



Environment, Health & Safety

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

The screenshot shows the Atlas EHS Profile page. At the top, there is a navigation bar with 'Atlas', 'HOME', 'ABOUT ME', and 'CAMPUS LIFE'. On the right, there is a user profile icon labeled 'jvan'. Below the navigation bar, there is a 'MENU' section on the left with an 'edit' link. The menu items are: 'EHS PI Space', 'EHS Inspection and Audit', 'EHS Training', 'Learning Center' (highlighted with a red box and labeled '1.'), 'EHS Supervisor's Injury Report', 'EHS Department Preferences', 'Training Rule Administrators', and 'FULL CATALOG'. To the right of the menu, there are navigation links: 'My Training Needs', 'My Courses', 'Course Catalog', and 'My Profile' (highlighted with a red box and labeled '2.'). Below these links, there is a 'My Training Profile' section with logos for 'edX', 'GLOBESMART', 'Skillssoft', and 'lynda.com'. Underneath, there is a 'MY EHS ACTIVITIES' section with a 'Warning!' message: 'Warning! Only complete this section if you work or plan to work in a lab or non-lab space that may contain hazards.' Below the warning, there is a text block: 'Your research or work activities and the materials or equipment that you use may require you to complete some EHS training.' (labeled '3.') and a 'Create EHS Profile' button (highlighted with a red box). Below this, there is a 'FIND TRAINING GROUPS' section with an information icon and a 'Join a Group' button. At the bottom, there is a 'MY ACADEMIC SUBJECTS' section with an information icon and the text: 'You are not currently enrolled in any academic subjects.' On the right side of the page, there is a vertical 'Feedback' button. The MIT logo is visible in the bottom left corner.

Note: If 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

Find your PI or Supervisor

My Profile / Find your PI or Supervisor

For your EHS training records, we first need to know your primary supervisor or PI plus any additional PIs or supervisors in charge of laboratories or other facilities where you work or study.

Principal Investigator or Supervisor:

Galanek, Mitchell S	GALANEK	Environment, Health and Safety Office
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[Continue](#) [cancel](#)

Or Add Another

View by Last Name or search for a PI

A B C D E F G H I J K L M N O P Q R

Search for a PI

Abruzzo, Robert John	ABRUZZIO	Bates Accelerator
Adalsteinsson, Elfar	EL FAR	Research Lab Of Electronics
Adams, Edward E	EEADAMS	Civil & Environmental Engine

Step 2 of 2:

Select Your Activities

My Profile / Select Your Activities

Select any activities that are involved in your work now, or in the foreseeable future. [deselect all](#)
Highlighted items are potential activities based on Your PI/Supervisor affiliations.

BIOSAFETY

- Use biological materials requiring BL1 or BL2 containment, or use recombinant DNA/RNA or synthetic nucleic acids requiring BL1 or BL2 containment.
- Supervise a laboratory that uses biological materials requiring BL1 or BL2 containment, or uses recombinant DNA/RNA or synthetic nucleic acids requiring BL1 or BL2 containment.
- Perform research with human blood or body fluids, human cells, or human cell lines [more info](#)
- Perform research with HIV or HBV (note: lentivirus transfer vectors excluded) [more info](#)
- Supervise a laboratory that performs research with human blood or body fluids, human cells, or human cell lines.
- Ship or prepare to ship infectious agents (human or animal), genetically modified organisms, human specimens, blood, clinical or diagnostic specimens, or toxins
- Enter biological research labs to provide maintenance or service, or handle materials, equipment, etc., from biological labs as a non-researcher providing a service for these research labs

CHEMICAL SAFETY

- Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as oil, solvents, paints, alcohol, acetone, etc) [more info](#)
- Supervise those who use potentially hazardous chemicals in a laboratory (i.e., PI/supervisor)
- Use potentially hazardous chemicals in a work place other than a laboratory [more info](#)

- 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:
<http://ehs.mit.edu/site/sites/default/files/files/TrainingNeedsChecklist.pdf>
- EHS Profile Questions:
<http://ehs.mit.edu/site/sites/default/files/files/TrainNeedsAssess.pdf>
- Update the EHS Profile Annually
- Update the EHS Profile whenever your affiliation or research changes

Quick Guide for EHS Rep:

http://ehs.mit.edu/site/sites/default/files/files/MITLearningCenter_EHSQuickGuide.pdf

Lab Specific Chem. Hygiene Training Resources

Suggested checklist, PowerPoint template and rosters

- Go to the EHS Training Home <http://ehs.mit.edu/site/training>
 - Select the Materials for EHS Rep / Coordinator / Staff link (located on the right navigation)
 - 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:
 - Who has completed training
 - 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**

MENU

edit ↙

[EHS PI Space](#)[EHS Inspection and Audit](#)**1. [EHS Training](#)**[Learning Center](#)[EHS Supervisor's Injury Report](#)[EHS Department Preferences](#)[Training Rule Administrators](#) [FULL CATALOG](#)

EHS Training

[Emergency Contacts](#)

Find, complete, and report on EHS training.

2. [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](#)

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](#)

Feedback

Run Training Report

This web page allows authorized EHS administrators and departmental administrators to run a report on EHS Training required and completed. To run reports, you need an MIT Certificate and appropriate authorizations defined in the Roles Database.

Report 1: All registered users within a DLC

Department, Lab or Center:

Registered Users:

- All users with current PI affiliations
- Current users only (exclude Ex-Students and Ex-Employees)
- Only Ex-Students and Ex-Employees (with active usernames)

Group Results by PI:

Report Format:

- HTML
- PDF

Report 2: An individual person

Kerberos ID: [Lookup Learner](#)

Report Format:

- HTML
- PDF

Report 3: Report on all registered users under a PI or supervisor

Department, Lab or Center:

PI or Supervisor:

Exclude Ex-Employees & Ex-Students:

Report Format:

- HTML
- PDF

Report 4: Report by a Training Group, Academic Subject, or other specific "trigger" for training

Type of Trigger:

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
 - Change **New** researchers to **Active**
 - If a researcher is inactive, change their status to **Inactive**
 - 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:*

http://ehs.mit.edu/site/sites/default/files/files/Training_Reconciliation_QuickGuide.pdf

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edit ↙

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

Status	Definition
New	When someone completes their Training Needs Assessment, their status is marked "New". Change their status to confirm (Active) or reject (Incorrect) that they work for your PI / Supervisor.
Active	Confirm that all researchers who currently work for your PI have their status set to "Active." This is also the status that will be displayed for anyone you add via the "Add Trainee" function.
Inactive	If a researcher no longer works for your PI's lab, either permanently or temporarily, change their status from "Active" to "Inactive". If they return, change their status back to "Active".
Incorrect	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 "New" to "Incorrect".

[Back](#)[Save](#)[Reconciliation Complete](#)

Trainees

Trainees last reconciled on: 03/17/2012

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

Click the linked trainee kerberos ID to view a training summary.

[Add Trainee](#)

Trainee	Kerberos ID	Current Status	New	Active	Inactive	Incorrect	
Lichnikas, Abigail	adhine8	New	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Savio, Michael	msavio	New	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Beaulieu, Tim	tim_b	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Doherty, Nancy E	ndoherty	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Doucette, Jeffrey	jdoucett	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Edwards, Robert W	redwards	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Farley, Robert T	rfarley	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Greenley, Pamela	greenley	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Hallock, Marilyn F	hallock	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Leite, Susan	smleite	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Mendes, Barry	tr6	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign
Ranken, Emily A	emranken	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reassign

Trainees to be Reassigned:

Trainee	Kerberos ID	New PI
i No Trainees to be Reassigned		

Summary

- Provide your group with guidance on where and how to complete the EHS Training Needs:
 - 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