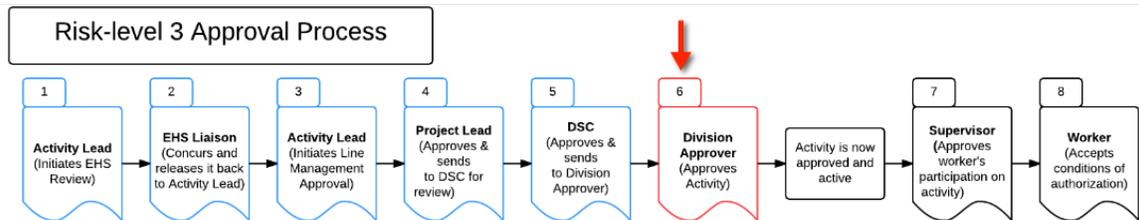


Tutorial: How a Division Approver approves a Risk-level 3 Activity

This step-by-step is for a Division Director, or a Division Approver. It shows how to approve a risk Level 3 (high risk) activity.

Overview: There are a number of roles that participate in the approval process, shown below. The Division Approver provides the final approval. Once approved the Activity is active which allows supervisors the ability to approve their worker's participation which then allows workers to accept the condition of their work activity authorization.



Getting Started: You will be notified by email when you need to approve an Activity. The email will be from the Activity Manager system and explain that you have a Risk-level 3 Activity to approve. This email will include a link that takes you to the Activity Summary Page.

Step 1: Locate the Activity Authorization Notification

After you login into Activity Manager you will see the "My Work Page." This page lists all of your notifications. "(I)" indicates the notification is informational. "(A)" indicates the notification requires action. NOTE: In some cases you may receive a targeted email notification that bypasses this "My Work" page and takes you directly to step 2. Please follow the numbered steps below.

The screenshot shows the "Activity Manager" interface. The "MY WORK" section displays a notification for "Activity Authorization" dated "Mar 11, 2015". The notification text states: "Your authorization is required for activity EH-0102" and includes a "Read full description" link. Three numbered steps are overlaid on the screenshot:

1. "Locate Activity Authorization" - Points to the notification card.
2. "Click 'Read full description'" - Points to the "Read full description" link.
3. "Click 'Go to full Detail'" - Points to the "Go to full detail" link at the bottom of the notification card.

The "MY ACTIVITIES" section on the right shows two active activities: "EH-0066 ACTIVE" and "EH-0067 ACTIVE".

Step 2: Review the Activity Summary and Description of Work

The Activity Summary page provides general information about the Activity and provides access to the Statement of Work, the Hazards and Controls. The description of Work is written by the Activity Lead, with input from EHS Liaison and the applicable subject matter experts. It is also reviewed by the Division Safety Coordinator. Please follow the steps below.

Activity Manager

HOME | HAZARDS & CONTROLS | MY WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

BERKELEY LAB | MAR 11 2015 | FLOYD, JAMES G

CREATE ACTIVITY: ACTIVITY SUMMARY

EH-0102
ACTIVITY STATUS: REVIEWING

1 Review Activity Info

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118 |

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safety
Project: Heim Project (TEST)

3
Activity Risk Level

Assign Workers | Choose An Action

BRIEF DESCRIPTION

Description of Work | Hazards | Controls

2 Review Description of Work

Description:
This work involves the design, synthesis, and testing of new radiotracers that target neuro-receptors with known or suspected involvement in human cognitive disorders, including schizophrenia. These ligands will be radiolabeled with a variety of isotopes, allowing for their use in both PET and SPECT imaging systems....

Step 3: Review the Hazards

Now that you have reviewed the Description of Work, the next step is to review the hazards.

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118 |

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safety
Project: Heim Project (TEST)

BRIEF DESCRIPTION

Description of Work | **Hazards** | Controls

1 Click the Hazards tab

HAZARDS SELECTED FOR THE ACTIVITY

2 Review the hazards

HAZARD NAME	ACTIVITY SPECIFIC INFORMATION	RISK
Rodents and other non-primate animals as subjects		2
Pyrophoric liquids and solids		3
Hydrofluoric acid		2

4 Provides details about each hazard

3 Where the hazards are located

HAZARD LOCATIONS

HAZARDS AND LOCATIONS	055-0116	055-0118
Rodents/other Animals	✓	✓
Pyrophoric liq/sol	✓	✓

Step 4: Review the Controls

Now that you have reviewed the description of work and understand the hazards associated with the work, select “Controls” to review the methods used to control the hazards.

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safety
Project: Heim Project (TEST)

BRIEF DESCRIPTION

Description of Work Hazards **Controls**

REVIEW PRESCRIBED CONTROLS

CLASS	CONTROL NAME	ACTIVITY SPECIFIC INFORMATION	Related Hazards
ENG	Use a fume hood		
ENG	Use an inert atmosphere glovebox		
ENG	Use a snorkel for benchtop work or when removing materials from glovebox		

Step 5: Approve the Activity

The last step is to approve the Activity by Clicking “Choose an Action, and “Approve Activity.”

Activity Manager

HOME | HAZARDS & CONTROLS | MY WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

CREATE ACTIVITY: ACTIVITY SUMMARY

EH-0102
ACTIVITY STATUS: REVIEWING

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safety
Project: Heim Project (TEST)

BRIEF DESCRIPTION

Description of Work Hazards **Controls**

Assign Workers Choose An Action

Approve Activity
Reject Activity
Printable Version

After you approve the Activity, the Activity is Active (ready to go). Supervisors can then approve their staff’s participation on the Activity, and workers can then accept the conditions of their Activity Authorization.

If you have additional Activities that require your approval, click the “Home” button to return to the home page, and then locate the action-required notification for the other activity(s) that need your approval, as shown below.

The screenshot displays the 'Activity Manager' dashboard. At the top, a navigation bar includes 'HOME', 'HAZARDS & CONTROLS', 'MY WORKERS', 'ACTIVITY SEARCH', 'WPC SETTINGS', 'RESOURCES', 'DASHBOARDS', and 'SUPPORT'. A red arrow labeled '1' points to the 'HOME' button. Below the navigation bar, a notification banner shows '0 UNREAD' and '5 ACTION REQ'. A red arrow labeled '2' points to a notification card that reads: 'Your authorization is required for activity EH-0102'. The notification card includes a 'Read full description' link and a 'Go to full detail' link. To the right, a 'MY ACTIVITIES' sidebar lists active activities: 'EH-0066 ACTIVE' and 'EH-0067 ACTIVE'.

DATE	CATEGORY	NOTIFICATION
Mar 11, 2015	Activity Authorization	Your authorization is required for activity EH-0102