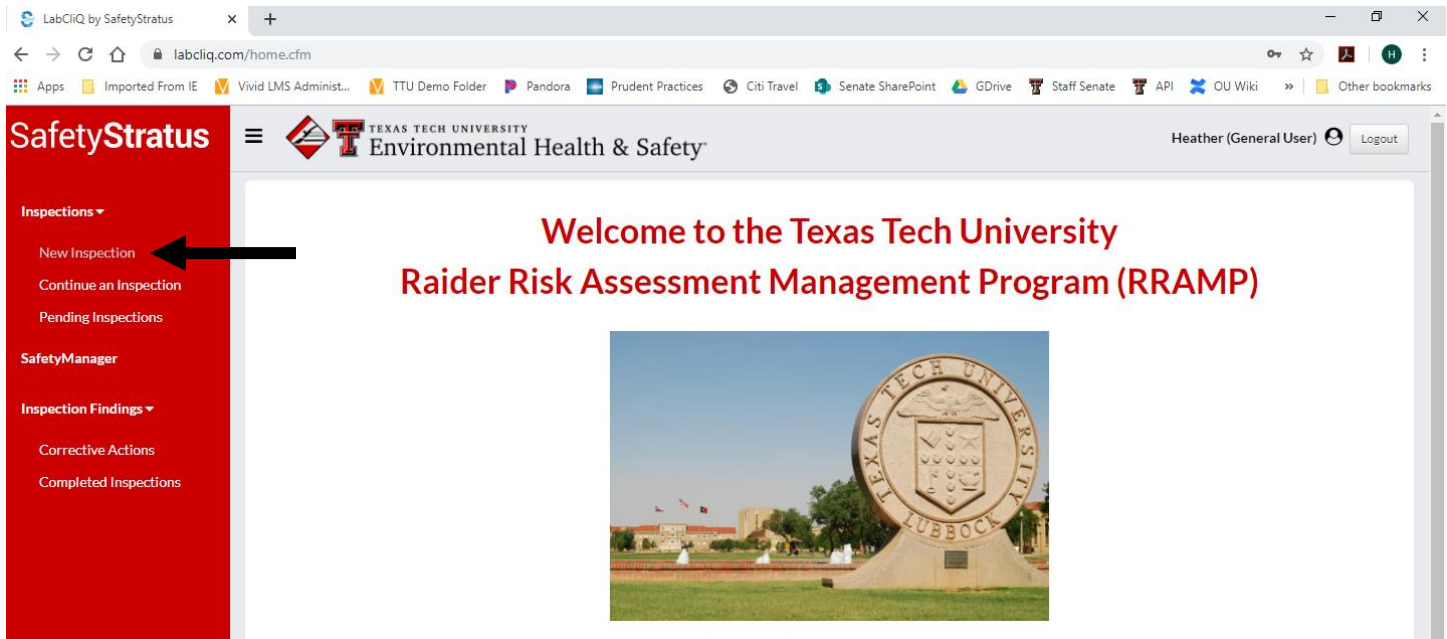
Show 25 rows Excel PDF Start Date 09/11/2019 End Date 10/12/2019

Date	Location	Inspector	Type	Department	Organization	Open	Total
Sep 20, 2019	Test Building: Test Room	Todd Germain	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
Sep 20, 2019	Test Building: Test Room	SafetyStratus Administrator	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
Sep 20, 2019	Test Building: Test Room	Todd Germain	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
Sep 30, 2019	Test Building: Test Room	Matt Roe	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	0	0
Oct 10, 2019	Test Building: Test Room	Travis Dodson	Lab Safety Inspections	Environmental Health and Safety	Texas Tech University	1	2

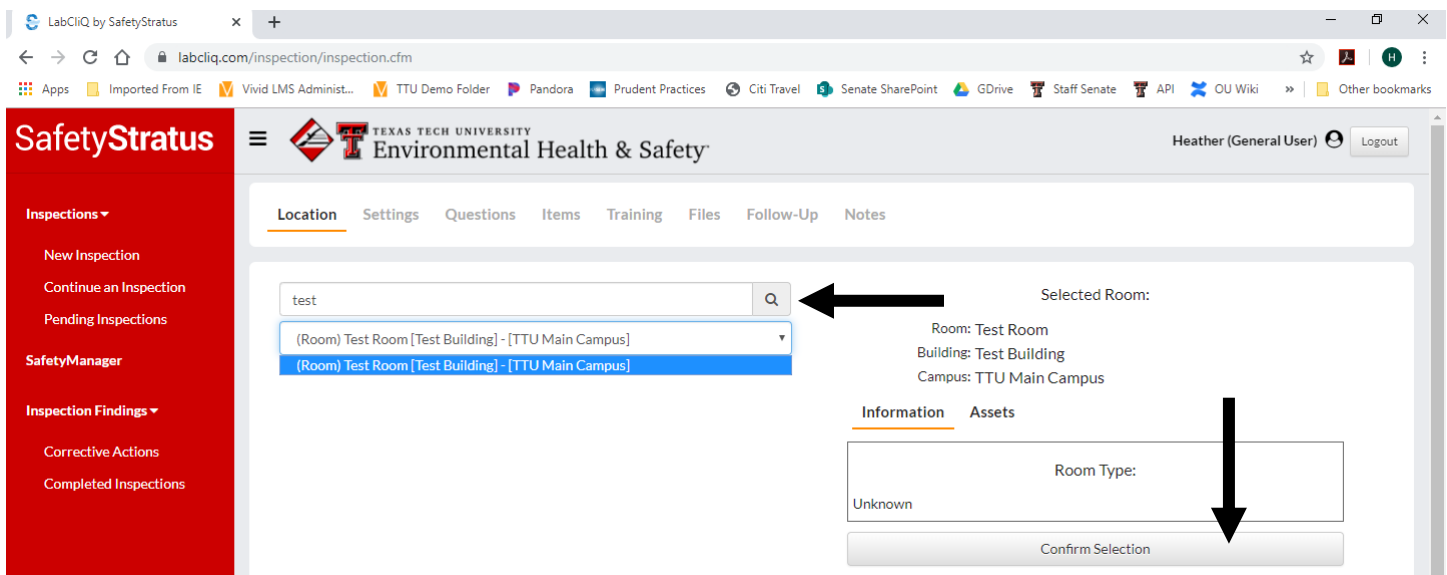
COMPLETING SELF INSPECTIONS

Part 4: 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.

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Heather (General User) | Logout

Location **Settings** Questions Items Training Files Follow-Up Notes

Inspection Date: 10/30/2019 ☐ Override

Inspection Type: Lab Self-Inspection

Department: Environmental Health and Safety

Add User To Roster

Add Users by typing their name or email.

Name	Receive Email	Actions For	Laboratory Self
Heather Coats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Todd Germain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Kwolek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Maloney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select who you want to receive notification of the completed survey and/or be able to have corrective actions assigned to them.

Remove users by clicking the trash can.

4. Confirm the work area's details such as room type and department. Notify EHS if these details are incorrect.

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Heather (General User) | Logout

Location Settings **Questions** Items Training Files Follow-Up Notes

Room / Building: Test Room - Test Building [TEST]

Room Type: Unknown

Inspection Type: Lab Self-Inspection

Inspector: Heather Coats

Date: In Progress (started: 10/30/19 8:51 AM)

School: Texas Tech University [TTU]

Department: Environmental Health and Safety [E03005]

Campus: TTU Main Campus [C1]

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.

LabCliQ by SafetyStratus

labcliq.com/inspection/inspection.cfm

Apps Imported From IE Vivid LMS Administ... TTU Demo Folder Pandora Prudent Practices Citi Travel Senate SharePoint GDrive Staff Senate API OU Wiki Other bookmarks

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TEXAS TECH UNIVERSITY
Environmental Health & Safety

Heather (General User) Logout

Inspections ▼

New Inspection

Continue an Inspection

Pending Inspections

SafetyManager

Inspection Findings ▼

Corrective Actions

Completed Inspections

Tips on Adding Photos & Comments

When attaching photos or entering comments, make sure you select the most appropriate place to do so:

- If you wish to attach a photo/make a comment for a question (i.e. no action being generated), then use the 'Attach File' button and/or comment box located just below the question.
- If you wish to attach a photo/make a comment so that they appear with a corrective action, then you must use the 'Attach File' button and/or comment box located at the bottom of the Corrective Action window.

Category:

-Saved- Biosafety Cabinets (BSC) and Laminar flow hoods

-Saved- Biosafety Cabinets (BSC) and Laminar flow hoods

BSL1-BIOWASTE

BSL1 - FACILITIES

BSL1-PRACTICES

BSL2-FACILITIES

BSL2-SPECIAL PRACTICES

Chemical Fume Hoods

Chemical Handling and Storage Safety

Compressed Gases/DI Bottles

Electrical Hazards

Emergency Equipment/Fire Safety

Facilities

Hazardous Waste Compliance

Housekeeping

Personal Protective Equipment (PPE)

Procedural Safety

Special Procedures for Carcinogens, Teratogens, and Highly Toxic or Reactive Chemicals

Waste

Work Practices

Save

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.

- Attach a photo of each safety departure that generates a corrective action and attach it to the question.
- If you correct items on site, also attach a photo of the correction.

LabCliQ by SafetyStratus

labcliq.com/inspection/inspection.cfm

SafetyStratus

TEXAS TECH UNIVERSITY
Environmental Health & Safety

Heather (General User) Logout

Inspections ▾

- New Inspection
- Continue an Inspection
- Pending Inspections

SafetyManager

Inspection Findings ▾

- Corrective Actions
- Completed Inspections

L02. Are fume hoods free of excess storage?

☐ Yes

☒ No

☐ N/A

☐ Corrected Onsite

Attach File

Corrective Actions

Add +

The fume hood is a working surface, not a storage location. Only items needed to conduct a specific procedure are allowed in the fume hood. If items are to be stored in the fume hood long-term, no work can be conducted in the fume hood until the items are removed and stored properly. A sign must also be placed on a fume hood used for storage stating "Used For Storage Only" (A22.1.8).

Assigned To: Heather Coats

Severity: Non-Critical

Corrected: ☒ Yes ☐ No

Days Until Due: 30

Comments:

Attach File

History Non-Critical

Actions can be assigned to any lab user

Attach a photo of the safety departure found

This is the Corrective Action to address the safety departure

Make comments and attach a photo of the corrective action if completed

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.

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Environmental Health & Safety

Heather (General User) Logout

Location Settings Questions Items Training Files Follow-Up Notes

Complete Inspection Save and Exit Review Inspection

Room / Building: Test Room - Test Building [TEST]

Room Type: Unknown

Inspection Type: Lab Self-Inspection

Inspector: Heather Coats

Date: In Progress (started: 10/30/19 8:51 AM)

School: Texas Tech University [TTU]

Department: Environmental Health and Safety [E03005]

Campus: TTU Main Campus [C1]

COMPLETING A HAZARD ASSESSMENT

Part 5: Creating and completing hazard assessments.

Hazard Assessments provide an opportunity to identify hazards within a work area. An Assessment for each Principal Investigator is required annually and may be completed by the PI or Lab Safety Captain (LSC). If you oversee multiple work areas, you *can* submit one Assessment for all work areas and differentiate the hazards found in each.

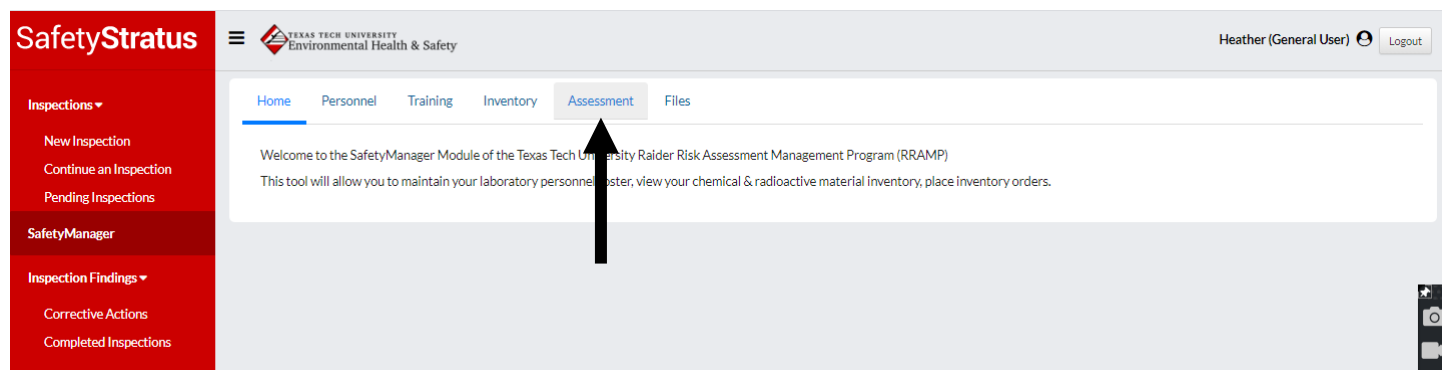
Before Beginning

Your room assignments must be current prior to beginning your assessment.

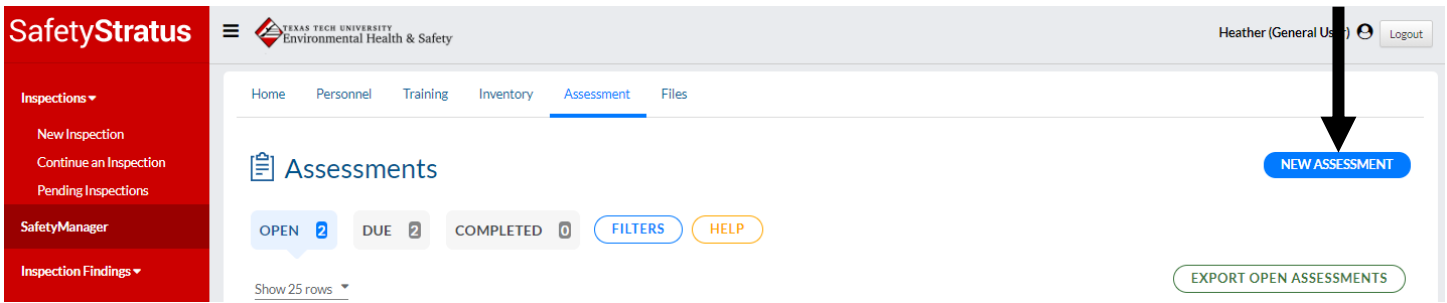
Your lab roster must be current prior to completing the Assessment because each lab member working in the space(s) is required to review and sign the final document. You can update your roster under **Safety Manager > Personnel** (see [Part 2](#)).

Starting Your Hazard Assessment

1. Click the **SafetyManager** tab in the left-hand menu to access the Assessment window.
2. Click the **Assessment** tab at the top of the screen to begin.



3. You can begin a **New Assessment** by clicking the button at the top of the page.



- a. On the next screen, make your room selections. You may list all spaces on ONE assessment.

Select Scope to Begin Assessment

Step 1 of 6

by Principal Investigator

SELECT PRINCIPAL INVESTIGATOR

Coats, Heather ▾

PI Room List

BUILDING	ROOM	<input checked="" type="checkbox"/> SELECT ALL
Test Building	Test Room 1	<input checked="" type="checkbox"/>
Test Building	Test Room 2	<input checked="" type="checkbox"/>
Test Building	Test Room 3	<input checked="" type="checkbox"/>

CHANGE ROOMS

START

BACK CANCEL ASSESSMENT

If you need to remove or add rooms, select the "Change Rooms" button and find the rooms. If they are not listed, contact safety@ttu.edu to have them added.

- b. Click **Start**.

4. You may also have **Open**, **Due** or **Completed** Assessments.

- a. **Open** Assessments include those that have been started by a Lab Safety Captain or PI but not submitted to EHS, or an Assessment that submitted and pending EHS approval.
- b. **Due** Assessments will auto-assign annually.
- c. **Completed** Assessments have been approved by EHS.
- a. If continuing an **Open** or Due Assessment, select the green Continue button next to the item.

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Inspections

New Inspection

Continue an Inspection

Pending Inspections

SafetyManager

Inspection Findings

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Home Personnel Training Inventory **Assessment** Files

Assessments

NEW ASSESSMENT

OPEN 2 DUE 2 COMPLETED 0 FILTERS HELP

EXPORT OPEN ASSESSMENTS

Show 25 rows

DATE	ASSESSED	TYPE	PRINCIPAL INVESTIGATOR	DEPARTMENT	ASSESSOR	STATUS	
Mar 26, 2021	Coats, Heather	Principal Investigator	Coats, Heather (hlinder)	[Texas Tech University] Environmental Health and Safety	Coats, Heather	Open	Continue Cancel Print
Nov 11, 2020	Coats, Heather	Principal Investigator	Coats, Heather (hlinder)	[Texas Tech University] Environmental Health and Safety	Coats, Heather	Pending Approval	Print

Showing 1 to 2 of 2 entries

Previous 1 Next

5. Step 2 opens the **Activity Assessment**. Visit each applicable section. You can click **Save & Continue** to proceed to the next section without visiting it if you do not have that hazard category in your space.

Activity Assessment

Step 2 of 6

Chemical Hazards

Biological Hazards

Radiation Hazards

Physical Hazards

SAVE ALL CATEGORIES

SAVE & CONTINUE

Select Applicable Activities

<input type="checkbox"/>	Working with explosives, self-heating or self-reactive substances and mixtures, organic peroxides, or flammable solids.	Associated Hazard: May cause mass explosion, severe projection, or bl ...
--------------------------	---	---

Read through all the **Activities** listed in applicable sections and select the checkbox next to ones that will be performed in the work area(s) for which you are conducting the Assessment.

- Each selected hazard may list applicable Associated Hazards, Engineering Controls, Administrative Controls, and Additional Information. These are set by EHS.

☒ Working with chemicals that are irritating to skin or the eyes.

Associated Hazard: Causes skin irritation and potentially serious eye irritation.

Engineering Controls: Handle material in a chemical fume hood. Ensure functioning eyewash and safety shower are nearby.

Administrative Controls: Wash hands thoroughly after handling.

[Less](#)

Activity Locations [Select All](#) [Clear](#)

☒ [Test Building] [Test Room 1] [Lab]

☒ [Test Building] [Test Room 2] [Lab]

☒ [Test Building] [Test Room 3] [Shops]

Required PPE [Add to PPE](#) **Chemical-Resistant Apron**

- ☐ Disposable gloves
- ☐ Lab Coat
- ☐ Safety glasses or goggles

Explain Modifications to Recommended PPE (if any)

- b. You can edit the Required PPE list but must provide an explanation for EHS review in the comment box if you make changes. The dropdown menu provides additional PPE items.

☒ Working with chemicals that are irritating to skin or the eyes.

Associated Hazard: Causes skin irritation.

Engineering Controls: Handle material in a chemical fume hood. Ensure functioning eyewash and safety shower are nearby.

Administrative Controls: Wash hands thoroughly after handling.

[Less](#)

Activity Locations [Select All](#) [Clear](#)

☒ [Test Building] [Test Room 1] [Lab]

☒ [Test Building] [Test Room 2] [Lab]

☒ [Test Building] [Test Room 3] [Shops]

Required PPE [Add to PPE](#) **Chemical-Resistant Apron**


- ☐ Disposable gloves
- ☐ Flame-Resistant Lab Coat
- ☐ Protective Eyewear or Face Shield
- ☐ Safety glasses or goggles

Explain Modifications to Recommended PPE

Chemical-Resistant Apron

- Chemical-Resistant Apron
- Cold-Resistant Gloves
- Cut-Resistant Gloves
- Disposable gloves
- Disposable Sleeves
- Dust tight goggles
- Face Shield
- Flame-Resistant Lab Coat
- Gown
- Hearing Protection
- Heat-Resistant Gloves
- Heavy Chemical-Resistant Gloves
- Heavy Rubber Gloves
- Lab Coat
- LASER Protective Eyewear
- Light Chemical-Resistant Gloves
- N-95 Respirator (requires fit testing)
- Protective Eyewear or Face Shield w/UV Protection
- Safety glasses or goggles
- Safety Goggles

- Proceed until you complete all hazard sections.
- On Step 4, you may attach additional documents you want your lab personnel to review such as SOPs for the identified hazards and equipment, emergency contact lists, etc.



Drag and drop to store your files, or [browse](#)

No Attached Files

BACK

CANCEL ASSESSMENT

SAVE & CONTINUE

- Step 5 allows you to make any comments about your assessment.
- Step 6 allows you to review your Assessment and the document that will be produced. **Submit for Review** when you are ready. You cannot make changes after submission. Until EHS approval is granted, you can view the Assessment under **Open Assessments**.

VIEW/PRINT DRAFT

SUBMIT FOR REVIEW

Assessed Locations	
BUILDING	ROOM
Test Building	Test Room 1
Test Building	Test Room 2
Test Building	Test Room 3

Identified Activities

- Chemical Hazards Working with oxidizers.
- Chemical Hazards Working with peroxide forming chemicals.
- Chemical Hazards Working with or storing carcinogens.
- Chemical Hazards Working with chemicals that are irritating to skin or the eyes.
- Chemical Hazards Working with flammable liquids (flash point less than or equal to 140 F).
- Chemical Hazards Working with toxic chemicals with harmful acute effects (not serious or fatal).

After Submission

An appropriate staff member from EHS will review submitted the Assessment. The annual EHS safety survey will be scheduled after submission of the laboratory’s Assessment so identified hazards may be verified and reviewed. During surveys, EHS will also offer guidance on

modifications to ensure optimal safety. If the laboratory group and EHS staff member(s) is satisfied with the Assessment and survey, the Assessment is approved by EHS. The EHS [Survey Workflow page](#) details the survey process and integrated Hazard Assessment process. An email notification is sent from the RRAMPS system upon approval.

The Assessment can then be viewed under **Completed** Assessments. Each member of the laboratory group must then sign the electronic document to signify review and understanding of the hazards and controls to be taken. Supervisors and EHS can send Re-Notify Sign notifications.

Assessments

NEW ASSESSMENT

OPEN 3

DUE 1

COMPLETED 1

FILTERS

HELP

START DATE 08/08/2020

END DATE 08/09/2021

Show 25 rows

EXPORT COMPLETED ASSESSMENTS

#	DATE	TYPE	ASSESSED	ASSESSOR	PRINCIPAL INVESTIGATOR	DEPARTMENT	APPROVER	ROSTER															
27	Nov 11, 2020	Principal Investigator	Coats, Heather	Coats, Heather	Coats, Heather (hlinder)	[Texas Tech University] Environmental Health and Safety [Texas Tech University] Institute of Genomics for Crop Abiotic Stress Tolerance	Dodson, Travis	<table> <thead> <tr> <th>NAME</th> <th>EMAIL</th> <th>SIGNED</th> </tr> </thead> <tbody> <tr> <td>Heather Coats</td> <td>heather.coats@ttu.edu</td> <td>No</td> </tr> <tr> <td>Todd Germain</td> <td>todd.germain@ttu.edu</td> <td>No</td> </tr> <tr> <td>Rebecca Maloney</td> <td>rebecca.maloney@ttu.edu</td> <td>No</td> </tr> <tr> <td>Matt Roe</td> <td>matt.roe@ttu.edu</td> <td>Yes</td> </tr> </tbody> </table>	NAME	EMAIL	SIGNED	Heather Coats	heather.coats@ttu.edu	No	Todd Germain	todd.germain@ttu.edu	No	Rebecca Maloney	rebecca.maloney@ttu.edu	No	Matt Roe	matt.roe@ttu.edu	Yes
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Matt Roe	matt.roe@ttu.edu	Yes																					

Showing 1 to 1 of 1 entries

Previous

1

Next

Sign

Print

Re-Notify Sign

The document should be added to the Work Area Safety Plan (WASP) for the lab group.

After initial completion of an assessment, submitters will have the option to copy a previous assessment.