

## 12/22/2004 - What's New In PI Space Registration and SARA Reporting

This morning we are releasing PI Space Registration and SARA Reporting version 1.2. It incorporates many of the excellent suggestions you made to improve the systems ease of use. It also features the following:

- Delete Button for Rooms** - There is a new button to delete rooms\* accidentally added to a Roomset during PI Space Registration such as if you select the incorrect room number or you included office space that you would now like to delete. You will find this button on the "Room: Create/Change/Display" page.

- Improved Search Help for Rooms** - The search help to look up rooms now shows which rooms are available, which are already in use, and by whom.

- Copy Emergency Contacts by Room** On the "Room: Create/Change/Display" page, there is a new button to copy emergency contacts from one room to another, similar to the existing capability for hazards.

- Button to Add Emergency Contacts** From the "Room: Create/Change/Display" page, when you "Add Room Role" such as an EHS Room Representative or a Secondary PI, there is a now a radio button which you can select to automatically add the person as an emergency contact. This could save you time when you create the emergency contact list.

- SARA Threshold Quantities for Oils** - When you "Display SARA Worksheet", the printable worksheet to use during the SARA inventory process, you'll see that it now includes a note at end of the worksheet which explains that fuel oils, lubricating oil, and transformer oil do not need not be reported if the quantity in the Roomset is less than 55 gallons. There is also a message that clarifies that gases should be reported in pounds per gas cylinder.

- Improved Messaging** - Several error messages have been rewritten to be clearer.

**\*Note on Removing Rooms** Since the conversion to SAP, there have been numerous requests to update PI Space registration data that do not require a decommissioning (radiation surveys, chemical waste disposal, biological decontamination, etc.) of the space. We are allowing coordinators the option of deleting and re-registering rooms that are simply administrative changes without going through the decommissioning process for the first quarter of 2005. After this period, the delete function will only be for cases as cited above (mistakes in data entry). If any of your spaces require a true decommissioning of hazards, please complete the decommissioning process in conjunction with your EHS

Lead Contact. Once the EHS Office marks a room as “Decommission Complete” in the system, the room will be available to be added to another Roomset.

As always, let us know if you have any questions or if you need assistance using the PI Space Registration and SARA Reporting system. Send your questions to [environment@mit.edu](mailto:environment@mit.edu) or call the EHS Office at 2-3477 (2-EHSS) and we will get back to you as soon as possible.