

## EHS Quick Reference to the EHS-MS Training System for EHS Reps

- Orient new people:** Tell new people in your lab to take the EHS Training Needs at the following MIT Learning Center website:  
[https://web.mit.edu/training/my\\_profile.html](https://web.mit.edu/training/my_profile.html)  
 Note: To access this secure site, new people must have an MIT ID number and Kerberos username to get MIT certificates for their web browser.
- Help new people:** Coach them to ensure the EHS Training Needs is filled out correctly. You may find it helpful to use the paper version of the EHS Training Needs. (See attached or select "Materials for EHS Rep / Coordinator / Staff" link on the right navigation)
- Check training reports:** Use the PI-based report on [https://web.mit.edu/training/ehs\\_trn\\_reports.html](https://web.mit.edu/training/ehs_trn_reports.html). Run "Report 3: Report on all registered users under a PI or Supervisor" to view the training status of people affiliated with your PI/Supervisor. Note - new people receive an email 30 days after they take the EHS Training Needs if they have not completed all their training. Reminder emails also go out 7 days before, and 7 days after a retraining requirement expires.
- Provide training:** If chemicals are used in your lab, provide Lab Specific Chemical Hygiene training to new people and your lab group once per year. Submit a roster or email to your EHS Coordinator with the names of those who have completed Lab Specific Chem. Hygiene training and read the Chemical Hygiene Plan. Select the "Training Materials for EHS Rep / Coordinator / Staff" link on the right side of <http://ehs.mit.edu/site/training> home page for suggested outlines and rosters to use for Lab Specific Chem. Hygiene.
- Arrange for retraining:** If many people in your lab group need the same retraining, contact your EHS Coordinator or your Lead Contact in the EHS Office at 2-3477 to arrange this. (Managing Hazardous Waste and Blood borne Pathogen Training are two common courses that have annual retraining requirements.
- Train Your successor**

<b>MIT Learning Center</b> 
<b>EHS Training Needs (My Profile)</b>
<b>Learners Quickguide</b>
<b>Training FAQ</b>
<b>Web-courses Reference Material</b>
<b>Training Spotlights</b>
<b>Computer Ergonomics Web Course</b>
<b>Lab Group EHS Retraining Request Form</b>
<b>EHS Training Tools</b> 
<b>EHS Rep Notebook</b>
<b>EHS Reps Quickguide</b>
<b>Materials For EHS Rep / Coordinator / Staff</b>
<b>Training Reconciliation</b>
<b>Training Reports</b>