**From:** Dave Baird Jr
**Sent:** Friday, October 01, 2010 2:46 PM
**To:** Mike Bonkalski; Greg Mitchell; Richard Ruthe; Richard Rebstock; Robert Bushek; Amy L. Pavnica
**Cc:** Jack Hawkins; Raymond Lewis; John E Anderson Jr.; Bridget K. Scerini; Eric D McHugh; Martha Michels; Nancy L Grossman; John P Cassidy; Timothy M Miller
**Subject:** IH Plan Database

To all,

The IH Plan system has been launched. The IH Plan system was created as part of several changes made concurrently in FESHM Chapter 5001-Industrial Hygiene Program to address a DOE finding, found during FSO’s AP Review of the Fermilab IH Baseline Exposure Assessment Program, to create more formal institutional requirements, expectations and guidance for elements of Fermilab’s IH program.  The IH Plan system links the IH Assessment Database, IH Samples Database as well as any IH related frESHTRK findings and displays and establishes Divisions/Sections/Centers assessment and/or sampling expectations for past, current and future years.

The IH Plan entry page is located with the other IH database entry pages at:

<http://www-esh.fnal.gov/pls/default/web_forms.apps?name=HS>

NOTE: This system has already been placed onto the new ESH Section webpage set to launch in mid October.

Amy was kind enough to be the first to enter information into the new system.  Remember that you begin by building your IH Plan by the end of October each year as required by FESHM 5001-Industrial Hygiene Program.  As Greg Mitchell pointed out when the system was first being demonstrated, take credit and add this IH Plan requirement into your annual D/S/C ESH Plans’. Remember, the IH plan is dynamic and can be added to during the course of the year.  Enter all your IH activities into the system.

Steps:

In the IH Plan system:

1. Entering your D/S/C
2. Enter a brief description of the Activity/Process for assessing or sampling
3. Enter a schedule date for when you plan on conducting the assessment or sampling.  If the assessment or sampling is part of a frESHTRK finding simply enter the finding number and the title will automatically appear.
4. Press the yellow “Save” icon. A IH Plan ID # will automatically be assigned

In the IH Assessment and/or IH Sampling databases:

1. Conduct your assessment and/or sampling and enter information into the corresponding IH Assessment database and/or IH Sampling database.  Be sure to enter the IH Plan # from the dropdown list to link your IH Plan to the correct activities.

In the IH Plan system:

1. Enter the appropriate Exposure Type (e.g., Acceptable, Uncertain, Unacceptable).  See FESHM 5001 for more detail.
2. Enter the completed date
3. Press the yellow “Save” icon.

The status of your specific or all D/S/C IH Plans are viewable at:  <http://www-esh.fnal.gov/pls/default/IH_Plans.html>

Please let me know if you have any questions,

Dave

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