

# EH&S Assistant Web Access Tutorial



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## The EH&S Assistant Web Login Page on the EHS Web site.

Following the link below will take you to the EH&S Assistant Web Login page on the Environmental Health & Safety Department web site: [www.uwyo.edu/risk/safety/chemical/ehsa.html](http://www.uwyo.edu/risk/safety/chemical/ehsa.html)

From this page click where it says “**Log in HERE to the EH&S Assistant Web Portal**” to get to the EH&S Assistant Login Page



## The Environmental Health & Safety Assistant Login page

Log in to the EH&S Assistant web portal with the same Username and Password that you would use for WyoWeb or any UW computer:

**UW Username** - Your University of Wyoming Username (without the @uwyo.edu)

**UW Password** - Your University of Wyoming Password

Click the **Login** button to enter the web program

If you are unable to log in, click where it says “**Request User Access**” to bring up the [Access Request Form](#)

### Access Request Form

Name <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> PI <input type="checkbox"/> Student <input type="checkbox"/> Staff	
Building <input style="width: 90%;" type="text"/>	
Department <input style="width: 90%;" type="text"/>	
Office <input style="width: 90%;" type="text"/>	
Office Phone # <input style="width: 40%;" type="text"/>	Lab Phone # <input style="width: 40%;" type="text"/>
Cell Phone # <input style="width: 40%;" type="text"/>	Lab # <input style="width: 40%;" type="text"/>
UW Email Address <input style="width: 90%;" type="text"/>	
UW Username <input style="width: 90%;" type="text"/>	
W # <input style="width: 90%;" type="text"/>	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

## The Access Request Form

To request EHS Assistant user access, please provide:

1. **Name:** Your full first and last name
2. **PI, Student or Staff** checkboxes
3. **Building** in which your laboratory is located
4. Your UW **Department**
5. Your **Office** room number
6. Your **Office Phone** Number
7. Your **Lab Phone** Number
8. Your **Cell Phone** (optional)
9. Your **Lab** room number
10. Your full **UW Email Address**
11. Your 9-digit “**W Number**”

**Submit** - will email the information to UW EHS

**Cancel** - will erase the information and return

An email will be sent after you are given access by UW EHS. After that happens, return to the EH&S Assistant Web Login page and try again. If you still have problems, email [uwehs@uwyo.edu](mailto:uwehs@uwyo.edu)

	Building	Lab
Lab Placards	038	202
Lab Placards	038	250
Lab Placards	111	138

**The EH&S Assistant Navigation Page**

When you first log in to a PI's account this page will appear. The **PI USER NAME** and **Full Name** appear above the columns

**Choose PI** - will take you to the PI Listing page (only visible if you have permission for multiple PI information).

**Log Off** - will take you out of EH&S Assistant and to the UW web page.

This tutorial will be broken into the following section headings. Select the links below to learn more about:

- [PI Information](#)
- [INSPECTIONS Navigation](#)

The following instructions will be published in other documents

- **RAM Navigation**
- **CHEM Navigation**
- **BIO Navigation**
- **ADMINISTRATION Navigation**

	Building	Lab
Lab Placards	038	202
Lab Placards	038	250
Lab Placards	111	138

**PI Information Navigation**

On the top-right of the EH&S Assistant navigation page is information on the PI DEPARTMENT, CAMPUS MAILING ADDRESS and OFFICE PHONE. (Note: the PI Name appears on the [EH&S Assistant main navigation](#) page, on the left side under "Choose PI".) You cannot make changes to this section. Please contact EHS if there are discrepancies or the information is blank.

The **Alternate Contact Information** is the name, phone and email for someone (other than the PI) who can be contacted for emergencies. This can be edited. Click **Update** when you are done.

The **Labs Assigned** to this PI are at the bottom right. Selecting [Lab Placards](#) will download a pdf placard for the room.



**INSPECTIONS Navigation**

In this box you can view either:

- [Uncorrected Inspection Violations](#)
- [Inspection History](#)

Main Menu < BACK HERROLD Herrold, Jim Log Off

Open Inspection Results

Pictures Available

Icon	Inspector #	Inspector Category	Inspection Date	Date Corrected	Corrected By	Violation Code	Description	Response Due	Location/Lab
<a href="#">View Image</a>	5839	ALL	02/17/2014	02/19/2014	Mike	A1101	The lab is dirty and/or cluttered.	-	WYOMING HALL: 202
<a href="#">View Image</a>	5839	ALL	02/17/2014	02/19/2014	Jim	A2302	Radioactive storage areas) were not in proper condition.	-	WYOMING HALL: 202
<a href="#">View Image</a>	5839	ALL	02/17/2014			A1002	Waste is not segregated by compatibility, chemical class and physical state.	-	WYOMING HALL: 202
<a href="#">View Image</a>	5844	ALL	02/13/2014			A1101	The lab is dirty and/or cluttered.	-	038 202
<a href="#">View Image</a>	5844	ALL	02/13/2014			A1302	Incompatible chemicals are not stored separately. Disposal: Inorganic and organic chemicals.	-	WYOMING HALL: 202
<a href="#">View Image</a>	5844	ALL	02/13/2014			A1116	Inorganic and Organic chemicals are not separated by category.	-	WYOMING HALL: 202

**INSPECTIONS: Uncorrected Inspection Violations**

Uncorrected violations can be viewed on this page. Click on the heading words ([in purple](#)) to sort by that column.

- [View Image](#) (if available) to help identify the details
- [Select](#) (in the 1<sup>st</sup> column) to view details and [Edit Corrections](#)

**Menu** or < **BACK** to return to the [Navigation Page](#)

Editing Inspection Results Correction Information

INSPECTION DATE: 02/17/2014 PI: HERROLD Herrold, Jim

SIGNIFICANT RISK?

Location	Building Name	Lab
038 202	WYOMING HALL	202

VIOLATION DEFICIENCY DESCRIPTION  
The lab is dirty and/or cluttered.

RECOMMENDATION  
Aisles, hallways, stairs and countertops should be kept clear of clutter and/or spills promptly cleaned.

REGULATORY REFERENCE

SPECIFIC DETAIL

Please Enter Response to Violation Deficiency Below

RESPONSE: Aisle has been cleared

DATE CORRECTED: 2/19/2014 CORRECTED BY: Mike

RESPONSE DUE DATE:

**INSPECTIONS:**

**Editing Inspection Results Correction Information**

Clicking “Select” in the [Uncorrected Inspection Violations](#) page will bring up this page. Details of the inspection violation can be viewed on this page, including the inspection DATE, PI, BUILDING, LAB, DESCRIPTION, RECOMMENDATIONS, REFERENCE, SPECIFIC DETAILS, RESPONSE DUE DATE, and if the violation is a SIGNIFICANT RISK (i.e., it must be addressed immediately). These fields are read-only.

You can edit these fields, where it says, **Please Enter Response to Violation Deficiency Below: RESPONSE** (i.e., corrective actions), the DATE CORRECTED and CORRECTED BY whom.

**Save** button will save your responses

**Cancel** button will exit with no changes. Both choices will return you to the [Uncorrected Inspection Violations](#) page.

Main Menu < BACK HERROLD Herrold, Jim

Inspection History (highlight inspection and sel

Reports ---Reports---

	Inspection #	Inspection Category	Inspection Date	Inspector	Inspector Name	Locations/Labs
<a href="#">Highlight</a>	4232	All Hazards	06/11/2012	JEB	John E. Benedik Jr.	WYOMING HALL: 202
<a href="#">Highlight</a>	1398	Chemical Inspection	02/11/2004	JEB	John E. Benedik Jr.	RMMC BUILDING: 110
<a href="#">Highlight</a>	1399	Chemical Inspection	02/10/2004	JEB	John E. Benedik Jr.	RMMC BUILDING: 138
<a href="#">Highlight</a>	147	Chemical Inspection	11/10/1999	BB	Brian Bertsch	MERICA HALL: 319
<a href="#">Highlight</a>	28	Chemical Inspection	03/02/1999	BB	Brian Bertsch	RMMC BUILDING: 138

**INSPECTIONS: Inspection History**

Clicking “Inspection History” in the [Inspections Navigation](#) menu will bring you to this page. It gives a history of all the laboratory inspections for the PI. Click on the heading words ([in purple](#)) to sort by that column.

Select [Highlight](#) in the left column then select the Report from the drop-down menu at the top to download a pdf of an **Inspection Violation Letter**.

**Menu** or < **BACK** to return to the EH&S Assistant [Navigation Page](#)