

# 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.

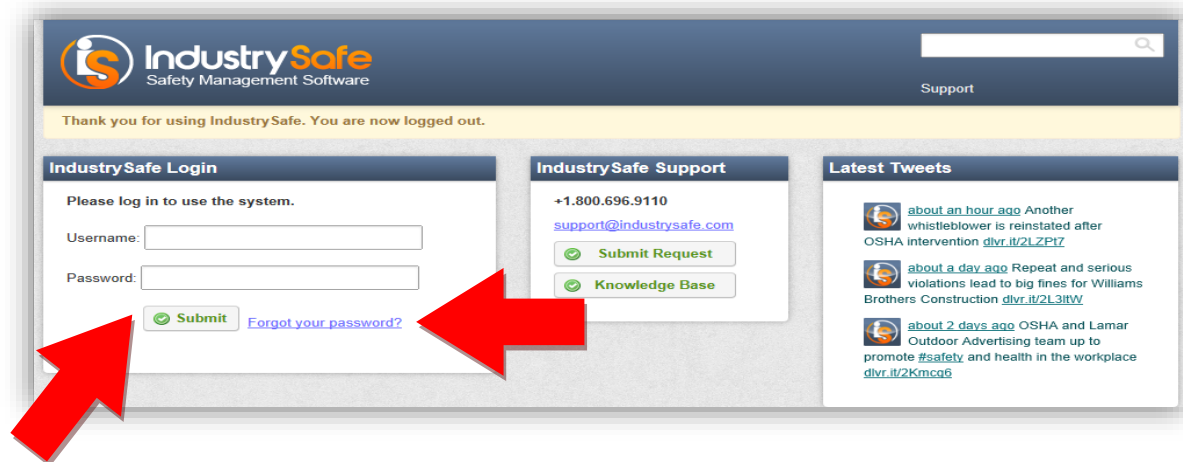
## 1 Log in to IndustrySafe

1.1 Using your preferred browser, go to <http://www.industrysafe.com>

1.2 Click on the **Login** button at the top right corner of the page.



1.3 Enter your username and password and click the **Submit** button.



**Note:** If you forget your username or password, click the **Forgot your password?** button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.

## 2 Open on Industrial Hygiene Module

### 2.1 Click on the **Industrial Hygiene** tab

System ID	Facility1	Sample Date	Section	Location	Type of Sampling
<a href="#">1300</a>	Anoka-MN	06/08/2009			Area Sampling
<a href="#">1740</a>	Housing Community	02/14/2012			Area Sampling
<a href="#">2040</a>	SDLC Testing	07/03/2012			Area Sampling
<a href="#">2082</a>	Atlanta	07/17/2012			Personal Monitoring
<a href="#">1280</a>	Arapahoe-CO	06/03/2009			Area Sampling
<a href="#">1320</a>	Allendale-SC	06/09/2009			Personal Monitoring
<a href="#">1321</a>	Webb-TX	06/10/2009			Personal Monitoring
<a href="#">1502</a>	Ada-ID	01/17/2011			Area Sampling
<a href="#">1700</a>	Anderson-KS	02/13/2012			Personal Monitoring
<a href="#">1723</a>	Cowlitz-WA	02/13/2012			Personal Monitoring
<a href="#">1728</a>	Pike-PA	02/13/2012	Operations1	TRA Location	Area Sampling

### 2.2 Click on the green and white addition sign and then click on **Add Sample**.

System ID	Facility1	Sample Date	Section	Location	Type of Sampling
<a href="#">1300</a>	Anoka-MN	06/08/2009			Area Sampling
<a href="#">1740</a>	Housing Community	02/14/2012			Area Sampling
<a href="#">2040</a>	SDLC Testing	07/03/2012			Area Sampling
<a href="#">2082</a>	Atlanta	07/17/2012			Personal Monitoring
<a href="#">1280</a>	Arapahoe-CO	06/03/2009			Area Sampling
<a href="#">1320</a>	Allendale-SC	06/09/2009			Personal Monitoring
<a href="#">1321</a>	Webb-TX	06/10/2009			Personal Monitoring
<a href="#">1502</a>	Ada-ID	01/17/2011			Area Sampling

Note: Agents must be setup before adding sampling records.

### 3 Complete the Sampling Form

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

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

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

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

**Person Being Monitored**
⊖
⏪ Top

<b>Name</b>	<input type="text" value="Start typing name here"/>
<b>Employee ID *</b>	<input type="text"/>
<b>Job Title</b>	<input type="text"/>
<b>Similar Exposure Group *</b>	<input type="text" value="▼"/>
<b>Workplace</b>	<input type="text"/>
<b>Supervisor Name</b>	<input type="text" value="Start typing name here"/>
<b>Supervisor ID</b>	<input type="text"/>
<b>Job Title</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Respirator Type</b>	<input type="text" value="▼"/>
<b>Ventilation Type</b>	<input type="text" value="▼"/>
<b>Other PPE 1</b>	<input type="text" value="▼"/>
<b>Other PPE 2</b>	<input type="text" value="▼"/>
<b>Other PPE 3</b>	<input type="text" value="▼"/>
<b>Other PPE 4</b>	<input type="text" value="▼"/>
<b>Normal Operations</b>	<input type="text" value="▼"/>
<b>Work Description</b>	<input style="height: 40px;" type="text"/>

3.4 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**

<b>Workplace</b>	<input type="text"/>
<b>Grid Locator 1</b>	<input type="text"/>
<b>Grid Locator 2</b>	<input type="text"/>
<b>Elevation</b>	<input type="text"/>
<b>Floor</b>	<input type="text"/>
<b>Area</b>	<input type="text"/>
<b>Location</b>	<input type="text"/>
<b>Controls</b>	<input type="text"/>
<b>Normal Operations *</b>	<input type="text" value="▼"/>
<b>Work Description</b>	<input style="height: 40px;" type="text"/>

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

**Sampling Times and Duration** Top

Start Time 1 \*

Stop Time 1 \*

Start Time 2

Stop Time 2

Elapsed Time (min)

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.

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

**Monitoring Equipment Information** Top

Equipment

Equipment Number

Serial Number

Calibrated Before Sampling

Calibrated After Sampling

Calibration Standard

Pump Flow Rate

Flow Rate Unit

Air Volume

Direct Read Device Type

Medium

Medium ID

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

The screenshot shows the 'Results and Comments' form with the following fields and values:

- Limit Type \* [Dropdown]
- Shift Length [Dropdown]
- Results Time Weighted? [Dropdown]
- Number of Agents \* 1
- Results Corrected for a Blank [Dropdown]
- Comments [Text Area]

A red arrow points to the 'Number of Agents' field.

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

3.8 Complete the Agent sub-form that appears after you enter a value in the **Number of Agents** field.

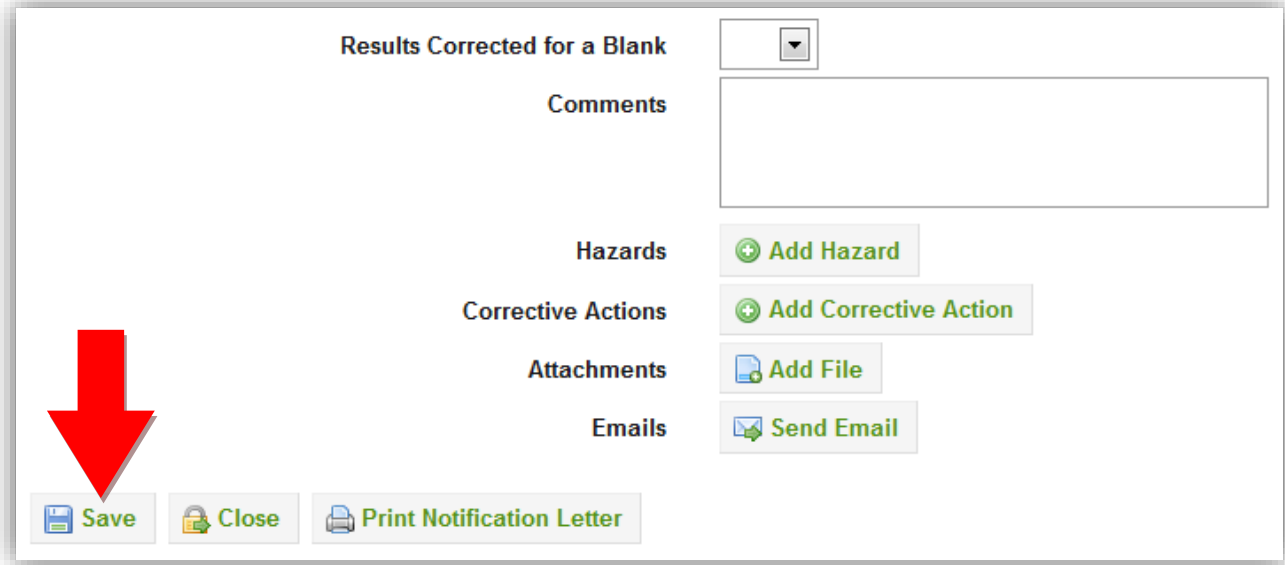
The screenshot shows the 'Results and Comments' form with the 'Agent 1' sub-form expanded. The sub-form includes the following fields and values:

- Agent [Dropdown]
- Agency [Dropdown]
- Limit [Greyed out field]
- <-> (Greater Than or Less Than) [Dropdown]
- Result 0 [Text Input]
- Limit of Detection [Text Input]

A red arrow points to the 'Agent 1' sub-form.

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

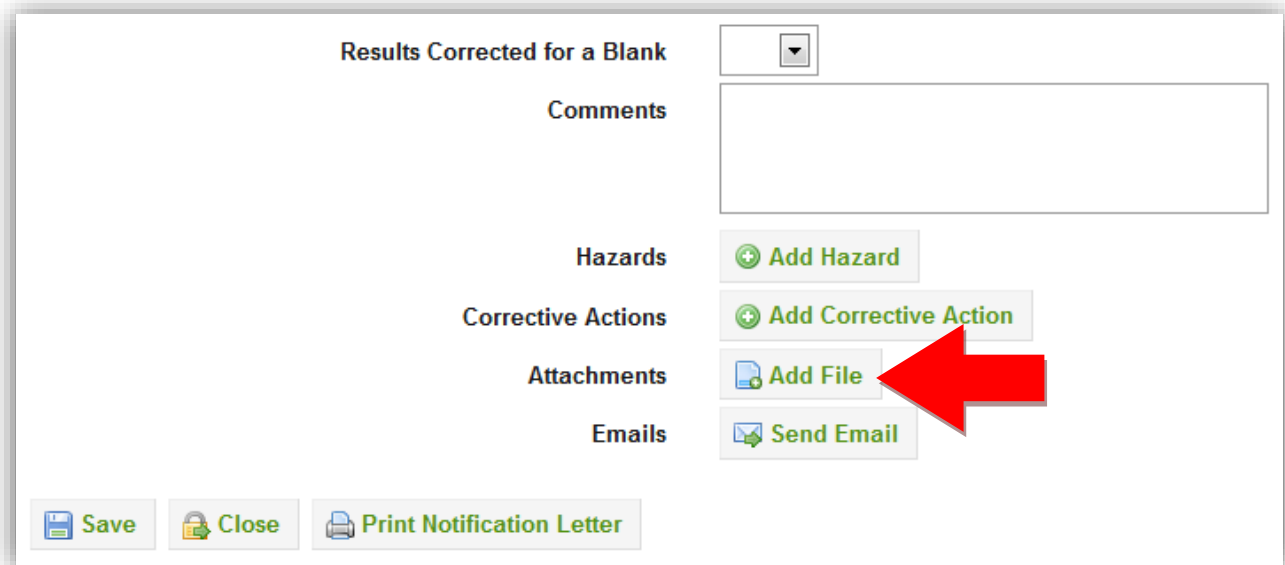
### 3.7 Save the form.



The screenshot shows a web form interface. At the top, there is a dropdown menu labeled "Results Corrected for a Blank" with a downward arrow. Below this is a large text area labeled "Comments". To the right of the "Comments" area are several buttons: "Add Hazard", "Add Corrective Action", "Add File", and "Send Email". At the bottom of the form, there are three buttons: "Save", "Close", and "Print Notification Letter". A large red arrow points from the top left towards the "Save" button.

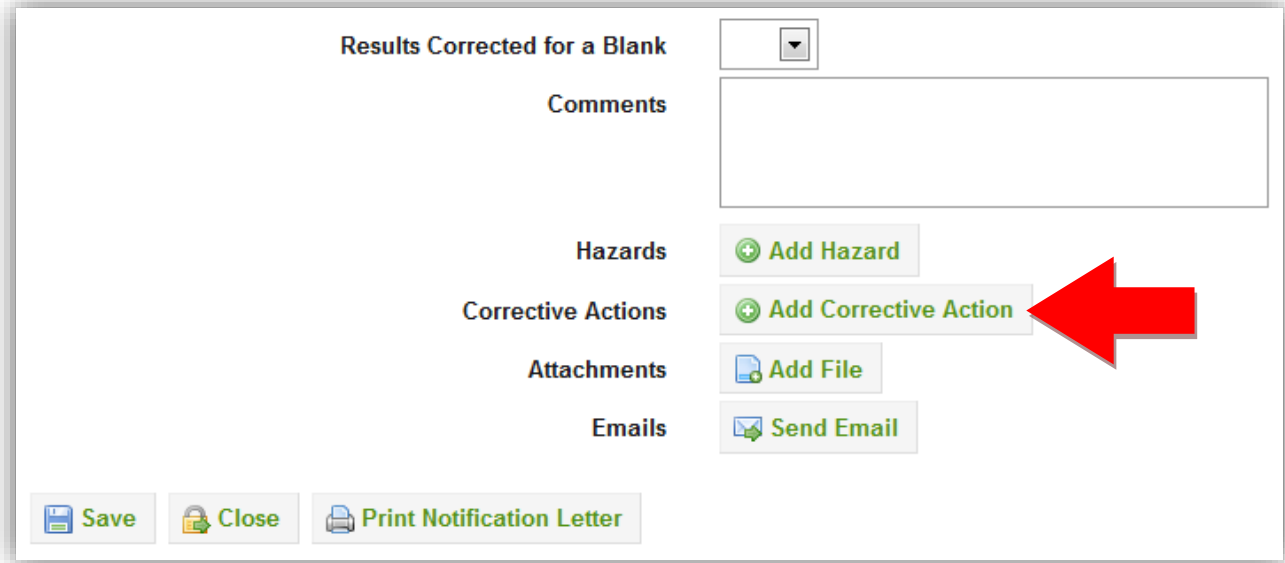
## 4 Additional Features

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



This screenshot is identical to the one above, showing the same form interface. However, a red arrow points from the right side towards the "Add File" button, highlighting it as the focus of the instruction.

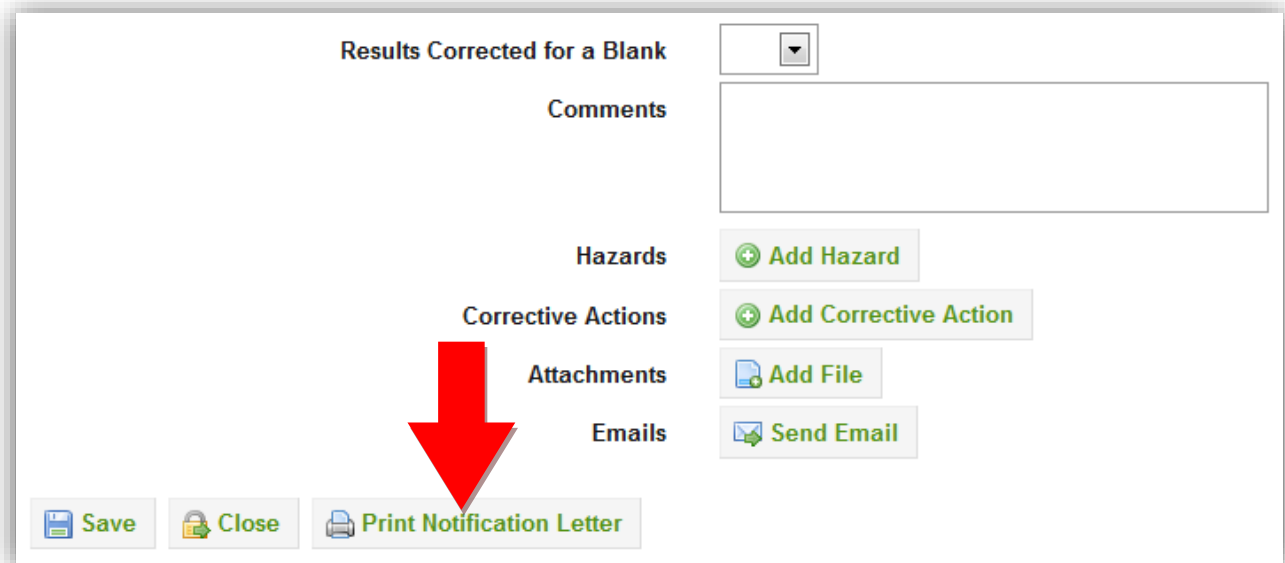
4.8 To add corrective actions, click the **Corrective Action** button.



The screenshot shows a software interface with the following elements:

- Results Corrected for a Blank: [Dropdown menu]
- Comments: [Text input field]
- Hazards: [Add Hazard button]
- Corrective Actions: [Add Corrective Action button] (highlighted with a red arrow pointing left)
- Attachments: [Add File button]
- Emails: [Send Email button]
- Bottom bar: [Save button], [Close button], [Print Notification Letter button]

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



The screenshot shows the same software interface as above, but with the 'Print Notification Letter' button in the bottom bar highlighted by a red arrow pointing down.



## 5 Adding an Agent

5.1 To add an agent click the green and white addition sign icon, and then click **Add New Agent**.



The screenshot shows a software interface with a navigation bar at the top containing tabs for Home, Dashboard, Incidents, Claims, Inspections, Hazards, Observations, Corrective Actions, Training, and Industrial Hygiene. Below this is a sub-menu with options: Sampling, Exposure Assessments, IH Setup, Reports & Analysis, Employees, and Facility1 Profile. A dropdown menu is open under the 'Sampling' tab, listing: Add Sample, Add Assessment, Add New Exposure Group, and Add New Agent (highlighted in blue). Below the menu is a 'Sampling Summary' table with 100 out of 100 records. The table has columns for Facility1, Sample Date, Section, Location, and Type of Sampling.

Facility1	Sample Date	Section	Location	Type of Sampling
<a href="#">1300</a> Anoka-MN	06/08/2009			Area Sampling
<a href="#">1740</a> Housing Community	02/14/2012			Area Sampling
<a href="#">2040</a> SDLC Testing	07/03/2012			Area Sampling
<a href="#">2082</a> Atlanta	07/17/2012			Personal Monitoring
<a href="#">1280</a> Arapahoe-CO	06/03/2009			Area Sampling

5.2 Fill out the ***Basic Information*** Section.

The screenshot shows the 'Agents Recording Form' interface. At the top, there is a navigation bar with tabs for Home, Dashboard, Incidents, Claims, Inspections, Hazards, Observations, Corrective Actions, Training, Industrial Hygiene, and Security. Below this is a sub-navigation bar with options like Sampling, Exposure Assessments, IH Setup, Reports & Analysis, Employees, and Facility1 Profile. The main content area is titled 'Agents Recording Form:' and includes a 'Save' button. A sub-section titled 'Basic Information' contains the following fields:

- CAS Number 12 \*
- Agent12 \*
- Analytical Method12 \*
- Carcinogen?12 \*
- Reproductive Toxin?12 \*
- Chronic Toxin?12 \*
- Toxicity Rating12 \*
- Status \*
- Number of Agencies12 \*
- New Label21 \*

Each field has a corresponding input box or dropdown menu. There is another 'Save' button at the bottom left of the form.

5.3 When you add a number to the Number of Agencies section, a new field will appear. Once the field is complete you can click Save to save the form.

This close-up screenshot focuses on the 'Number of Agencies12 \*' field, which contains the number '1'. A red arrow labeled '1' points to the input field. To the right of the field, the text 'Agency 1' is visible. Below this, there are several other fields with dropdown menus:

- Agency2
- 8-Hour Full Shift Limit12
- 10-Hour Full Shift Limit21
- 12-Hour Full Shift Limit21
- Short Term Exposure Limit21
- Ceiling Limit21
- New Label21
- New Label21 \*

A red arrow labeled '2' points to the 'Save' button at the bottom left of the form.

## 6 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.

