

Instructions for completing an online Hazard Inventory

Step 1

Participation

(Iowa State University NetID Login)

[Hazard Inventory](#)

Select the Hazard Inventory link on the EH&S website.

WHO should complete a Hazard Inventory?

All personnel who work with chemical, biological, physical hazards or animal work must complete a [Hazard Inventory](#) form. Refer to [Medicine Guidelines](#) for details on employee participation.

WHEN should a Hazard Inventory be completed by an individual?

- New to Iowa State University
- Changes occur in workplace hazards (add or eliminate hazards)
- Job position or responsibilities change

Step 2

[+ Add a New Hazard Inventory](#)

Click **Add a New Hazard Inventory**.

ID	Employee	Supervisor	Date	Status ▲
No entries found				

Step 3

Some of your information has been automatically entered. If you are entering as *the supervisor or on behalf of the supervisor*, uncheck the box, enter the last name of the person, allow the information to auto-populate. Complete all required fields.

Is the employee an Ames Lab Affiliate? *

- Yes
 No

Answer affiliation question:

- If yes, STOP and contact Ames Lab EHS&A at (515)-294-2153
- If no, continue with form

Step 4

Autofill my data
 Type name or ISU net-ID to lookup employee

Select **Autofill** if completing for yourself or type in the employee's name or netID to populate demographic information.

Employee Net-ID *	Employee Job Title *	Employee Type *
<input type="text"/>	<input type="text"/>	Please Select ▾
Employee First Name *	Middle Name/Initial	Employee Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Department *	Office Phone Number *	Employee Office Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 5

Date of Birth: *

Employee's Gender *
 Male

Supervisor Net-ID *

If you do not know the supervisor's unique net-ID, type name to lookup

Complete the date of birth, gender, and supervisor. Then click **Save & Continue**.

Select Save & Continue.

Step 6

- Acrylonitrile
- AIDS Agent (HIV)
- Anesthetic Gases/Vapors/Waste
- Animal Activities
- Animal Caretaker
- Arsenic (Inorganic)
- Asbestos (Perform Abatement Work)
- Benzene
- Bees/Wasps
- Beryllium and Beryllium Compounds
- Biosafety Level 3 Pathogens
- 1,3-Butadiene
- Cadmium
- Carcinogens, Mutagen, Reproductive Toxins
- Child Development School Employee
- Chromic Acid
- Dusty Environments
- Ethylene Oxide
- Formaldehyde
- Hazmat Responder

Select the hazards you are exposed to as part of assigned job duties.

NO WORKPLACE HAZARDS APPLY

If you are not exposed to any hazards select **NO WORKPLACE HAZARDS APPLY**.

Review information to make sure it is correct and submit.

Step 7

Answer the questions below for your selected hazards. Review your answers for accuracy and completeness with your supervisor.

Hazards

Anesthetic Gases/Vapors/Waste

Answer Questions

- 1. Do you ever use it outside of a chemical fume hood? -
- 2. Will you come in contact with anesthetic gases while performing your work duties? -
 - What anesthetic gas will you be using? -
 - Where are the anesthetic gas used? -
- 3. Is there a scavenging system on the anesthetic gas machine? -
- 4. Has EH&S ever monitored your anesthetic gas usage? -
- 5. Describe the method used to anesthetize an animal? -
- 6. Which animals will you be anesthetizing? -
- 7. What is the maximum amount of time you will be anesthetizing animals during a work day? -

Animal Activities

- 1. What activity are you doing when your animal contact occurs? -
- 2. Types of animals used (i.e., mice, cattle, dogs, cats). -



Step 8

How frequently are you exposed to this material (e.g., daily, weekly, etc.)?

How long do you use it during a given day (e.g., 10 minutes, 2 hours, etc.)?

How many days per year do you use it?

Cancel Submit

Provide responses to questions about the workplace hazard exposure, then click **Submit**.

Step 9

Arsenic (Inorganic)

- 1. Do you ever use it outside of a chemical fume hood?
- 2. What tasks will you be performing that would expose you to this material?
- 3. In what form/concentration is this material during use?
- 4. What is the greatest quantity that you would use at any one time?
- 5. How frequently are you exposed to this material (e.g., daily, weekly, etc.)?
- 6. How long do you use it during a given day (e.g., 10 minutes, 2 hours, etc.)?
- 7. How many days per year do you use it?

After answering questions for all workplace hazards, review responses with your supervisor, then click **Submit**.

Saved answers for Arsenic (Inorganic) questions.

Submit

Step 10

Final Record Submission

No edits will be allowed after submission of this form. If you have any edits or changes occur in workplace hazards (add or eliminate hazards) you will need to complete a new form. You will receive an email when your form has been evaluated.

Submit the Hazard inventory to EH&S.

Step 11

Thank you, the record has been submitted.

Your Hazard Inventory has been successfully submitted.

This hazard inventory form cannot be edited because it was already submitted and resubmit.

Employee Information

Supervisor Information

Thank you for submitting a Hazard Inventory. EH&S will review the provided information and determine whether a worksite assessment, exposure monitoring, or additional information is needed to determine participation status. **NOTE: Please refrain from contacting the physician's office until EH&S has completed the determination.** The employee and supervisor will be notified of the results by email. You will then be provided with instructions for scheduling an initial medical review and/or required training.