GLOSSARY OF TERMS for EHSA

Affiliate ID
A unique ten (10) digit number that begins with 10 or 12 it is assigned to each individual affiliated with ASU. The number appears on each individual’s ASU SUN Card.

Affiliate Number
See Affiliate ID.

ASURITE
This is the user name you use to logon the ASU computer system (e.g. Blackboard, MyASU). You need an ASURite username and password to access to EHSA.

Chemical Inventory
A listing of all chemicals with amounts utilized and/or stored in a room/space assigned to a PI; this is required to be reported to EH&S for regulatory purposes.

EHSA
This is the acronym for Environmental Health & Safety Assistant; it is a database application that is administered by ASU’s EH&S Dept. to store necessary regulatory information for ASU. EHSA is accessed through a web browser for Training records, Hazardous Waste pick-up requests, and Chemical Inventories and Laboratory Registration (RPI) at this time. EHSA administration is accessed through Citrix and needs special permission.

New Responsible Party
A researcher who is not in the EHSA system. He/she may be new to ASU who is setting up a laboratory, a manager or supervisor who is responsible for universal waste or a lab coordinator responsible for several labs.

Account
This is an online application for PIs who are new to ASU and wish to use EHSA, and are not identified as a PI in the EHSA database. Authorization will be granted within 48 hrs.

New User Account
This is an online application for individuals who need access to EHSA on behalf of a PI. To access training records you do not need a user account. Once an application is completed and submitted authorization may take up to 48 hrs.

Permit
EHSA uses permits to track hazards and works through permits. There are several types of permits Radiation, Laser, X-Ray, Chemical, Biological, General, etc.; permits are assigned to PIs (Responsible Parties). Rooms and workers/students are attached to permits this allows for tracking of worker training and room/space use. For example a radiation permit tells what radioactive isotopes and the amounts the permit holder can purchase and possess what rooms/spaces it can be stored, used and the workers who are trained to use these isotopes.
PI
Short for Principle Investigator, in the context of EHSA PI is a permit holder. The person who is responsible for a room or area (e.g. laboratory) where chemicals are used or stored, hazardous waste is stored or collected, where certain equipment is used (i.e. Lasers, X-ray, etc.) This may be a manager or supervisor.

PI Delegates/Alternate
Refers to any individual who the PI has delegated the authority to enter chemical inventories, register space, or performs tasks for the PI. Examples may include, but are not limited to Research Assistant, Teaching Assistant, Laboratory coordinator, manager, or student volunteer.

Responsible Party
See PI.

RPI
Refers to Responsible Party Information. Responsible Party would be the PI. The information includes space/room usage, chemical inventories, emergency information, employees including student workers and students assigned to assist a responsible party.

RPI Form
A form required to be completed by the PI/Responsible Party prior to beginning research work in a room or area. It provides EH&S with vital information regarding assigned space/room, emergency information, and individuals assigned to perform work for the PI. In addition a Chemical Inventory is required for registration of a laboratory or storage space.

Universal Waste
This is generally spent light bulbs, batteries, and certain mercury containing articles.

Web Portal
Web page that provides tutorial assistance for EHSA functions and an access link to EHSA. Access to EHSA requires an ASURITE logon to accesses EHSA data.