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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-johnr).

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.
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 report can be customized as well. Contact the EHSA Administrator at ehsa@vanderbilt.edu for more information.**
Find additional EHS Assist guides here:
https://www.vanderbilt.edu/healthwellness/ehs/ehsassist

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