EHS-MS Training: Atlas Learning Center
Learning Objectives

After completing this lesson, you will be able to:
- Understand your EHS Training Process Responsibilities
- Coach new researchers to complete the EHS Training Needs
- Use PI (Principal Investigator) EHS Training Reports
- Complete training reconciliation (2x per year)
Understanding Your Responsibilities

Who should complete the EHS Training Profile?

• PI’s/Faculty
• Graduate Students
• Post Doctoral Employees
• Undergraduate Research Opportunities Program (UROPs)
• Research Scientists
• ANYONE who works with hazards – Affiliates (NU, Int’l Coll)

Researchers must complete ALL their training before:

• Working with hazardous materials (e.g. Chemicals)
• Performing hazardous operations (e.g. High Voltage)
My Profile: EHS Profile

Note: If you have modified your Menu and do not see the Learning Center click FULL CATALOG and search.
My Profile: EHS Profile

Step 1 of 2: Select your PI

Step 2 of 2:

- The activities that are highlighted are potential activities to select as it is based on your PI/Supervisor Affiliations.

**Click on My Training Needs to see list of required/recommended training based on the activities you selected.**
EHS Profile Resources

Best Practices for Coaching new lab members:
• Paper version of the EHS Profile as a reference guide:
• EHS Profile Questions:
• Update the EHS Profile Annually
• Update the EHS Profile whenever your affiliation or research changes

Quick Guide for EHS Rep:
Lab Specific Chem. Hygiene Training Resources

Suggested checklist, PowerPoint template and rosters
• Go to the EHS Training Home http://ehs.mit.edu/site/training
  o Select the Materials for EHS Rep / Coordinator / Staff link (located on the right navigation)
  o Contains Suggested checklist, PowerPoint template and rosters

Contact your EHS Coordinator on how to receive credit for training

Be sure to read the Chemical Hygiene Plan
• Ask your EHS Coordinator for a copy
EHS Re-training

If re-training is not updated by the deadline, reminder emails are sent automatically

- Three reminder emails are sent to researchers
  - 30 days prior to the expiration date
  - 7 days prior to the expiration date
  - 7 days after the expiration date

EHS will deliver retraining in the lab group setting

- Contact your EHS Coordinator or LC to arrange this
PI (Principal Investigator) EHS Training Reports

Why should I review the reports?
• It’s the easy way to check the lab group’s training status and determine:
  o Who has completed training
  o Who needs a reminder

Viewing Reports
• Go to Atlas: EHS Training
  http://web.mit.edu/training/ehs_trn_tools.html
• Click the EHS Training Report 1-4
• Run Report 3 by selecting your PI and click the Run Report
EHS Training

Find, complete, and report on EHS training.

1. EHS Training
2. EHS Training Report 1-4

DLC Assessment Report
Run DLC Assessment Report.

Training Reconciliation
Review, update and correct the list of people affiliated with PI/Supervisors in the EHS Training Needs system.

Training Group Members
Maintain training group member lists.

Record Course Completion
Check course session enrollment, print course rosters, email individual or groups of trainees and other administrative functions.

Reports

Additional Resources
Report EHS Concern or Incident
Office of Environmental Health and Safety
EHS Training Home
EHS Training Materials for EHS Reps/Coordinators
Manage Chemical Safety
How do I determine what training I need to take?
Training Reconciliation Help Documentation
MIT Learning Center FAQ
Report 3: PI Report
DLC and PI will default to the DLC/PI you are listed as the EHS Rep

Let’s take a look…
Training Reconciliation

Completed twice per year

• Ensure all researchers are listed on the PI/Supervisor Affiliation Screen
• Use Radio Buttons to change status
  o Change New researchers to Active
  o If a researcher is inactive, change their status to Inactive
  o Change the status of any researchers not part of your lab to Incorrect

Best Practice

• Add new lab members via training reconciliation – system will send notification to new member to fill out profile.

› Training Reconciliation Quick Guide:
EHS Training

Find, complete, and report on EHS training.

EHS Training Report 1 - 4
Run Training Report.

DLC Assessment Report
Run DLC Assessment Report.

Training Reconciliation
Review, update and correct the list of people affiliated with PI/Supervisors in the EHS Training Needs system.

Training Group Members
Maintain training group member lists.

Record Course Completion
Check course session enrollment, print course rosters, email individual or groups of trainees and other administrative functions.

Reports
EHS Training Status by DLC and PI
# Training Reconciliation

## Add/Edit Trainees for GREENLEY, PAMELA - ENVIRONMENT, HEALTH AND SAFETY OFFICE

### States

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New</strong></td>
<td>When someone completes their Training Needs Assessment, their status is marked &quot;New&quot;. Change their status to confirm (Active) or reject (Inactive) that they work for your PI's supervisor.</td>
</tr>
<tr>
<td><strong>Active</strong></td>
<td>Confirm that all researchers who currently work for your PI have their status set to &quot;Active&quot;. This is also the status that will be displayed for anyone you add via the &quot;Add Trainee&quot; function.</td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
<td>If a researcher no longer works for your PI's lab, either permanently or temporarily, change their status from &quot;Active&quot; to &quot;Inactive&quot;. If they return, change their status back to &quot;Active&quot;.</td>
</tr>
<tr>
<td><strong>Incorrect</strong></td>
<td>If a researcher incorrectly selected your PI when they completed their Training Needs Assessment and has no affiliation with your lab or work area, change their status from &quot;New&quot; to &quot;Inactive&quot;.</td>
</tr>
</tbody>
</table>

### Trainees

Trainees last reconciled on: 09/17/2012

To reassign a person in your lab to a different PI, click the Reassign button. A list of trainees to be reassigned is shown at the bottom of the page.

Click the linked trainee columns to view a training summary.

**Add Trainee**

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Keywords ID</th>
<th>Current Status</th>
<th>New</th>
<th>Active</th>
<th>Inactive</th>
<th>Incorrect</th>
<th>Reassign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licata, Abigail</td>
<td>abigail</td>
<td>New</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>Reassign</td>
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<td>Reassign</td>
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<td>○</td>
<td>Reassign</td>
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<td>○</td>
<td>Reassign</td>
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<tr>
<td>Donatella, Jeffrey</td>
<td>julie</td>
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<td>○</td>
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<td>○</td>
<td>Reassign</td>
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<tr>
<td>Edwards, Robert IV</td>
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<td>Reassign</td>
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<tr>
<td>Farley, Robert T</td>
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<td>○</td>
<td>Reassign</td>
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<tr>
<td>Greenley, Pamata</td>
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<td>○</td>
<td>Reassign</td>
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<tr>
<td>Hallock, Mahten F</td>
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<td>○</td>
<td>Reassign</td>
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<tr>
<td>Lele, Susan</td>
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<td>○</td>
<td>Reassign</td>
</tr>
<tr>
<td>Mondus, Barry</td>
<td>barrym</td>
<td>Active</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>Reassign</td>
</tr>
<tr>
<td>Rankin, Emily A</td>
<td>amyrank</td>
<td>Active</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>Reassign</td>
</tr>
</tbody>
</table>

**Trainees to be Reassigned:**

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Keywords ID</th>
<th>New PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary

• Provide your group with guidance on where and how to complete the EHS Training Needs:
  o https://web.mit.edu/training/my_profile.html

• Look at PI Reports periodically
• Conduct training reconciliation at least 2/yr
• Provide Lab Specific chemical hygiene training