EHS Coordinator Onboarding SOP

1. Purpose / Background
   The purpose of this document is to identify the procedures and systems an EHS Coordinator needs to know to fulfill his/her department, laboratory or center (DLC) EHS-MS duties, and to identify those responsible for onboarding an EHS Coordinator to her/his role and responsibilities.

2. Scope
   The audience for this Standard Operating Procedure (SOP) includes the DLC Coordinator, DLC Leadership and Staff, and EHS Office Staff responsible for onboarding an EHS Coordinator: DLC Head and / or DLC EHS Committee Chair, DLC Administrative Officer, Director of EHS Office, EHS Service Team Leads, EHS Lead Contact, DLC EHS Team Members, EHS Coordinator Liaison, and EHS Administrative Assistants.

   The SOP covers the topics and subtopics included in a DLC EHS Coordinator's DLC orientation (week 1), and her/his EHS training and onboarding activities that should take place during the first month of employment. It also identifies the set of system authorizations required for the Coordinator to access the technology components of the EHS-MS.

   It is not intended to substitute for training the EHS Coordinator in the subject matter itself. For EHS Coordinators who have been previously employed by MIT some of the following steps may be unnecessary.

3. Prerequisites
   An EHS Coordinator who is new to MIT will need to be added to MIT's Human Resources database by DLC Administrative Staff. DLC Administrative Staff also needs to help the DLC EHS Coordinator obtain an MIT ID and Kerberos ID and Password.

4. Procedures
   4.1 DLC Administrative and EHS Orientation
   DLC Administrative Staff, in conjunction with MIT Human Resources (HR) assists the EHS Coordinator with all the aspects of being a new hire in its DLC. Effective September 2013, there is a New Hire website available via the Human Resources to assist with this process (http://hrweb.mit.edu/welcome/). New hire procedures include, but are not limited to setting up HR records, payroll, and benefits, as well obtaining an MIT ID and Kerberos ID.

   DLC Admin Staff also assists the Coordinator in obtaining office space and equipment, telephone and network connectivity, access to a printer, and a personal computer (usually a laptop). DLC Admin Staff discusses how to get computer support (DLC Information Technology Staff and / or IS&T Computing Help Desk), how to secure and update software, and the level of administrative or other support that is available to the Coordinator.

   Admin Staff also discusses DLC policies and procedures. DLC Admin Staff gives her / him a tour of the DLC facilities, introduces the EHS Coordinator to DLC head quarter office staff, and if possible, sets her/him up with a meeting with the DLC Head, who is the EHS

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Coordinator’s supervisor. The DLC Head or her / his designee (e.g. DLC Administrative Officer) meets with EHS Coordinator to set her/his expectations for DLC compliance with the Environment, Health and Safety Management System standards and procedures for training, inspections, emergency preparedness, and accident/incident prevention and mitigation, the MIT Working Alone Policy and the MIT Personal Protective Equipment Hazard Assessment Policy. The DLC Head / designee describes the role of the Coordinator in meeting those DLC EHS standards.

The Head / designee describe the communications and issues escalations procedures for the Coordinator to follow in order to keep both the Head and the DLC EHS Committee informed about DLC EHS performance. The Head / designee describes the schedule, role and makeup of the DLC EHS Committee.

The DLC Head / designee gives the EHS Coordinator (and, if possible, the DLC EHS Lead Contact) an overview of the range of research being conducted in the DLC, the types of hazardous materials or procedures that need to be managed in order for the research to be conducted safely, and any DLC-specific standard operating procedures. The DLC Head / designee briefs the Coordinator on any historical incidents of note and the outcome of the incidents. Finally, the DLC Head / designee introduces EHS Coordinator to faculty and EHS Representatives.

4.2 EHS Management System Orientation and Onboarding

4.2.1 EHS-MS Coordinator Liaison (week 1) sets up all the appropriate system access permissions for the Coordinator for the EHS Management System. This includes PI/Space Registration, Chemical Reporting, MIT Learning Center, Chemical Inventory (if applicable), Inspections, MIT Data Warehouse, and the EHS Coordinator intranet EHS.MIT.EDU. The Liaison also adds the Coordinator to all applicable EHS Coordinator email aliases.

Once these authorizations have been created, the liaison will schedule a meeting with the Coordinator and the EHS Lead Contact, the DLC Support Team, and as needed, the Service Team Leads to train the Coordinator on the details of the EHS-MS implementation in the DLC. The Liaison will provide an end to end system demo at that meeting to frame the context of the Lead Contact’s discussion of the function of the EHS-MS in the DLC.

The Liaison meets with DLC EHS Coordinator to train him or her on all the Information Technology aspects of the EHS-MS. This includes, but is not limited to, how to update DLC System Preferences and PI/Space Registration; how to submit an annual Chemical Regulatory Report; how to monitor DLC Training compliance (the EHS Training Needs, Courses and Classes, Training Reconciliation available in the MIT Learning Center); how to submit an Inspection Report, and how to access the EHS-MS Data Warehouse / Reporting components of the management system.

The Liaison also reviews EHS-MS web content available on EHS.MIT.EDU, including the EHS-MS Manual, forms, Standard Operating Procedures, EHS Program Content and the location of various tools and guidance used to complete EHS-MS requirements. 

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The Liaison also orients Coordinator on how to access EHS-MS support resources (e.g. DLC EHS Support Team, calling EHS at 2-EHSS or 2-3477, or emailing environment@mit.edu, etc.).

Please refer to Appendix D for the EHS Coordinator Checklist for a full list of the Liaison’s EHS Coordinator onboarding tasks.

4.2.2 **EHS Lead Contact** - The Lead Contact discusses the overall DLC EHS-MS mission, goals, organization, operations and procedures; and the respective roles and responsibilities of the EHS Coordinator and EHS Staff in fulfilling these aspects in the Coordinator’s DLC.

The Lead Contact will have an in-depth discussion of the DLC-specific details of the EHS-MS implementation. This will include the importance of maintaining the DLC’s EHS organization in the PI/Space Registration system; maintaining hazard identification and emergency contact information in PI/Space Registration; facilitating or participating in DLC Emergency Preparedness and Business Continuity planning; monitoring EHS training compliance; maintaining a Chemical Inventory and facilitating compliance with annual regulatory chemical reporting requirements; monitoring for local compliance with the weekly Level I Inspections in the lab; performing and following up on Level II Inspections; reporting and following up on Incidents / Injuries; monitoring compliance with EHS Standard Operating Procedures (SOPs); developing and implementing DLC SOPs; and participating in Lab Design.

The Lead Contact discusses how s/he works in partnership with the Coordinator to accomplish these goals. The Lead Contact describes the role of the members of the DLC’s EHS support team and provides the Coordinator with their contact information. The Lead Contact describes procedures used to monitor and manage the types of hazards in use in the DLC, discussing trends in the DLC’s Level II Inspection findings and best practices, and any areas of concern.

The Lead Contact describes the DLC Chemical Hygiene Plan and the role of the Coordinator in its annual review, update, and submission. The Lead points out any EHS Standard Operating Procedures (SOPs) which are particularly relevant to the DLCs research. The Lead Contact briefs the Coordinator on the requirement to be able to monitor the use of Chemicals of Interest (COIs) from the Department of Homeland Security, including the reporting requirement for labs to notify their Coordinator if they order a chemical that is on the MIT short list of chemicals from the DHS list that have very threshold values (see the Chemical Security web pages - [http://ehs.mit.edu/site/content/chemical-security](http://ehs.mit.edu/site/content/chemical-security)).

Finally, the Lead Contact takes the Coordinator on a tour of the EHS office and facilities and introduces the EHS Coordinator to EHS management and the other members of the EHS staff.

Please see Appendix C for the EHS Lead Contact’s EHS Coordinator Orientation Checklist.
4.2.3 **EHS DLC Support Team Members** introduce the EHS Coordinator to the EHS programs and services provided by his / her respective EHS program during the initial EHS Coordinator Meeting. Each team member highlights the Standard Operating Procedures specific to the EHS program that may be relevant to the DLC.

EHS DLC Support Team members subsequently provide updates of program changes to EHS Coordinators during EHS Coordinator Meetings, or, as needed, in one on one meetings. It also includes communicating with the Coordinator about the requirements of the Building Emergency Evacuation Plan and Business Continuity program in conjunction with the Security and Emergency Management Office (SEMO).

4.2.4 **EHS-MS Service Team Leads** participate in the initial meeting with the EHS Coordinator and periodically provide information about programs and services provided by the team through presentations made at EHS Coordinator Meetings. These Service Teams include the Training, Organization, Inspections, Communications, Emergency, Laboratory Design and Construction, Regulated Waste, and Technology Service Teams.

5. **Roles & Responsibilities**

5.1 **Department, Laboratory or Center**: Responsible for orienting the EHS Coordinator in all DLC procedures and best practices, including those that are DLC-specific for its implementation of the EHS-MS as described in section 4 of this SOP. In addition, the DLC Head or designee is responsible for providing direct supervision to the EHS Coordinator, including providing an annual review of the EHS Coordinator's performance in his/her role. The Department Head, working in conjunction the DLC EHS Committee Chair as appropriate, is also responsible for being available to the EHS Coordinator to discuss issues and non-conformances with the DLC EHS-MS that arise, and to take action and apply consequences to the DLC, to lab or work groups, or to individuals to resolve these issues.

5.2 **EHS Office**: Responsible for orienting and onboarding the EHS Coordinator in all aspects of the EHS-MS as described in section 4 of this SOP. In addition, the Director of the Environment, Health and Safety Office is responsible for monitoring the progress of the EHS Coordinator's training, including making resources available to provide this training. The EHS Lead Contact is responsible for ensuring that the Coordinator is familiarized in all aspects of the EHS-MS for the DLC and for providing ongoing mentoring. The DLC EHS Team and the EHS Service Team Leads are responsible for promptly responding to questions from the EHS Coordinator relating to their discipline both during and after the training period. And finally, the EHS-MS Coordinator Liaison is responsible for training the Coordinator on how to use the EHS-MS technology and for ensuring that the EHS Coordinator's authorizations and access to systems are kept up to date.

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6. Training

6.1 EHS Office:

6.1.1 It is the responsibility of the EHS-MS Coordinator Liaison to complete the following:

- Provide training about the EHS-MS live course upload technology.
- If applicable, train how to use the Chemical Inventory application and
- Using EHS-MS dashboard and web-based reports.
- Provide training about the EHS-MS Training Needs, registering for live classes, and Training Reconciliation in the MIT Learning Centers;
- Provide training about the PI/Space Registration and Chemical Reporting systems; and
- Provide training about the Inspections System.

6.1.2 It is the responsibility of the EHS Lead Contact to complete the following:

- Provide training about the Supervisors Injury Report System;
- Provide training in all DLC-specific aspects of the EHS-MS; and

6.1.3 It is the responsibility of the EHS Office Program Staff/DLC Support Team Member to complete the following:

- Provide training about DLC-relevant EHS program regulatory compliance and best practice that are specific to the hazards in the Coordinator’s DLC.

6.2 EHS Coordinator:

6.2.1 It is the responsibility of the new DLC EHS Coordinator to complete the following:

- Read this EHS Coordinator Onboarding SOP.
- Read the EHS-MS Manual (Link provided in References section 9.1).
- Read the MIT EHS Policy.
- Complete EHS Training Needs (TN) and required EHS Training via MIT Learning Center.
- Read all the SOPs associated with the EHS-MS that pertain to his/her DLC.
- Read the Chemical Hygiene Plan and/or Hazard Communication Plan and the Emergency Preparedness Plan / Business Continuity Plan for his/her DLC.
- Sign up for and take next available EHS Rep Orientation.
- Find out about Advanced RCRA and other advanced trainings required for the role and complete.

7. Monitoring Requirements

EHS Coordinators are encouraged to run EHS Training Reports on a regular basis, at least twice a year to verify accuracy and training compliance in preparation for the semiannual Level II lab inspections. PI Space Registration can be updated by EHS Reps, but needs to be periodically reviewed by the EHS Coordinator for missing or out-of-date data. Open Finding inspection reports should be run and/or the Inspections Task List in the EHS-MS SAP system should be referenced monthly after an inspection has been submitted to make sure findings are being addressed. It is the responsibility of the EHS Coordinator to facilitate closing findings in his/her DLC, with the assistance of the EHS Lead Contact / Support Team, and /
8. **Record Management**

8.1 **EHS Office:**
All data entered into the EHS-MS, Training, Space Registration, Chemical Reporting, Inspections, and Incidents are kept in the MIT Data Warehouse and can be accessed via reporting tools provided by the EHS Office. Chemical Inventory data that has been added to the MIT-sponsored Chemical Inventory system is not retained in the MIT Data Warehouse, however it is available for extraction as an Excel spreadsheet upon request (contact the EHS-MS Coordinator Liaison for assistance). Paper rosters of EHS training sessions are kept in files in the EHS Office and archived based on the EHS-MS Records Retention schedule.

8.2 **DLC:**
DLCs may keep copies of training records locally if they like. It is encouraged to keep a local file of DLC training rosters from live classes, i.e. Lab Specific Chemical Hygiene Training and Signature of the DLC Chemical Hygiene Form. These are not routinely kept in the EHS Office training files. The EHS Coordinator is responsible for ensuring that the DLC EHS records that are retained conform to the guidelines of MIT's Records Retention Schedule.

The EHS Coordinator is also responsible for retaining records of the following: the DLC EHS Representative Meeting and the DLC EHS Committee Meeting (each must be convened at least annually).

9. **References**

Useful links

9.1. Bookmark Link to EHS-MS SAP Applications: [http://ehs.mit.edu/site/content/ehs-management-system](http://ehs.mit.edu/site/content/ehs-management-system)

9.2. EHS-MS Manual: [http://ehs.mit.edu/site/content/ehs-ms-manual](http://ehs.mit.edu/site/content/ehs-ms-manual)

9.3. EHS.MIT.EDU Web Site: [http://ehs.mit.edu/site/](http://ehs.mit.edu/site/)

9.4. EHS Services, Topic Index: [http://ehs.mit.edu/site/topic](http://ehs.mit.edu/site/topic)

9.5. EHS SOP/SOGs, Fact and Guidance Sheets (MIT Certificates Required): [http://ehs.mit.edu/site/sops](http://ehs.mit.edu/site/sops)

9.6. MIT Working Alone Policy: [http://ehs.mit.edu/site/content/mit-working-alone-policy](http://ehs.mit.edu/site/content/mit-working-alone-policy)

9.7. MIT PPE Hazard Assessment Policy:

9.8. EHS Training: [http://ehs.mit.edu/site/training](http://ehs.mit.edu/site/training)


9.11. Chemical Safety (Inventory/Chemical Hygiene Plan): [http://ehs.mit.edu/site/chemical_safety](http://ehs.mit.edu/site/chemical_safety)

9.11.1. Green Chemicals: [http://ehs.mit.edu/site/content/green-chemical-alternatives-purchasing-wizard](http://ehs.mit.edu/site/content/green-chemical-alternatives-purchasing-wizard)

9.13. Level I & II Inspection Tools: https://ehs.mit.edu/site/content/inspections-level-i-level-ii


9.15. Radiation Protection: http://ehs.mit.edu/site/rpp


9.17. Tools for EHS Representatives: http://ehs.mit.edu/site/content/tools-ehs-representatives


9.19. Cognos Training Reports (requires data warehouse permissions: http://reports.mit.edu (Select IBM Cognos content / Departmental Reports / EHS DLC Reports)


10. Definitions

EHS-MS: EHS Management System. Created out of a Consent Decree with the EPA, and US Justice Department. It is the system that MIT has developed to provide management and oversight of all its EHS related issues.

EHS Lead Contact: EHS-MS Role, member of the EHS Office, every DLC has one. The person is a resource for the EHS Coordinator, who can help get questions answered, training completed and services provided. Serves as a member of the DLC EHS Committee.

EHS Team: EHS-MS Role, one person per EHS program, as necessary, is assigned to each DLC to serve as the program resource for the DLC. These people help support the EHS Lead Contact in successfully completing their role with supporting the EHS Coordinator specifically within their EHS program disciplines.

EHS Representative (Rep): EHS-MS Role, person identified by a PI or supervisor to help them with their lab/space responsibilities, i.e. review PI training reports to make sure accurate (not missing anyone, identify people who have left, help remind people to complete training), update PI Space Reg. If not identified will default to PI or supervisor. The EHS Rep is also usually assigned to be the lab or work area Chemical Reporter and have the responsibility for and ability to perform the lab’s semi-annual training reconciliation (see below).

EHS Training Needs (TN) in the MIT Learning Center: An online wizard to help users self-identify their DLC/PI affiliation, and EHS Activities and training required for these activities with links to register for classroom training and/or completion of web training.

Training Reconciliation System in the MIT Learning Center: An online system used to validate and update the individuals who affiliated with the DLC's PIs when they completed their EHS Training Needs. The system provides the ability for the training reconciler to mark those who are no longer affiliated with the PI as inactive or to remove incorrect PI affiliations. The system also provides the ability to add new PI affiliations to those who should be affiliated with the PI. When a PI affiliation is added for a person, the system then sends an
email prompt to the person to review and update their EHS activities. The role of lab training reconciler is automatically granted to a roomset PI or EHS representative via the PI/Space Registration System. Additional people can be granted this lab-level administrative permission via the Training Reconciliation Application itself by anyone with an Training Reconciler level role in the system.

**DLC Training Reconciler:** a role administered via the MIT Roles database authorizing a person to update training affiliations for any PI in designated DLC/s. The EHS Coordinator has this authorization automatically.

**PI Space Registration:** An online system that is used to identify PIs within a DLC, the rooms and potential hazards they are responsible for in a roomset, the people who help the PI maintain the data (i.e. EHS Rep, Chemical Reporter, and EHS Coordinator, etc.) and people who should be contacted in an emergency.

**Chemical Reporter:** EHS-MS Role, person identified by a PI to help them with the annual regulatory Chemical Report Submission. Usually same person as Rep, but can be different. If not identified will default to PI.

**Chemical Report Submission:** Annual report that must be sent by MIT to local enforcement agencies by March 1st each year. Assigned EHS Chemical Reporter documents and submits a list of specific chemicals identified as particularly hazardous for each room within a roomset, using the automated PI/Space Registration and Chemical Reporting system. The EHS Office then compiles the information and sends it to the agencies.

**Chemical Inventory:** Required by the MIT Committee on Toxic Chemicals for all labs using the following chemicals: Hazardous chemicals include chemicals for which there is statistically significant evidence of health effects following exposure and flammable and explosive substances. Unusually toxic or hazardous materials include substances with a high degree of acute and/or chronic toxicity. They may include explosives, certain highly reactive and/or corrosive substances. Unusually toxic chemicals are those that meet the OSHA definition of high acute toxicity (oral LD50 <50mg/kg, skin contact Ld50 < 200 mg/kg, or inhalation LC50 <200 ppm in air). Chemical Inventory also includes gases, solvent, and fabricated nanomaterials.

**Inspections:** There are 2 levels of inspections:
- **Level I:** weekly inspections of rooms, especially SAAs. A weekly inspection checklist can be found online at: [http://ehs.mit.edu/site/content/inspections-level-i-level-ii](http://ehs.mit.edu/site/content/inspections-level-i-level-ii)
- **Level II:** conducted twice annually by the EHS Coordinator in addition to, or by qualified inspection designees. Conducted for each roomset within a DLC. The EHS Lead Contact must accompany one per year.

**Building Emergency Evacuation Plan Coordinator:** In DLCs where there is no other Building Emergency Evacuation Plan Coordinator identified, the EHS Coordinator has this role. The requirements for this role include ensuring that the Building Emergency Evacuation Plan and Business Continuity Plan is kept updated and its contents communicated and made available to DLC personnel.
Appendix A: EHS Coordinator Position Roles

A. Oversee the day-to-day activities within the Department, including:
   - Support DLC leadership in ensuring departments are implementing their responsibilities under MIT's EHS management system.
   - Facilitate compliance with environmental, health, and safety laws (i.e., EPA, and OSHA) and regulations.
   - Facilitate compliance with "MIT EHS best practices" (such as SOPs.).

B. The EHS Coordinator's responsibilities include:
   - In partnership with the Lead Contact, enroll new PI / Supervisors in the EHS-MS, discussing roles and responsibilities;
   - Support the department heads / laboratory directors, and Principal Investigators / Supervisors in their efforts to effectively implement the EHS-MS;
   - Work closely with the Lead Contact and other designated EHS staff to assure that EHS requirements are satisfied.
   - Evaluate whether all activities in the department, lab, or center and in each individual lab, facility, or space meet EHS requirements;
   - Generally recognize and understand the use of potentially hazardous materials (e.g., chemical / biological / radioactive hazards, lasers, etc.) and how to conduct potentially hazardous activities in accordance with EHS requirements in conjunctions with the EHS Office;
   - Escalate EHS-MS issues that arise in the department that are not addressed locally to the EHS Issues Committee as part of the Level II twice a year inspection report;
   - Actively seek approaches, methods, and techniques to reduce or avoid the use of hazardous materials where appropriate and disseminating this information; and
   - Communicate and disseminate information about the EHS Management System matters throughout the DLC with department PIs, staff and students.

C. Key activities involved in fulfilling these responsibilities include, but are not limited to, the following:
   - Meet with new PI / Supervisors, along with the Lead Contact, to introduce them to the requirements of the EHS-MS and to EHS Office services.
   - Ensure new EHS Reps are oriented to their role and responsibility, encouraging EHS Reps to take orientation course.
   - Hold regular meetings with department EHS Reps about the status of the EHS-MS labs implementation. (Note: minimum is at least annually.)
   - Working with department leadership, ensure that the EHS Committee meets at least annually to review EHS-MS status and address issues. Communicate the particulars of these meetings to the EHS Office via the Lead Contact, including date, time, attendees, agenda, and significant decisions / actions. The EHS Coordinator serves as Co-chair of the department's EHS Committee when appropriate.
   - Set up and maintain PI roomset information in PI Space Registration. Validate that local labs are updating hazards information and emergency contacts and that up to date green cards are being posted.
   - Validate that the annual regulatory Chemical reporting requirement is being fulfilled in the labs.
   - Validate that weekly Level I Inspections are being performed by EHS Reps.
   - Conduct department-wide Level II Inspections twice a year*, with participation by the Lead Contact and/or EHS staff at least once a year. Input Inspection findings and report on these to PIs, EHS Reps and EHS Office in a timely manner. Follow up on open Documented Closure Required (DCR) findings or issues that require a re-inspection. (Note: Level II Inspections are required once a year in DoF, DSL, and DCM.)
• Identify when consequences have been applied in the DLC, either as a result of a Level II Inspection or an Incident, and communicate about the consequences to the Lead Contact. Identify that restrictions have been applied in the Level II Inspection system when these result from an inspection finding.
• Check for compliance with the EHS Training Needs and Training course completion in the MIT Learning Center.
• Ensure that twice annual Training Reconciliation of PI affiliations is being completed by EHS Reps and/or Training Reconcilers in the MIT Learning Center.
• Facilitate answering EHS questions that arise in the department, assist with coordination of special EHS requests, and participate in the department's special projects that are geared to managing environment, health and safety matters.
• Participate in the preparation of the DLC’s Building Emergency Evacuation and Business Continuity Plan. (Note: the EHS Coordinator is the Building Emergency Evacuation Plan Coordinator if none other has been designated in the DLC.)
• Respond to DLC emergencies or be a communications link during DLC emergencies.
• Participate in after action reviews of incidents that occur in the DLC.
• Prepare an annual report on the status of the health and effectiveness of the EHS-MS in the DLC and send it to the Department Head, the EHS Committee, and the EHS Office.
• Communicate with Director of EHS when the DLC can't meet the requirements of the EHS-MS.
• Develop and manage the DLC EHS-MS budget as applicable.
• Attend quarterly EHS Coordinator meetings.
• Participate in the EHS Working Committee and/or on EHS-MS Service Teams if interested.
Appendix B: Lead Contact Position Roles

A. Working in partnership with the DLC EHS Coordinator, act as the primary EHS liaison for EHS matters and concerns. These include the following:

- Support EHS Coordinator in their work with DLC leadership to ensure departments are implementing their responsibilities under MIT's EHS management system.
- Assist EHS Coordinator with facilitating compliance with environmental, health, and safety laws (i.e., EPA, and OSHA) and regulations and determine what applies to the DLC.
- Assist EHS Coordinator with facilitating compliance with "MIT EHS best practices" (such as SOPs, etc.).

B. The EHS Lead Contact's responsibilities include:

- In partnership with the EHS Coordinator, meet with new PI / Supervisors to discuss their roles and responsibilities in the EHS-MS;
- Support the EHS Coordinator in ensuring that all activities in the DLC and its labs, facilities and spaces meet EHS requirements;
- Work with other designated EHS staff to assure that EHS requirements are satisfied in the DLC;
- Address or route DLC questions on the proper handling / use of potentially hazardous materials or equipment (e.g., chemical / biological / radioactive hazards, lasers, etc.) and how to conduct potentially hazardous activities in accordance with EHS requirements and in a way that meets the goals of the DLC and minimizes the risk of an incident;
- Provide information and assistance to EHS Coordinator to encourage approaches, methods, and techniques to reduce or avoid the use of hazardous materials where appropriate and disseminating this information in the DLC; and
- Report annually to the Director of EHS on the status and effectiveness of the EHS-MS in the DLC.

C. Key activities involved in fulfilling these responsibilities include, but are not limited to, the following:

- Meet with new PI / Supervisors, along with the EHS Coordinator, to introduce them to the requirements of the EHS-MS and to EHS Office services;
- Assist EHS Coordinator to communicate recommendations to department PIs, staff and students on EHS-MS matters;
- Assist Coordinator in preparing content for holding regular meetings with department EHS Reps about the status of the EHS-MS in the DLC. (Note: the minimum is at least annually.);
- When applicable, escalate DLC's EHS-MS issues to EHS leadership (Deputy Director and/or the Director of the EHS) when the issues are not being effectively addressed in the department and/or not being assigned to the Issues Escalation Committee during a Level II Inspection;
- Help the EHS Coordinator prepare content for and/or attend the at least annual EHS Committee meetings to review EHS-MS status and address issues. Communicate the logistics of these meetings to the EHS administrative staff to be recorded centrally. The Lead Contact serves as a member of the department's EHS Committee;
- Working with EHS-MS Coordinator Liaison and EHS-MS Support Staff, assist EHS Coordinators to get the support needed to set up and maintain all aspects of the DLC's EHS-MS information;
- Check during the Level II Inspections that weekly Level I Inspections are being performed by EHS Reps;
- Assist the EHS Coordinator with the department-wide Level II Inspections by participating in, or by arranging for appropriate EHS staff to participate in at least one of the two inspections required for each lab or area per year. This activity includes using the MIT Learning Center to review compliance with EHS Training requirements. (Note: Level II Inspections are required once a year in DoF, DSL, and DCM).;
- Review the Level II Inspections data that is entered into the EHS-MS Inspections database. Assist EHS Coordinators as needed in following up on resolution of inspections Documented Closure Required (DCR) findings with the EHS Office, or other designees;
- If needed, provide support to EHS Coordinators when they follow up on open findings or issues that require a re-inspection;
- If there are issues with the DLC Level II Inspections process, work with EHS Coordinators to resolve the issues;
- Support EHS Coordinator in answering EHS questions that arise in the department, including assisting with coordination of special EHS requests;
- Assist EHS Coordinator in reviewing DLC’s special projects to recommend safer ways to achieve goals that are geared to managing environment, health and safety matters;
- Escalate EHS-MS nonconformance / regulatory noncompliance issues that have not been satisfactorily resolved by working with the EHS Coordinator and the EHS Committee to EHS leadership for further action;
- Communicate to Director of EHS when consequences have been applied in the DLC, either as a result of a Level II Inspection or an Incident;
- Prepare annual report to EHS management on the status and effectiveness of the EHS-MS in the DLC and submit to the Director of EHS;
- Attend quarterly EHS Coordinator meetings; and.
- Participate in EHS Working Committee and/or EHS-MS Service Teams if interested.
APPENDIX C.
EHS Coordinator Orientation Checklist for Lead Contact and DLC Team Members

General Information:
Coordinator Name: __________________________ Date: __________________________
Kerberos/Email: __________________________ Office: __________________________ Phone: __________________________
Primary Assigned DLC(s): __________________________ DLC Lead Contact: __________________________
DLC Team Members: __________________________

Part I: Orientation and Introductions – (with DLC EHS Team and other EHS Staff as needed)
☐ Organization and role / responsibilities of the EHS Office and its programs (each team member covers his/her program)
☐ Background on EHS-MS and Consent Decree
  ☐ Role of the Working Committee
  ☐ Role of the Institute Council on EHS
☐ Role / responsibilities of the Lead Contact / DLC EHS Team
☐ History of EHS / Coordinator partnership in his/her DLC
☐ Provide introduction to EHS Office Leadership and Staff (Program Leads, Service Teams, EHS Coordinator Liaison, etc.)

Part II: Onboarding – complete within 30 days
☐ EHS.MIT.EDU Web tools and content – EHS-MS Manual, EHS Program Content, SOPs, Rep Go To Guide and Content Pages, Training Pages in the MIT Learning Center, Chemical Hygiene Plan, etc.
☐ SAPWeb tools tips and tricks
☐ EHS-MS Implementation in DLC/s
  ☐ PI/Space Registration
    ☐ DLC’s PIs and roomsets
      ☐ Oversight role of the PI – assignment of EHS Rep, Chemical Reporter, Training Reconciler
      ☐ Maintenance role of EHS Rep – emergency contacts, hazards, green cards
      ☐ Maintenance role of EHS Coordinator in all of the above
      ☐ Monitoring tools (review status of roomsets)
        ☐ DLC Assessment Report
        ☐ PI/Space Registration Dashboard
      ☐ Procedures for adding rooms/roomsets – lab design meetings, chemical inventory requirement, EHS-MS orientation meeting with PI, lab space walk through
      ☐ Procedures for decommissioning rooms/roomsets – waste removal, final walk through, releasing room for new occupancy, etc.
  ☐ MIT Learning Center – EHS Training
    ☐ Goals for Training Compliance
      ☐ Role of EHS Rep
      ☐ Role of EHS Coordinator
      ☐ Role of PI / DLC Head / DLC Committee / Issue Escalation
    ☐ Monitoring Tools (run reports, discuss training compliance and areas for improvement)
      ☐ Training Reports 1 – 4
      ☐ Cognos Training Reports
      ☐ DLC Assessment Report
      ☐ Training Performance Notifications
Training Reconciliation
- June / October updates and notifications
- Review Coordinator’s own EHS Training Needs
- DLC preferences for Training Delivery
  - Lab-specific Chem Hygiene
  - DLC training rules in DLC and other DLCs (e.g. Chemistry, MTL, etc.)
- Inspections System - Level II Inspections
  - Level I weekly inspections – benefits and challenges, documentation, required/recommended factors, ways to validate they are being done
  - Finding / Best Practice trends from DLC’s last 2 rounds of inspections
  - Preparing for lab inspections
    - PI / EHS Rep communications preferences and styles
    - Team makeup and scheduling
    - Announced vs. unannounced
    - Inspection Reports - data review
      - PI/Space Roomset – rooms, hazards, emergency contacts, roles (DLC Assessment Report)
      - Training compliance – training needs, course completion, upcoming training expirations, etc. (Report 3 / Cognos Reports)
      - Reviewing open findings (Task Manager view / Inspection Dashboard / DLC Assessment Report)
  - Tips on using the checklist and documenting findings
- Chemical Reporting – SARA, DHS chemicals / notification requirements / engineered nanomaterials / Chemical Inventory
- DLC-specific implementation of the PPE Hazard Assessment Policy
- Working Alone Policy
- Incident / Accident Reporting / Investigation / After Action Review
- Review Coordinator’s DLC web pages
- Benefits of EHS Rep Orientation

Notes:
APPENDIX D.
EHS Coordinator Orientation Checklist for EHS-MS Coordinator Liaison

General Information:
Coordinator Name: ________________________________ Date: ________________________________
Kerberos/Email: ________________________________ Office: ________________________________ Phone: ________________________________
Primary Assigned DLC(s): ________________________________ DLC Lead Contact: ________________________________
DLC Team Members: ________________________________

Part I: Administrative

☐ Roles Database – authorizations
☐ Email aliases
☐ Revise EHS Coordinator Contact List
☐ Send EHS Coordinator Manual
☐ ChemTracker

Part II: Training

☐ Review EHS Website
  ☐ Order signs and stickers form
  ☐ HazWaste Pickup form
☐ Review EHS-MS and EHS SapWeb pages
  ☐ PI/Space Registration
    ☐ Create and update roomsets
    ☐ Update EHS Rep and SARA Reporter roles
    ☐ Add Secondary PI/Supervisor, room EHS Rep and Emergency Contact
    ☐ Green Cards
    ☐ Decommission rooms/roomsets
  ☐ MIT Learning Center – EHS Training
    ☐ EHS Training Needs
    ☐ Training Reports
    ☐ DLC Assessment Report
    ☐ Training Reconciliation
    ☐ Training Groups & Academic Subjects
    ☐ Uploading Course Credit
☐ Inspections System - Level II Inspections
  ☐ DLC’s default settings for PI Reports and Follow-up on Level II Inspection Findings
  ☐ Documented Closure Required (DCR) vs. General findings
  ☐ Setup and submit inspections reports (editing headers/footers and adding/removing names)
    ☐ Task Manager view – follow-up and close DCR findings
    ☐ Inspection Reports – Dashboard and DLC Assessment Report
☐ Chemical Inventory/Reporting
  ☐ ChemTracker
  ☐ SARA and DHS chemicals
☐ Review Coordinator web pages
☐ MIT Data Warehouse; EHS-MS Reports

Notes: