



EHS Assist Chemical Fume Hood Guide

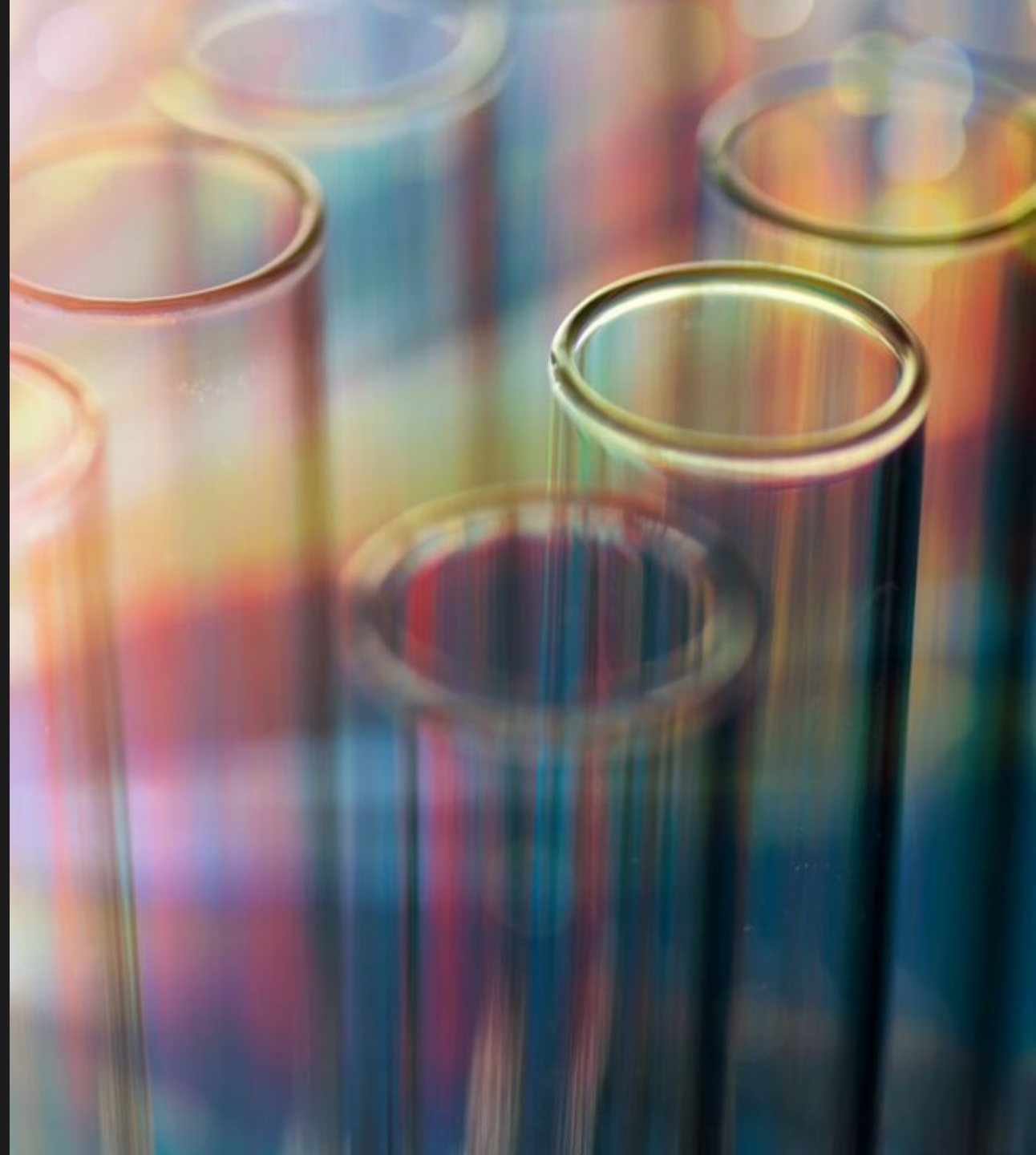




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Accessing the PI Equipment Module

Step 1

Login into EHS Assist - <https://ehsa.vanderbilt.edu>

- ❖ **For Vanderbilt University individuals**, use your VUNetID and VU password, along with the Duo app for SSO authentication
- ❖ **For VUMC individuals**, use your VUMC email and you will be taken to the VUMC SSO page for authentication.

Step 2

From the EHSA Homepage, select the **PI Equipment** icon.



The Associated Equipment Page

The Associated Equipment page displays all equipment associated to a PI or Lab Manager. Equipment Types will only display if attached to a correlating EHSA Permit. Permit types consist of the letter of the permit followed by the VUNetID of the PI or Lab Manager (ex. L-johnsr)

L-Permits will show Lasers and Laser Registration, B-Permits will show Biosafety Cabinets, C-Permits will show Fume Hoods, R-Permits will show Meters, EMFs and X-rays.

1 Selectable **Equipment Types**

2 **Active Equipment**

3 **Equipment Histories** show dates and results of past inspections.

EHSA Equipment / Associated Equipment Edit Labels Help

PI: Test, PI

1 EQUIPMENT TYPE

MetersLasersX-Ray DevicesFume HoodsLaser RegistrationX-Ray RegistrationEMF RegistrationBSC Registration

Grayed Equipment is Archived Equipment Reports Options

Serial #	Manufacturer	Model	Next Due	Frequency	Location
Active					
7950 H-8	Jamestown	5	03-23-2026	36	SC7:950
7830 H-1	Jamestown	5	03-23-2026	36	SC7:830
7970 H-1	Jamestown	5	03-23-2026	36	SC7:970

Red Equipment is Overdue

Date	History Type	Status	Results	Next Due
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How to Create a Fume Hood Listing Report

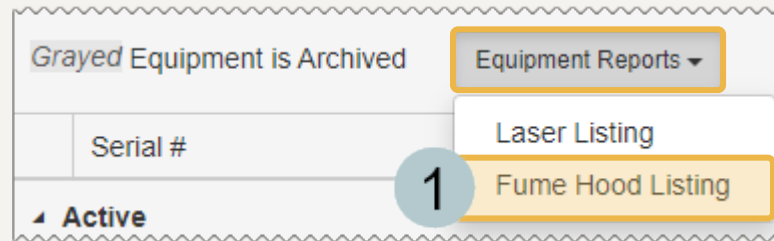
A Fume Hood Listing report can be generated to display all the active fume hoods associated with a PI.

1 Click the **Equipment Reports** dropdown and select **Fume Hood Listing**.

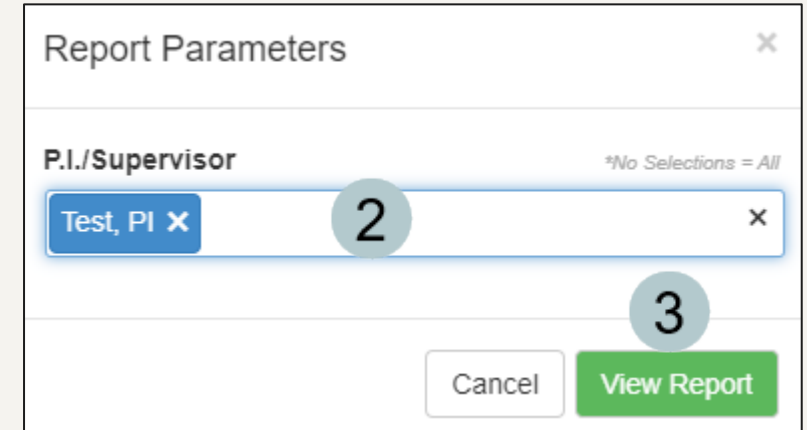
2 The **Report Parameters** window appears with the PI field auto-generated.

3 Click the **View Report** button to generate the report.**

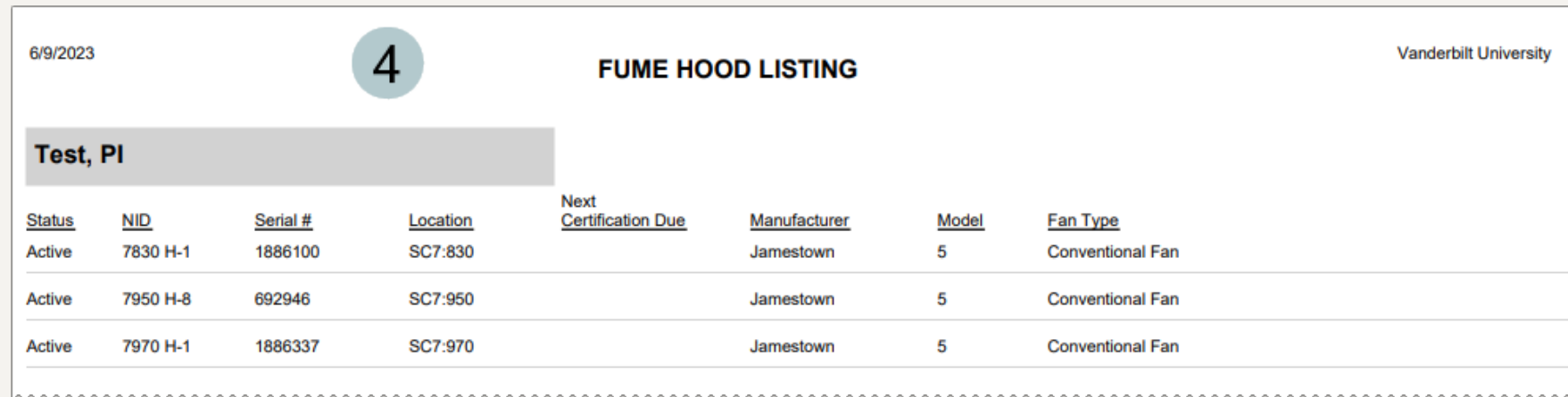
4 A PDF report is generated displaying information about the Active Fume Hoods.



This screenshot shows a dropdown menu titled "Equipment Reports" with two options: "Laser Listing" and "Fume Hood Listing". A blue circle with the number "1" is placed over the "Fume Hood Listing" option. Above the dropdown, a message states "Grayed Equipment is Archived". Below the dropdown, a table header is visible with columns for "Serial #" and "Active".



This screenshot shows the "Report Parameters" window. It has a title bar with a close button. Below the title bar, there is a section for "P.I./Supervisor" with a text input field containing "Test, PI" and a close button. A blue circle with the number "2" is placed over the input field. At the bottom right, there are two buttons: "Cancel" and "View Report". A blue circle with the number "3" is placed over the "View Report" button.



This screenshot shows the "FUME HOOD LISTING" report. At the top left, the date "6/9/2023" is displayed. At the top right, "Vanderbilt University" is displayed. Below the date, a blue circle with the number "4" is placed. The report title "FUME HOOD LISTING" is centered at the top. Below the title, there is a section for "Test, PI". The main content is a table with the following columns: Status, NID, Serial #, Location, Next Certification Due, Manufacturer, Model, and Fan Type. The table contains three rows of data for active fume hoods.

Status	NID	Serial #	Location	Next Certification Due	Manufacturer	Model	Fan Type
Active	7830 H-1	1886100	SC7:830		Jamestown	5	Conventional Fan
Active	7950 H-8	692946	SC7:950		Jamestown	5	Conventional Fan
Active	7970 H-1	1886337	SC7:970		Jamestown	5	Conventional Fan

**this report can be customized as well. Contact the EHSA Administrator at ehsa@vanderbilt.edu for more information.

EHS Assist – Additional Info

Find additional EHS Assist guides here:

<https://www.vanderbilt.edu/facilities/ehs/ehsa>

With any questions, concerns or suggestions, contact the EHS Assist Administrator - **ehsa@vanderbilt.edu**



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