IndustrySafe Industrial Hygiene Sampling Guide

This guide describes the process for entering the results of Industrial Hygiene Sampling using the IndustrySafe Safety Management Software. This includes both personal monitoring and area sampling and the agents and amounts detected.

1 Log in to IndustrySafe

1.1 Using your preferred browser, go to http://www.industrysafe.com

1.2 Click on the Login button at the top right corner of the page.

1.3 Enter your username and password and click the Submit button.

Note: If you forget your username or password, click the Forgot your password? button to have your username and a new password emailed to you. The next time you log in you will be asked to change your password.
2 Open on Industrial Hygiene Module

2.1 Click on the **Industrial Hygiene** tab

![Industrial Hygiene Module screenshot]

2.2 Click on the green and white addition sign and then click on **Add Sample**.

![Add Sample screenshot]

Note: Agents must be setup before adding sampling records.
3 Complete the Sampling Form

3.1 Select Type of Sampling and click the **Continue** button.

**Note:** Select **Personal Monitoring** if you conducted monitoring for a single individual, select **Area Sampling** if you conducted sampling for a specific work location.

3.2 If you select **Personal Monitoring** complete the **Basic Information** Section.
3.3 Complete the **Person Being Monitored** section.

3.4 Part 2 - If you chose **Area Sampling** instead of **Personal Monitoring** the only difference is at this stage you would be filling out the **Sample Location** section.
3.5 Complete the **Sampling Times and Duration** section.

Note: To edit the equipment list go to **System Functions** then **Edit Forms**, find the **Industrial Hygiene – Industrial Hygiene Sampling** recording form and the section for **Monitoring Equipment Information** and edit as needed.

3.6 Complete the **Monitoring Equipment Information** section.
3.7 Complete the **Results and Comments** section.

![Results and Comments section](image)

**Note:** After you enter the number of agents detected in the Number of Agents field, a sub-form will appear for you to enter information about the agents.

3.8 Complete the Agent sub-form that appears after you enter a value in the **Number of Agents** field.

![Agent sub-form](image)

**Note:** The limit for the agent will automatically be displayed based on the Limit Type, Shift Length, and Agency that you select.
3.7 Save the form.

4 Additional Features

4.7 If you want to attach supporting documents (Photos, etc.), click the Add File button.
4.8 To add corrective actions, click the **Corrective Action** button.

4.9 To generate a notification letter for the employee, click the **Print Notification Letter** button.
5 Adding an Agent

5.1 To add an agent click the green and white addition sign icon, and then click **Add New Agent**.
5.2 Fill out the **Basic Information** Section.

5.3 When you add a number to the Number of Agencies section, a new field will appear. Once the field is complete you can click Save to save the form.
6 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.