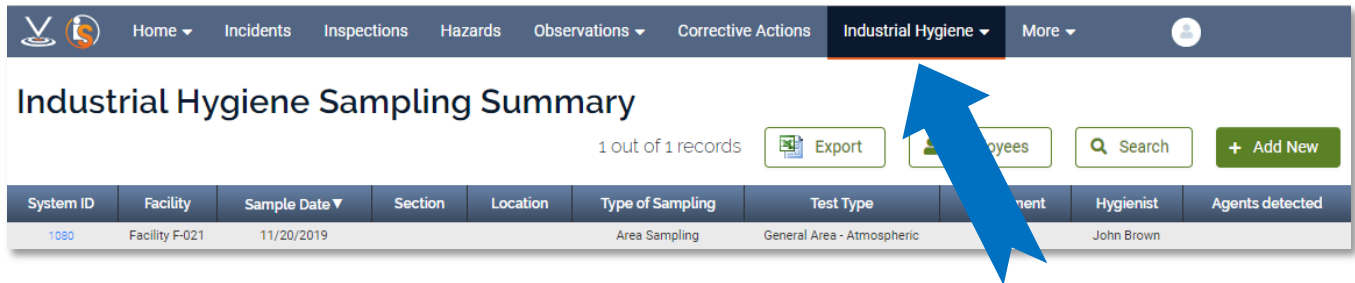


IndustrySafe Industrial Hygiene Sampling Guide

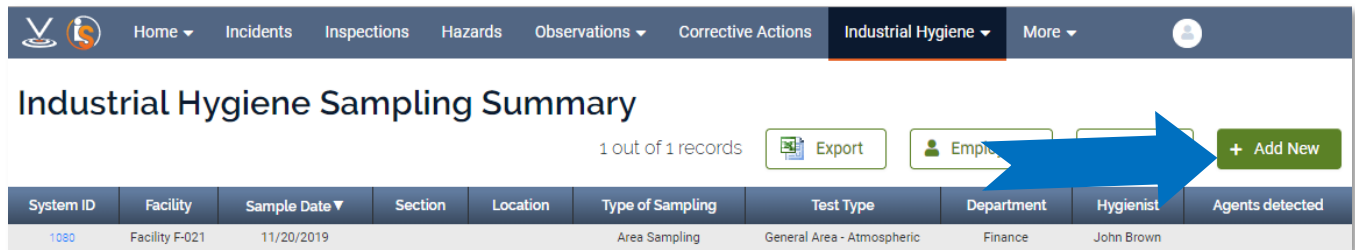
This guide describes the process for entering the results of Industrial Hygiene Sampling using the IndustrySafe Safety Management Software. This includes both personal monitoring and area sampling and the agents and amounts detected.

1 Open the Industrial Hygiene Module

1.1 Click on the **Industrial Hygiene** tab.



1.2 Click on the green **Add New** button located on the top right-hand corner.



Note: Agents must be setup before adding sampling records.

2 Complete the Sampling Form

2.1 Select Type of Sampling and click the **Continue** button.

The screenshot shows the 'Select Type of Sampling' section of the application. At the top left, there is a 'Continue' button with a right-pointing arrow. A large blue arrow points from this button towards the 'Select Type of Sampling*' dropdown menu. The dropdown menu is open, displaying two options: 'Area Sampling' and 'Personal Monitoring'. The navigation bar at the top includes 'Home', 'Incidents', 'Inspections', 'Hazards', 'Observations', 'Corrective Actions', 'Industrial Hygiene', and 'More'.

Note: Select **Personal Monitoring** if you conducted monitoring for a single individual, select **Area Sampling** if you conducted sampling for a specific work location.

2.2 If you select **Personal Monitoring** complete the **Basic Information** Section.

The screenshot displays the 'Industrial Hygiene Sample Recording Form'. At the top, there are buttons for 'Save', 'Print', and 'Print Notification Letter'. Below these are navigation links: 'Basic Information', 'Person Being Monitored', 'Sampling Times and Duration', 'Monitoring Equipment Information', 'Results and Comments', 'Additional Features', and 'History Section'. The 'Basic Information' section is highlighted with a dark blue header. The form fields are as follows:

- Type of Sampling: Personal Monitoring (selected)
- Division: [Dropdown]
- Facility: [Dropdown]
- Hygienist: [Dropdown]
- Lab: [Dropdown]
- Sample Number: [Text]
- Sample Date: 12/11/2019 (with calendar icon)
- MTC1: [Text]
- MTC2: [Text]
- STC: [Text]
- Department: [Dropdown]
- Test Type: [Dropdown]
- Sample Reason: [Dropdown]
- Wind Speed: [Text]

2.3 Complete the **Person Being Monitored** section.

Person Being Monitored Top ↕

Name	<input type="text" value="Start typing name here"/>
Employee ID *	<input type="text"/>
Job Title	<input type="text"/>
Similar Exposure Group *	<input type="text" value="▼"/>
Workplace	<input type="text"/>
Name	<input type="text" value="Start typing name here"/>
Supervisor ID	<input type="text"/>
Job Title	<input type="text"/>
Phone Number	<input type="text"/>
Respirator Type	<input type="text" value="▼"/>
Ventilation Type	<input type="text" value="▼"/>
Other PPE 1	<input type="text" value="▼"/>
Other PPE 2	<input type="text" value="▼"/>
Other PPE 3	<input type="text" value="▼"/>
Other PPE 4	<input type="text" value="▼"/>
Normal Operations	<input type="text" value="▼"/>
Work Description	<input type="text"/>

2.4 Part 2 - If you chose **Area Sampling** instead of **Personal Monitoring** the only difference is at this stage you would be filling out the **Sample Location** section.

Sample Location
Top

Workplace	<input type="text"/>
Supervisor ID	<input type="text"/>
Name	<input type="text" value="Start typing name here"/>
Job Title	<input type="text"/>
Phone Number	<input type="text"/>
Grid Locator 1	<input type="text"/>
Grid Locator 2	<input type="text"/>
Elevation	<input type="text"/>
Floor	<input type="text"/>
Area	<input type="text"/>
Location	<input type="text"/>
Controls	<input type="text"/>
Normal Operations *	<input type="text"/>
Work Description	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

2.5 Complete the **Sampling Times and Duration** section.

Sampling Times and Duration
Top

Start Time 1 *	<input type="text" value="hh:mm ampr"/>
Stop Time 1 *	<input type="text" value="hh:mm ampr"/>
Start Time 2	<input type="text" value="hh:mm ampr"/>
Stop Time 2	<input type="text" value="hh:mm ampr"/>
Elapsed Time (min)	<input type="text"/>

Note: To edit the equipment list go to **System Functions** then **Edit Forms**, find the **Industrial Hygiene – Industrial Hygiene Sampling** recording form and the section for **Monitoring Equipment Information** and edit as needed.

2.6 Complete the **Monitoring Equipment Information** section.

Monitoring Equipment Information Top

Equipment	<input type="text"/>
Equipment Number	<input type="text"/>
Serial Number	<input type="text"/>
Calibrated Before Sampling	<input type="text"/>
Calibrated After Sampling	<input type="text"/>
Calibration Standard	<input type="text"/>
Pump Flow Rate	<input type="text"/>
Flow Rate Unit	<input type="text"/>
Air Volume	<input type="text"/>
Direct Read Device Type	<input type="text"/>
Medium	<input type="text"/>
Medium ID	<input type="text"/>

2.7 Complete the **Results and Comments** section.

Results and Comments Top

Limit Type *	<input type="text"/>
Shift Length	<input type="text"/>
Results Time Weighted?	<input type="text"/>
Add Agent	
Results Corrected for a Blank	<input type="text"/>
Comments	<input type="text"/>

Note: After you click the number of agents detected in the Number of Agents button, a sub-form will appear for you to enter information about the agents.

2.8 Click on the **Add Agent** button to complete the Agent Sub form

The screenshot shows the 'Results and Comments' form. At the top, there is a dark blue header with the text 'Results and Comments' and a 'Top' link. Below the header, there are three dropdown menus: 'Limit Type *', 'Shift Length', and 'Results Time Weighted?'. The 'Agent 1' section contains a 'Remove Agent 1' button with a red minus icon. Below this are several input fields: 'Agent', 'Agency', 'Limit' (highlighted in grey), '(Greater Than or Less Than)', 'Result' (containing '0'), and 'Limit of Detection'. At the bottom of this section is a green 'Add Agent' button. Below the 'Add Agent' button are two more dropdown menus: 'Results Corrected for a Blank' and 'Comments' (a text area).

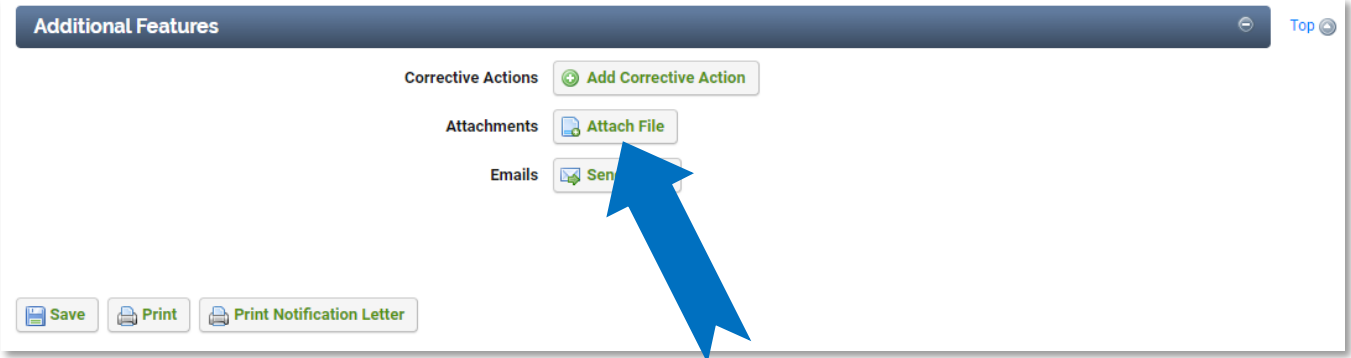
Note: The limit for the agent will automatically be displayed based on the Limit Type, Shift Length, and Agency that you select.

2.7 **Save** the form.

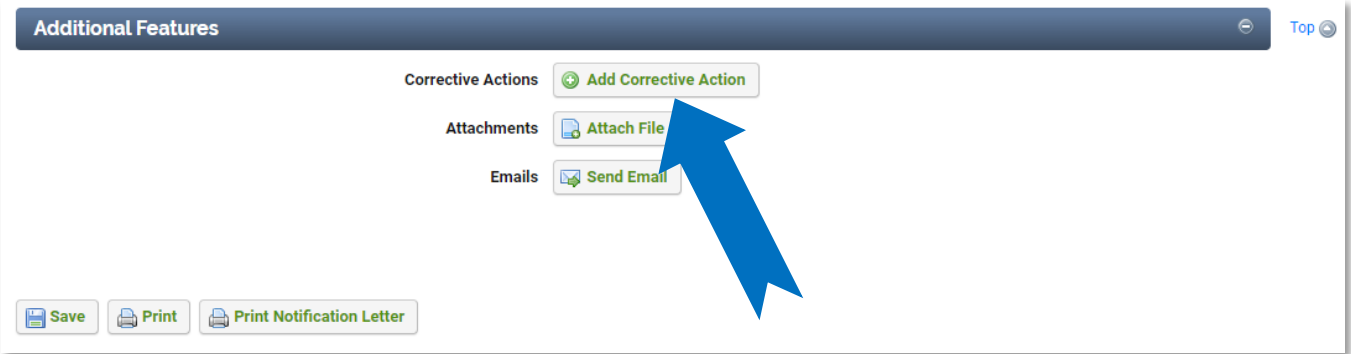
The screenshot shows the 'Additional Features' section of the form. It has a dark blue header with the text 'Additional Features' and a 'Top' link. Below the header, there are three sections: 'Corrective Actions' with an 'Add Corrective Action' button, 'Attachments' with an 'Attach File' button, and 'Emails' with a 'Send Email' button. At the bottom of the section are three buttons: 'Save', 'Print', and 'Print Notification Letter'. A large blue arrow points to the 'Save' button.

3 Additional Features

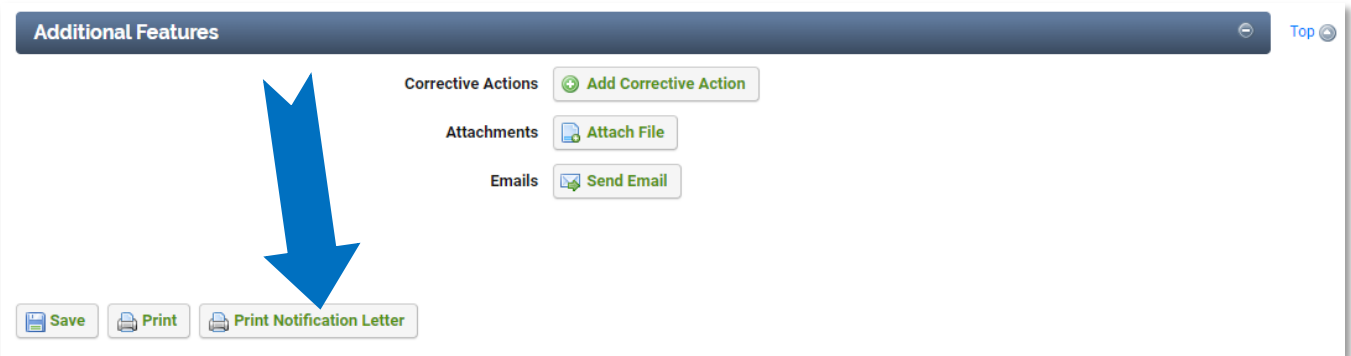
3.7 If you want to attach supporting documents (Photos, etc.), click the **Attach File** button.



3.8 To add corrective actions, click the **Corrective Action** button.



3.9 To generate a notification letter for the employee, click the **Print Notification Letter** button.



4 Adding an Agent

4.1 To add an agent, hover over the Industrial Hygiene module and click on **Agents**..

Industrial Hygiene Sampling Summary

1 out of 1 records

System ID	Facility	Sample Date	Section	Location	Type of Sampling	Agents detected	Department	Hygienist
1080	Facility F-021	11/20/2019			Area Sampling	General Area	Finance	John Brown

4.2 An Agent Summary screen will appear. Click on the **Add New** button located on the top right-hand corner of the screen.

Agent Summary

1 out of 1 records

System ID	CAS Number	Agent	Toxicity Rating	Status
1000				Available

4.3 Completed the **Basic Information**

Agents Recording Form:



Basic Information | History Section


Basic Information Top ↕

CAS Number	<input type="text"/>
Agent *	<input type="text"/>
Analytical Method	<input type="text"/>
Carcinogen? *	<input type="text" value=""/>
Reproductive Toxin? *	<input type="text" value=""/>
Chronic Toxin? *	<input type="text" value=""/>
Toxicity Rating *	<input type="text"/>
Status *	<input type="text" value="Available"/>

[+ Add Agency](#)

[Save](#) [Print](#)

4.4 When you click **Add Agency**, a new field will appear. Once the field is complete you can click Save to save the form. Depending on the number of Agents depends on how many times you click on the Add button.

Agency 1 Remove Agency 1 

Agency

8-Hour Full Shift Limit*

10-Hour Full Shift Limit*

12-Hour Full Shift Limit*

Short Term Exposure Limit

Ceiling Limit

Add Agency

Save Print

5 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

