



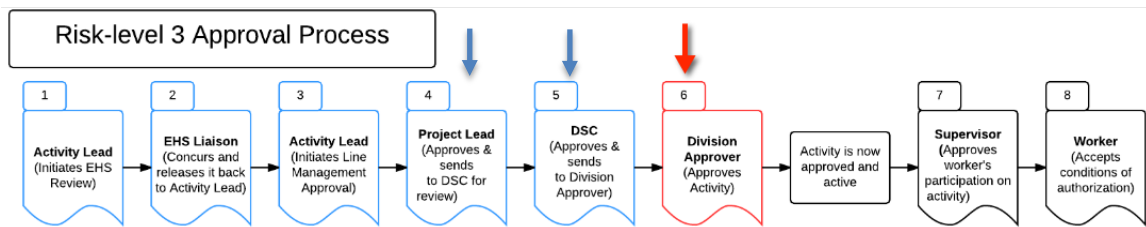
BERKELEY LAB

Bringing Science Solutions to the World

Tutorial: How to review and approve a Risk-level 3 Activity

Audience: Project Lead, Division Safety Coordinator, Division Director or Division Approver

Overview: There are a number of roles that participate in the line management review and approval process, shown below. Steps 4, 5 and 6 represent the line management review process. After the Division Director (or Approver) approves the activity, the activity becomes active.



CONTENTS:

- **PAGE 1 – 3:** How to review an Activity before approving or rejecting.
- **PAGE 3:** How to approve or reject the Activity
- **Page 4:** How to view who has approved and who has not yet approved an Activity

Step 1: Login to WPC: <https://wpc-am.lbl.gov/Home/OnePage>

Step 2: From the **MY WORK** Home Page, open the Activity that is in **REVIEWING**

The screenshot shows the 'MY WORK' dashboard. At the top, there are filters for activity status: NEW (11), ACTION REQUIRED (54), INFORMATIONAL (21), FLAGGED (0), and ALL (75). Below this is a table of activities:

DATE	ACTIVITY ID	Description
Sep 8, 2024	CH-0072	Reminder: Work in ACG spectroscopy laboratories must be renewed by 09-23-2024
Sep 8, 2024	MS-0126	Reminder: Laser Sum Frequency Generation Experiments must be renewed by 09-23-2024

On the right side, there is a 'MY ACTIVITY' sidebar with a 'CREATE PROJECT' button and a 'BY ACTIVITY ID' dropdown menu. The dropdown menu is open, showing three options: AU-0094 (REVIEWING), CH-0300 (ACTIVE), and MS-0314 (ACTIVE). A red arrow points from the 'CH-0072' activity in the table to the 'AU-0094 REVIEWING' option in the sidebar.

Step 3: 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.

Activity Manager | HOME | HAZARDS & CONTROLS | MY WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT | FLOYD, JAMES G

CREATE ACTIVITY: ACTIVITY SUMMARY

EH-0102
ACTIVITY STATUS: REVIEWING

3 Activity Risk Level

1 Review Activity Info

Assign Workers | Choose An Action -

Activity Lead: James Basore | Activity Start Date: March 11, 2015
Activity Name: Synthesis of Neuro Radiotracers | Activity Renewal Date: March 11, 2016
Activity Locations: 055-0116 | 055-0118 | Activity Division: Environ. Health, & Safety
Project: Heim Project (TEST)

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 4: 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 Start Date: March 11, 2015 | Activity Division: Environ, Health, & Safety
Activity Name: Synthesis of Neuro Radiotracers | Activity Renewal Date: March 11, 2016 | Project: Heim Project (TEST)
Activity Locations: 055-0116 | 055-0118 |

BRIEF DESCRIPTION

1 Click the Hazards tab

Description of Work | **Hazards** | Controls

HAZARDS SELECTED FOR THE ACTIVITY

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

2 Review the hazards

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 5: 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

1 Click the Controls tab

Description of Work Hazards **Controls**

REVIEW PRESCRIBED CONTROLS

2 Review the controls

3 Click for more information

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 6: Approve the Activity

The last step is to either **Approve** or **Reject** the 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, & Safe
Project: Heim Project (TEST)

1 Click "Choose an Action" and then "Approve Activity"

2 Select "Reject Activity" if you think it needs further work.

Assign Workers **Choose An Action -**

- Approve Activity
- Reject Activity
- Printable Version

BRIEF DESCRIPTION

Description of Work Hazards **Controls**

Sequence of Line Manager Approvals:

1. Project Lead
2. Division Safety Coordinator
3. Division Approver
 - a. After the Division Approver approves the Activity, the Activity becomes Active.

Who has Approved and Who has Not Approved

You can identify who needs to Approve and who is still Pending.

NOTE: You may have to scroll to the bottom of the list to see the most recent. In this example the information is at the top (for the purpose of this tutorial)

1 Click History & Approvals

3 Activity Risk Level

Activity Summary Choose An Action Save

APPROVALS

Didas, Stephanie Ann	1/24/2018 3:18:04 PM
Activity Lead in Version 1	
Long, Jeffrey R	Pending
Project Lead in Version 21	
Neitzel, Martin L	Pending
Safety Coordinator in Version 21	
Fischer, Peter	Pending
Division Director in Version 21	

3 reviews complete. Kurt Ettinger

Who is still Pending (has not yet Approved)