

EcoExposure – exposure register at the UiB

14.11.16

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1) How to create license/users:

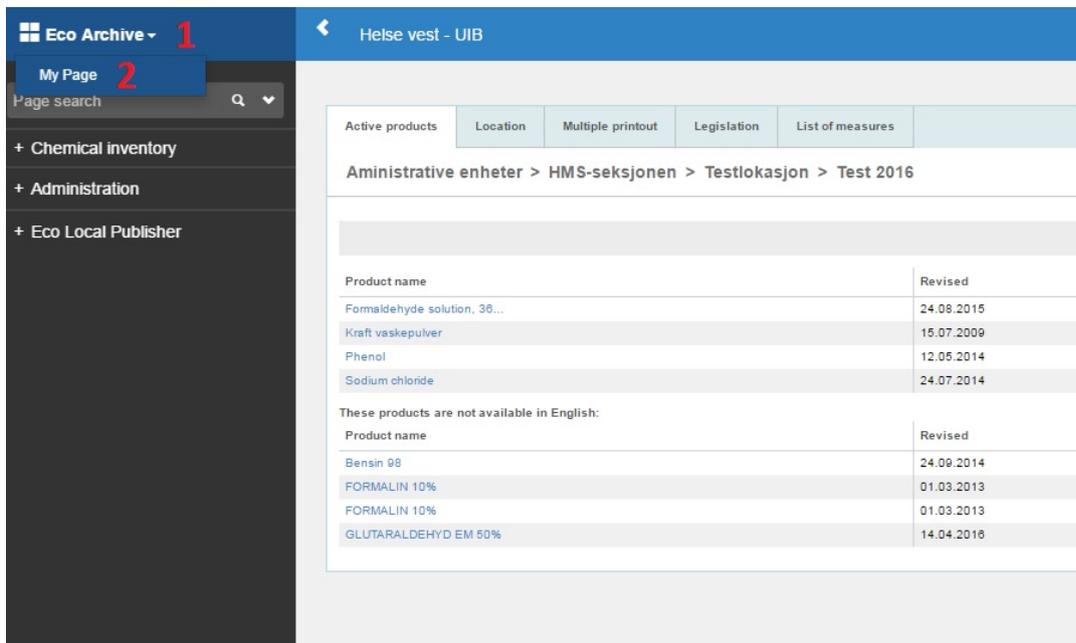
- a. Press “users” (a) in the administration menu on the left side

The screenshot shows the Eco Archive administration interface. On the left sidebar, the 'Users' menu item is circled in red and labeled with a red 'a'. The main content area is titled 'User administration' and features a 'Create new user' button circled in red and labeled with a red 'b'. Below this is a table of users with columns for Name, User name, Type of licence, E-mail, and Location. The table lists several users, including Selg, Aina Borve, Alexander Klevedal Madsen, Alf Helge Soyland, Alf Sepulveda, Amanda Edson, Amina Zemouri, Andrea Grimnes, Andreas Hejrol, and Andreas Neeje. Each row has a small black arrow icon on the right side, which is also circled in red.

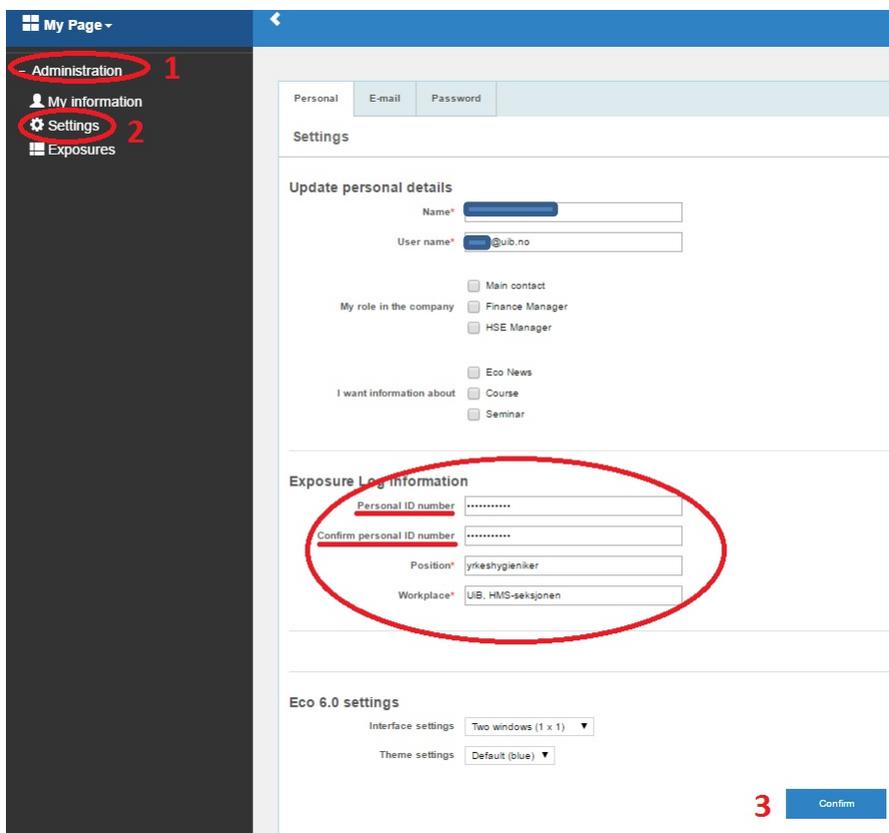
- b. “Create new user” (b) or select an already existing user and press the *black arrow* and select “Edit user information”.

The screenshot shows the 'Create new user' form. The 'Name' field is annotated with a red arrow and the text 'Your full name'. The 'User name' field is annotated with a red arrow and the text 'xxxxxx@uib.no NB! Always remember @uib.no in user name'. The 'E-mail' field is also present. Below these are options for 'Language for the Welcome mail' (English), 'Type of licence' (Read), and 'Choose location(s)'. There are checkboxes for 'Personal user' (checked), 'Multuser', 'Access to information', 'Register exposures', and 'Administer licences'. The 'Eco Exposure licence' checkbox is circled in red and annotated with a red arrow and the text 'Eco Exposure licence: Need this if you are going to register exposure.'. There are also three lines of text with arrows pointing to the 'Access to information', 'Register exposures', and 'Administer licences' checkboxes, explaining their purposes: 'Access to information: Only relevant persons (leaders, etc)', 'Register exposures: You need this if you are going to register exposures for other people.', and 'Administer licences: Only given to EcoOnline coordinators'. At the bottom, there are fields for 'Personal ID number', 'Confirm personal ID number', 'Position', and 'Workplace', followed by a 'Save' button.

How to add personal ID number. Press “Eco Archive” (1) in the upper left corner and choose “My page” (2).



Press the “Administration” (1) button and choose “Settings” (2). Add your personal ID number and press “confirm” (3).



To return to EcoOnline/Eco Archive. Press “My page” (1) in the upper left corner and choose “Eco Archive” (2).

The screenshot displays the user interface of EcoOnline/Eco Archive. On the left, a dark sidebar contains a menu with the following items: "My Page" (marked with a red '1'), "Eco Archive" (marked with a red '2'), "My information", "Settings", and "Exposures". The main content area is titled "Settings" and features a tabbed interface with "Personal", "E-mail", and "Password" tabs. The "Personal" tab is active, showing a section titled "Update personal details". This section includes two text input fields: "Name*" and "User name*", with the latter containing "@uib.no". Below these fields are three groups of checkboxes: "My role in the company" with options "Main contact", "Finance Manager", and "HSE Manager"; "I want information about" with options "Eco News", "Course", and "Seminar". At the bottom of the page, the text "Exposure Log Information" is visible.

How to register a single exposure:

Create exposure

Press “exposure” (1) in the administration menu. Choose the “Active” tab, and press the black arrow (2).

The screenshot shows the Eco Archive administration interface. On the left sidebar, the 'Exposure' menu item is circled in red and labeled with a red '1'. The main content area shows the 'User administration' section with a table of users. Below this, the 'Exposure' section is visible, with the 'Active' tab selected. The '+ Create new exposure' button is circled in red and labeled with a red '2'. A red circle with the number '3' is also present near the button.

Name	User name	Type of licence	E-mail	Location
Selg	Selg	Read	null	Universitetet i Bergen - Det medisinsk-odontologiske fakultet - Klinisk institutt 2 - Laboratoriebygget - 5. etasje NLB
Aina Borve	abo035@uib.no	Administrator	aina.borve@uib.no	Universitetet i Bergen - SARS Centre
Alexander Kleveland Madsen	ama035@uib.no	Read	ama035@student.uib.no	Universitetet i Bergen - Det matematisk naturvitenskapelige fak. - Institutt for biologi - HIB ny - 325-27C112 - Mifjotokskologi

Choose “create new exposure” (3). Fill in and press “Confirm”. Remember to add Workplace.

The screenshot shows the 'Create new exposure' form in the Eco Archive interface. The 'Workplace' dropdown menu is circled in red. The form includes fields for 'Name of exposure', 'Exposure date', 'Duration', 'Search in person list', 'Exposed person', 'Workplace', 'Protective equipment', and 'Comments'. A 'Confirm' button is located at the bottom right of the form.

Choose chemicals from the “search result” list.

NB! If the chemical does not have an English safety data sheet (SDS), the product is not available and we need to add the Norwegian version. Look below for detailed information.

Press “green arrow” to add the chemical.

The screenshot shows the Eco Archive interface. On the left is a navigation menu with options like 'Chemical inventory', 'Administration', 'My company', 'Statistics', 'Local search', 'Global search', 'Locations', 'Exposure', 'Phrase library', 'Reports', 'Users', 'SDS requests', 'Suggestions to EcoOnline', 'Upstream reporting', 'Subscription', 'Education', 'Manage information', and 'User manual'. The main content area is titled 'Helse vest - UIB' and shows 'Products linked to Exposure: - test'. Below this, there is a table with one entry: 'Etanol denaturated with acetone' from 'Kemetyl Norge AS' on '23.01.2009'. To the right of this entry, there is a green arrow icon circled in red, indicating the option to add the chemical.

If the chemical does not have an English SDS, you need to add a Norwegian version.

Press the “Local Search” (1) in the menu on the left, and choose “Advanced search” (2). Fill in the name of the chemical:

The screenshot shows the Eco Archive interface with the 'Local search' option (1) selected in the navigation menu. The 'Advanced search' option (2) is also selected in the search tabs. The 'Local search' form is visible, with the 'Product name' field containing the text 'formalin'. Other fields include 'Company name', 'Use area (SDS)', 'CAS no.', 'Internal no.', 'Article no.', 'Formula', 'R-phrases', 'S-phrases', and 'Hazard statements'.

Then choose the right location (1) and "Norwegian" language (2) and press Search:

Structure I Test 2016 ✕

Do not include sub-positions.

CLP labelling

Hazard symbol

Very toxic Toxic Corrosive Harmful Irritant Explosive Oxidizing Extremely flammable Highly flammable Dangerous for the environment

T+ T C Xn Xi E O F+ F N

Search type: Starts with Contains

Search result: Standard Unique

Language Norwegian

Search

Press the green button to add the chemical:

Products linked to Exposure: - Test of active exposure

Exposed person

Registration date 14.11.2016

Duration 00h 05m

No products are linked to this exposure.

Search result

Location	Product name	Company name	Date	H	Hazard
test 1	Formalin, 10%, Neutral Buffered, Wintergreen Scented	Sigma Aldrich Norway AS	16.01.2013		
Test 2016	FORMALIN 10%	MONTEBELLO DIAGNOSTICS AS	01.03.2013	Y	CLP
Test 2016	FORMALIN 10%	MONTEBELLO DIAGNOSTICS AS	01.03.2013		

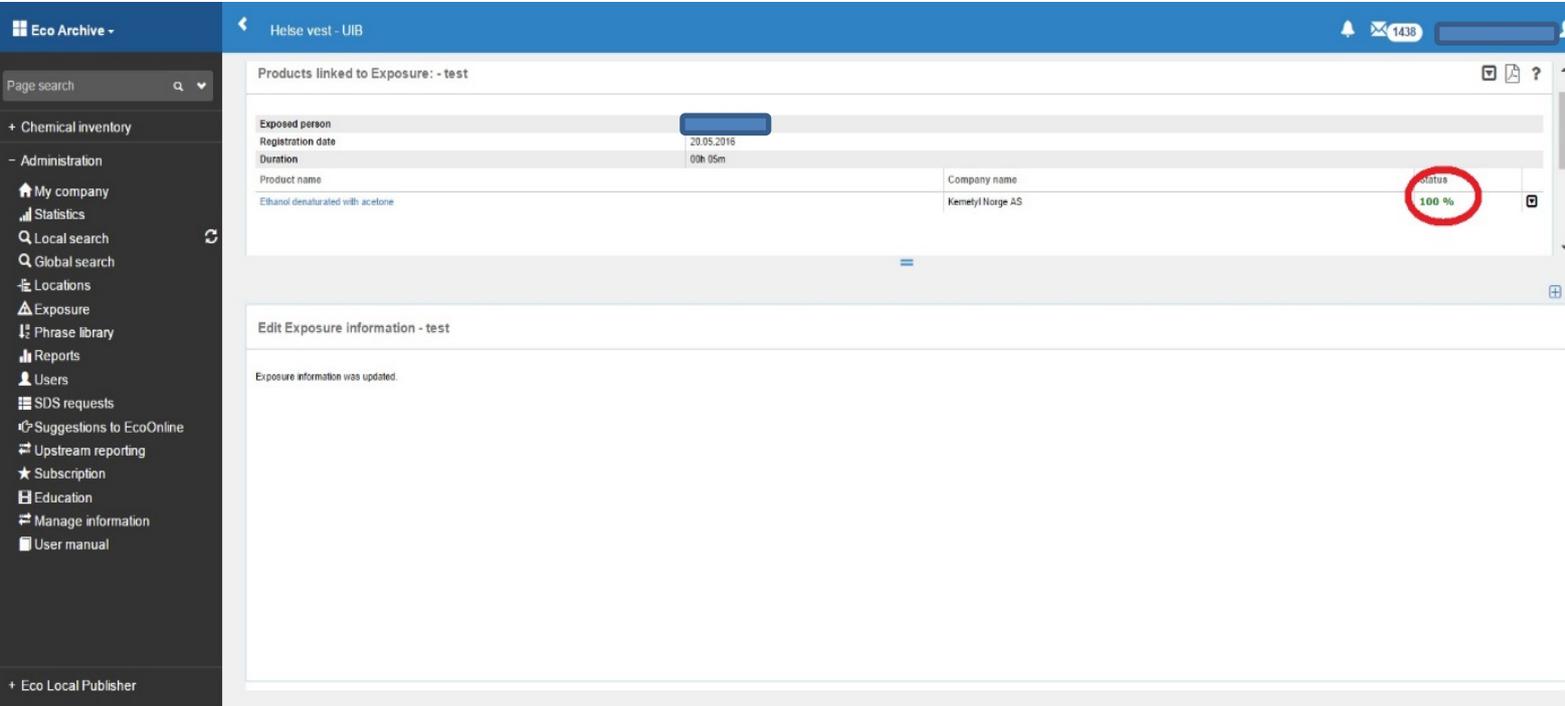
Showing 1 to 3 of 3 lines

Press the black arrow (1) behind the red 0 % mark and choose “edit information” (2).

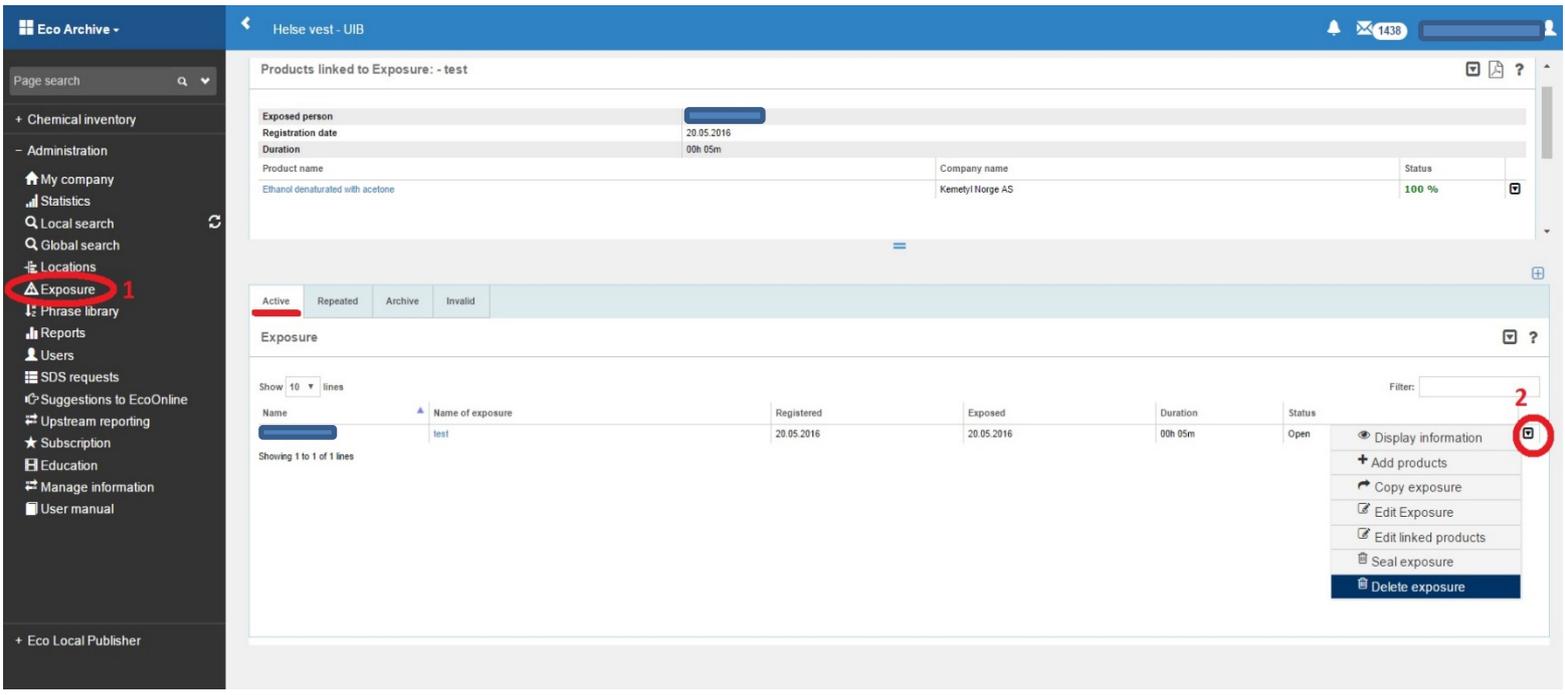
The screenshot shows the 'Eco Archive' interface for 'Helse vest - UIB'. The main area displays 'Products linked to Exposure: - test'. A table lists one product: 'Ethanol denaturated with acetone' from 'Kemetyl Norge AS', with a completion status of '0%'. A red circle highlights the '0%' status. Below the table is a 'Search result' section showing the same product details. A black arrow (1) points to the '0%' status, and a red circle (2) highlights the 'Edit information' button in the bottom right corner of the product entry.

The screenshot shows the 'Edit Exposure information - test' form. The product name is 'Ethanol denaturated with acetone'. Under 'Selected categories in the risk assessment', the following categories are checked: 'Carcinogenicity', 'Harmful to DNA', 'Lead or lead compounds', 'Biological factors, infection risk category 3 and/or 4', 'Asbestos', and 'Ionizing radiation'. The 'Meat work' category is unchecked. Below this, there are sections for 'Information that must be completed for selected categories: Carcinogenic / Mutagenic / lead or lead compounds', 'Biological factors, infection risk category 3 and/or 4', 'Asbestos', and 'Ionizing radiation', each with input fields. At the bottom, there is a 'Date fields that must be completed' section with a date picker for 'Date of medical examination'. A blue 'Confirm' button is at the bottom center.

c. Fill in the needed information and press “confirm” → 100 % status

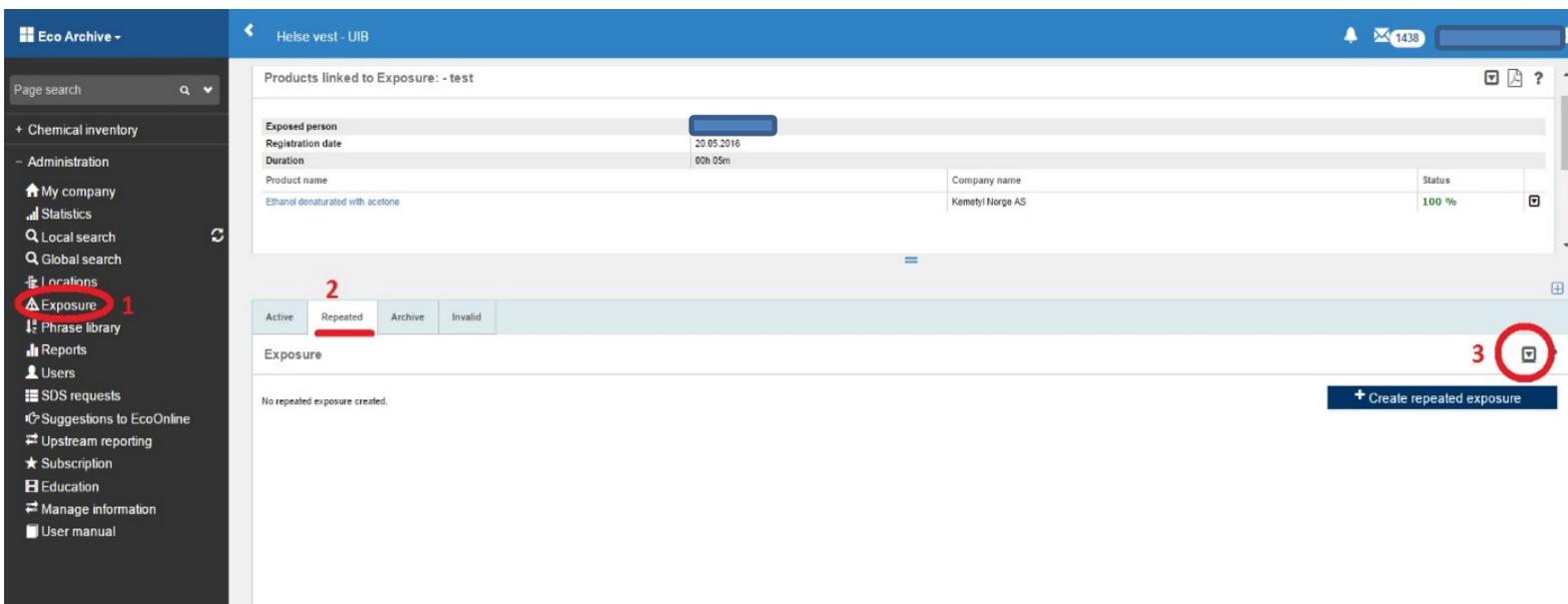


- 2) To delete or seal the exposure
 - a. Press "Exposure" in the left administration menu (1)
 - b. Choose the black arrow behind the exposure (2)
 - c. Choose Seal or delete exposure.



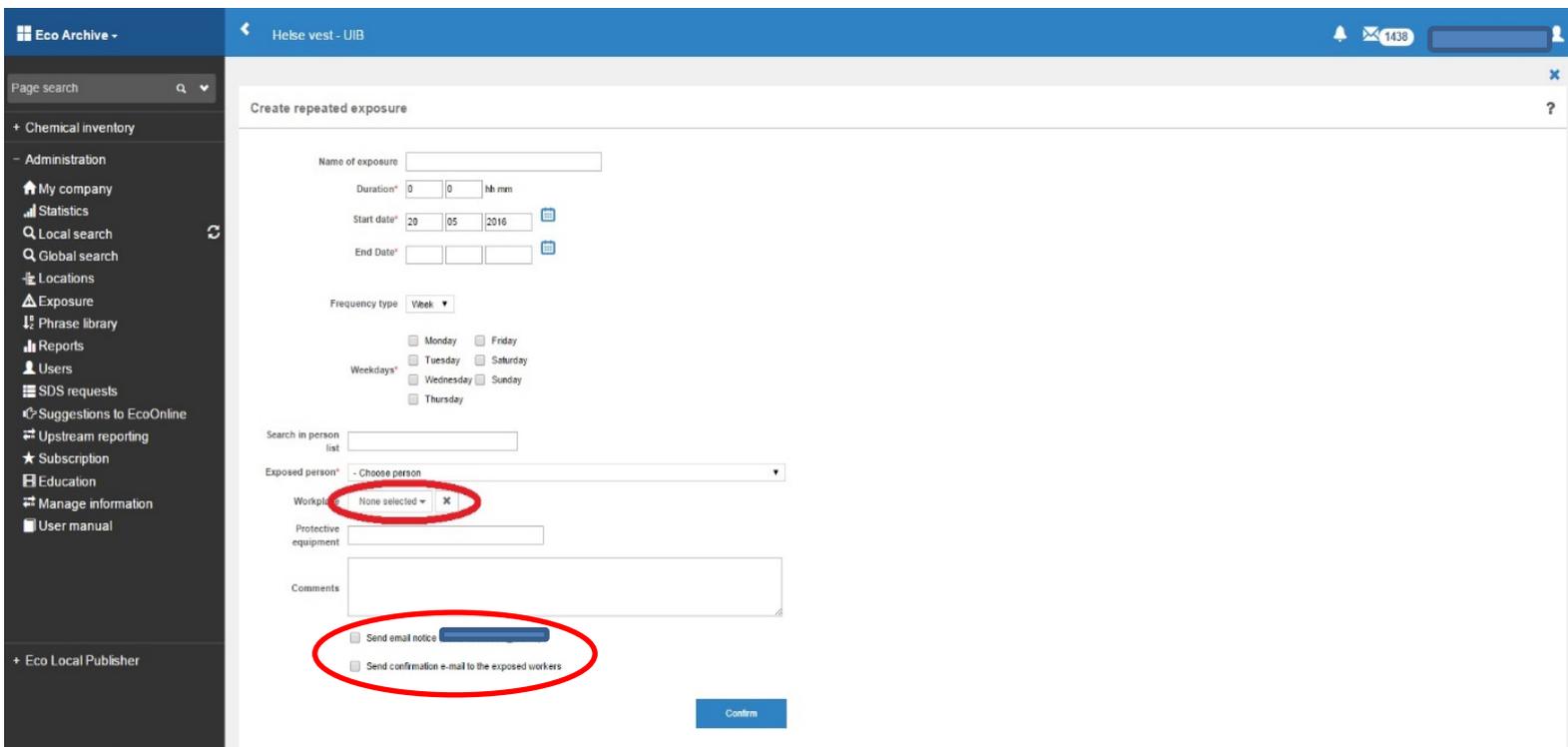
4. How to register repeated exposure:

a) In the Administration menu at the left, choose “Exposure” (1), choose the “Repeated” (2) tab and press the black administration button to create repeated exposure (3).



The screenshot shows the Eco Archive web application interface. On the left sidebar, the 'Exposure' menu item is highlighted with a red circle and the number '1'. In the main content area, the 'Repeated' tab is selected and highlighted with a red circle and the number '2'. In the top right corner of the main content area, a black button with a white plus sign and the text '+ Create repeated exposure' is highlighted with a red circle and the number '3'. The main content area also displays a table of products linked to exposure, with columns for 'Exposed person', 'Registration date', 'Duration', 'Product name', 'Company name', and 'Status'.

b) Fill in the needed information and press Confirm. NB! Make sure you have selected the workplace. Remember to tick both the “send email” and “send confirmation” boxes.



The screenshot shows the 'Create repeated exposure' form in the Eco Archive web application. The form contains several fields: 'Name of exposure', 'Duration' (0:00), 'Start date' (20/05/2016), 'End Date', 'Frequency type' (Week), and 'Weekdays' (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday). There is a 'Search in person list' field and a dropdown menu for 'Exposed person' (Choose person). The 'Workplace' dropdown menu is highlighted with a red circle. Below the 'Workplace' field, there are two checkboxes: 'Send email notice' and 'Send confirmation e-mail to the exposed workers', both of which are highlighted with red circles. A 'Confirm' button is located at the bottom right of the form.

c) Choose the chemical from the list and press the Green button. If the SDS is in Norwegian, then use local search to find it (see page 6-7).

d) Press the black arrow behind the 0 %, and choose “edit information”.

The screenshot shows the 'Eco Archive' interface. The top navigation bar includes 'Eco Archive', 'Helse vest - UIB', and a notification icon with '1438'. The left sidebar contains various menu items like 'Chemical inventory', 'Administration', 'My company', 'Statistics', 'Local search', 'Global search', 'Locations', 'Exposure', 'Phrase library', 'Reports', 'Users', 'SDS requests', 'Suggestions to EcoOnline', 'Upstream reporting', 'Subscription', 'Education', 'Manage information', and 'User manual'. The main content area is titled 'Products attached to repeated Exposure - test'. It displays a table with columns for 'Exposed person', 'Start date', 'End Date', 'Product name', and 'Company name'. The first row shows 'Ethanol denaturated with acetone' from 'Kemetyl Norge AS' with a '0%' status indicator circled in red. Below this is a 'Search result' section with a table showing 'Location', 'Product name', 'Company name', 'Date', 'H', and 'Hazard'. The first row shows 'Room 344 Hollabben', 'Ethanol denaturated with acetone', 'Kemetyl Norge AS', '23.01.2009', and hazard icons. A green button with a white arrow is circled in red in the bottom right corner of the search result table.

The screenshot shows the 'Edit Exposure information - test' form. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'Edit Exposure information - test'. It displays a form with the following sections:

- Product name:** Ethanol denaturated with acetone
- Selected categories in the risk assessment:**
 - Carcinogenicity
 - Harmful to DNA
 - Lead or lead compounds
 - Biological factors, infection risk category 3 and/or 4
 - Asbestos
 - Ionizing radiation
 - Mining work
- Information that must be completed for selected categories:**
 - Carcinogenic / Mutagenic / lead or lead compounds:**
 - Product concentration:
 - How did the exposure happen:
 - Biological factors, infection risk category 3 and/or 4:**
 - Type of work:
 - Asbestos:**
 - Name of doctor:
 - Ionizing radiation:**
 - Individually measured radiation doses:
- Date fields that must be completed:**
 - Date of medical examination:

 A red circle highlights the 'Edit information' button in the top right corner of the form. A 'Confirm' button is located at the bottom center of the form.

e) Fill in the needed information and press “Confirm”. This leads to 100 % status.

f) if you choose the “Exposure” (1) in the administration menu on the left you will now see the exposure registered on you (2), and you can also use the black administration button to delete or edit the repeated exposure (3).

The screenshot displays the 'Eco Archive' interface for 'Helse vest - UIB'. The left sidebar contains a navigation menu with 'Exposure' highlighted by a red circle and the number 1. The main content area is titled 'Products attached to repeated Exposure - test'. It shows a table with the following data:

Exposed person	Start date	End Date	Product name	Company name	Status
[Redacted]	23.05.2016	24.05.2016	Formaldehyde solution, 38.5-38%	Sigma-Aldrich Norway AS	100 %

Below this, there is a table for 'Exposure' with columns: 'type of exposure', 'Start date', 'End Date', and 'Status'. The first row is 'test', with '23.05.2016' and '24.05.2016' in the date columns. A red circle with the number 2 is around the 'test' entry. A context menu is open on the right, with a red circle and the number 3 around the 'Delete repeated exposure' option. The context menu includes: '+ Add products', '+ Create new exposure', 'Edit repeated exposure', 'Edit linked products', 'Generate exposures back in time', and 'Delete repeated exposure'.

Only chemicals that have the hazard number H-340, H-350 and H-350i are obliged to be registered in Eco Exposure.

Press Local Search (1) in the administration menu on the left. Fill in the Hazard statement (2) you are searching for. Make sure to give the right location in the “Structure 1” field (3). Scroll down and press “Search”. A list of all chemicals with the specific hazard statement will be listed.

The screenshot displays the 'Local search' interface in the Eco Archive system. The left sidebar contains a navigation menu where 'Local search' is highlighted with a red circle and the number '1'. The main search area includes the following fields and options:

- Product name:
- Company name:
- Use area (SDS):
- CAS no.:
- Internal no.:
- Article no.:
- Formula:
- R-phrases:
- S-phrases:
- Hazard statements: (circled in red with '2')
- Precautionary statements:
- Substances:
- OAR group:
- Product group (chosen):
- Date searches: Issued / Revised (dropdown)
- From date: (calendar icon)
- To date: (calendar icon)
- Limit: (dropdown)
- Filter: (dropdown)
- Discontinued status: (dropdown)
- Structure 1: (circled in red with '3') and a clear button (X)