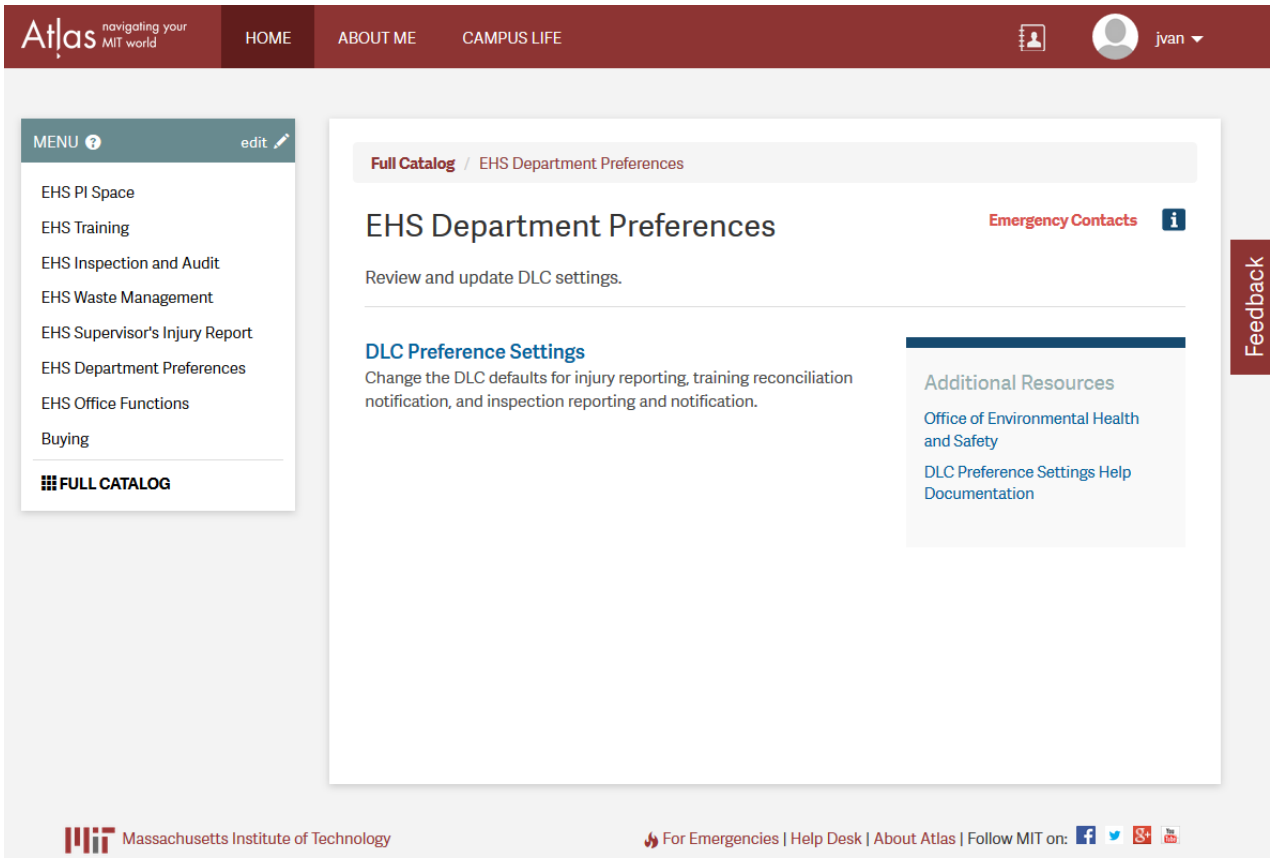
Setting EHS DLC Preferences in Atlas:

To maintain custom settings for a department, lab or center, go to Atlas, **http://atlas.mit.edu**. If you have not customized your Atlas Menu to include all EHS applications, go to the Full Catalog and search for **EHS Department Preference Settings.**

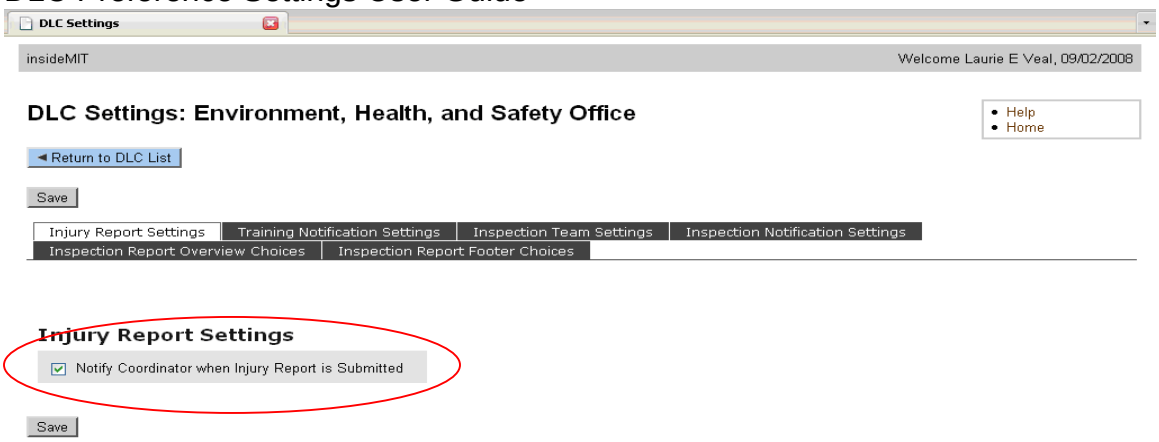


DLC Preference Settings can be customized for **Injury Reporting, Training, and Inspections** in each of the following 6 areas:

1. Injury Report Settings

Check to send an email notification to the DLC EHS Coordinator when an Injury Report is submitted for the DLC. Click **Save**.

Uncheck and click **Save** to stop notification of an Injury Report to a DLC EHS Coordinator.

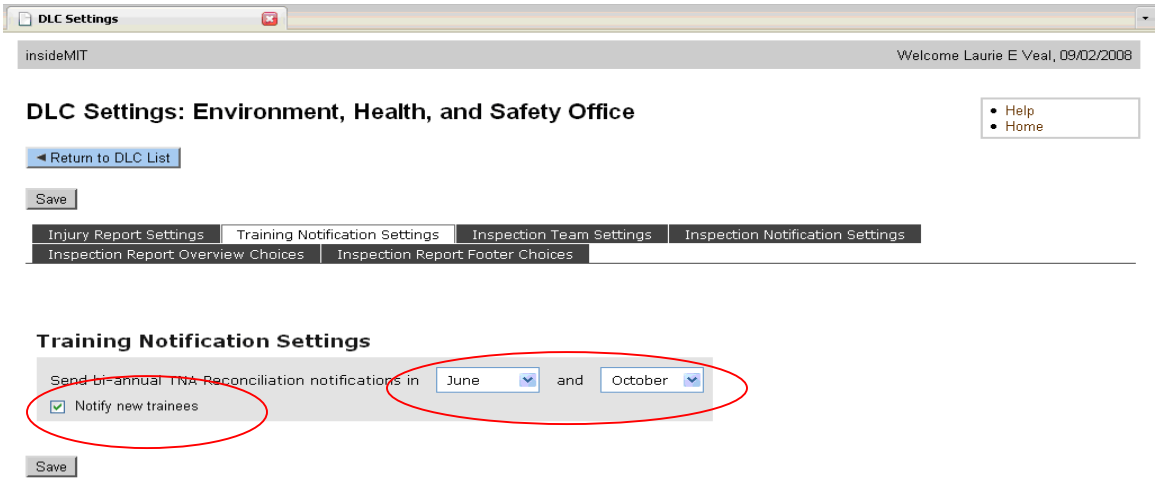


2. Training Notification Settings

1. Choose the bi-annual months for submitting *TNI (Training Needs Identification) Reconciliation* notifications for the DLC.

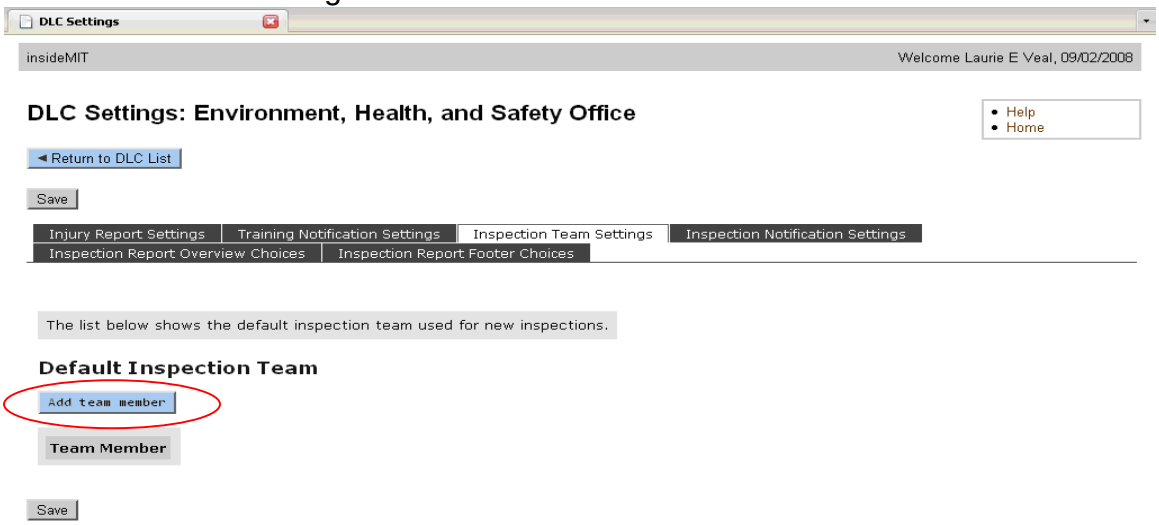
2. Check to notify new Trainees. Uncheck if you do not want new Trainees to receive the notification.

3. Click **Save**.



3. Inspection Team Settings

The default Inspection Team for the DLC is listed on this page and needs to be manually maintained by the DLC EHS Coordinator. For the 9/22/08 launch, the system was manually set so that all Coordinators and Lead Contacts were included on the inspection team. This manual step will need to be performed in the future for any new DLCs that are added, the Coordinator and Lead Contact will need to be manually added to the list as well.



To Add a New Team Member:

1. Click **Add Team Member**.

2. In the **Team Member** field, enter the last name of the person you wish to add and press ENTER. If there is a match, a drop-down list appears showing the names that match what was entered. Select the correct name. The new Team Member's name is checked and added to the list.

3. Click **Save**.

To remove a Team Member:

Uncheck a Team Member's name to remove from the Inspection Team. Click **Save**.

4. Inspection Notification Settings

Check which PI/Supervisors will receive an email notification of open **Documented Closure Required (DCR) Findings**. Check whether the DLC EHS Coordinator and/or DLC EHS Lead Contact will receive email notifications of these open findings:

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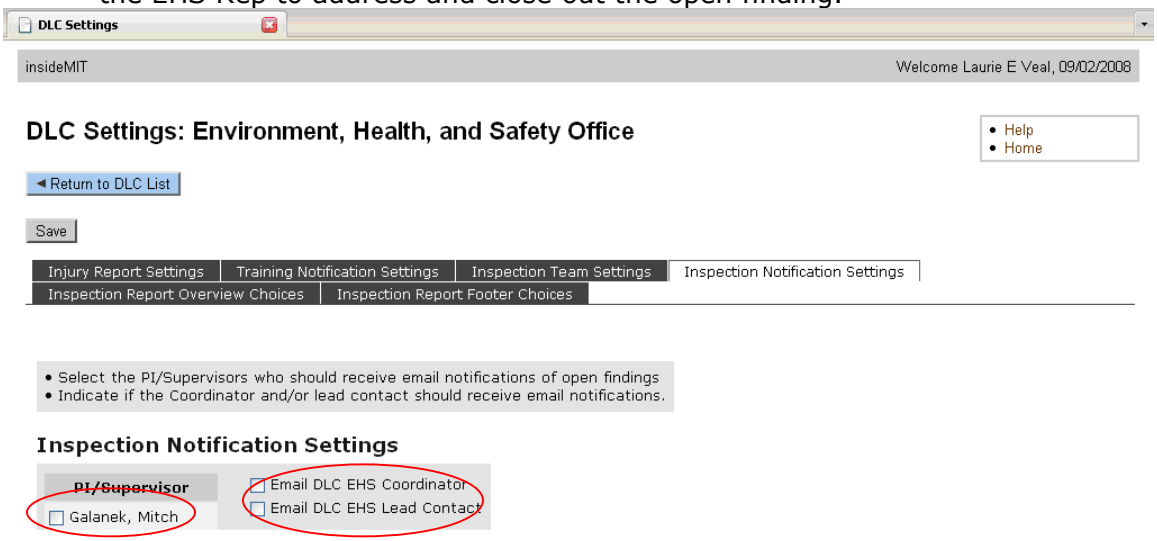
- For the 9/22/08 Inspection System launch, the system has been manually configured so that EHS Coordinators and Lead Contacts are cc'd on the system email notifications for open findings. The PI/Supervisors have been configured NOT to be cc'd on all the email notifications of open findings (Note: there is an exception. See details below on notifications for findings assigned to the EHS Representative). If you wish to change these manually set defaults, or if you wish to set up the defaults for a new DLC, please follow the instructions below.

- All Finding Assignees (including EHS Reps who are assigned a finding) automatically receive a first (8 days) email notification, a second (31 days), a third (46 days), and a fourth (61 days) notifications for any Documented Closure Required (DCR) finding that is still open on that day. The start date for the notification is the day the inspection is submitted to the system not the day the inspection was conducted.

- EHS Representatives are automatically cc'd on the second (31 days), third (46 days), and fourth (61 days) notifications about any open findings so that they are prompted to follow up with the assignee about addressing and closing out open findings in the system.

- If an EHS Representative has been assigned a DCR Finding, however, it is his/her PI/Supervisor who is automatically cc'd on the second, third, and fourth emails notifications about any open findings so that the PI/Supervisor will be prompted to ask the EHS Rep to address and close out the open finding.



- Click **Save** to retain your email notification choices.

NOTE: Email notifications are *not* issued when:
- A Finding is assigned to *Facilities Repair Order.*
- A Finding is assigned to the EHS Issues Committee.

4. Inspection Report Overview Choices

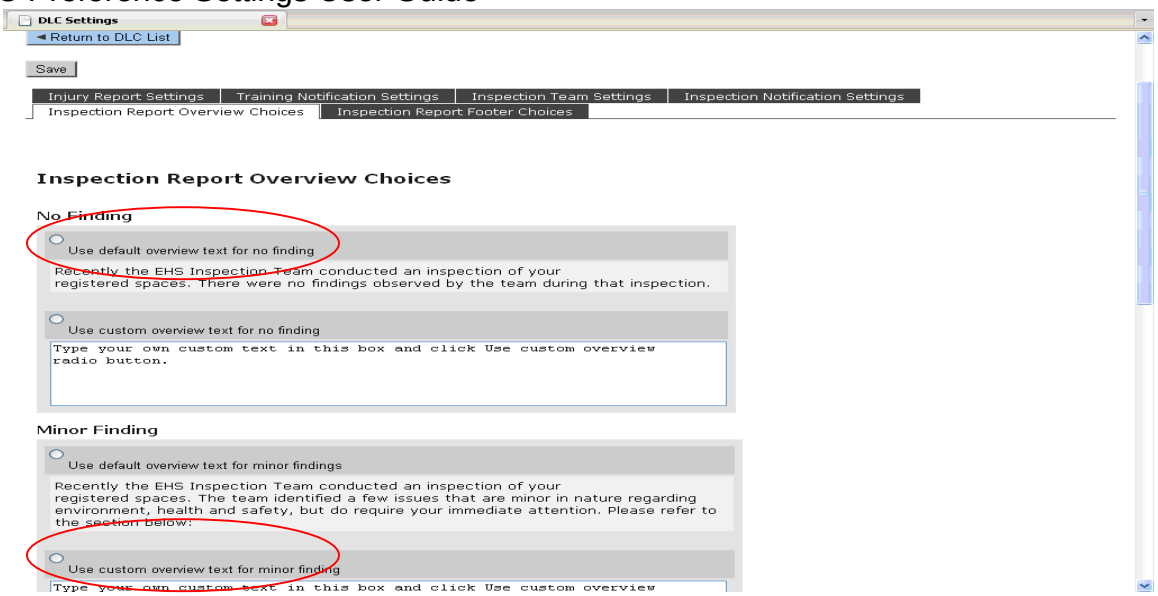
Choose between default and custom overview language to include with the Inspection Report.

1. To select, click the radio button beside either the default or custom overview text for each Finding type:

   - No Finding
   - Minor Finding
   - Moderate Finding
   - Major Finding

2. When choosing to use custom text, select the radio button **Use Custom Overview Text**, edit the text in the custom field box and replace with your own overview text.

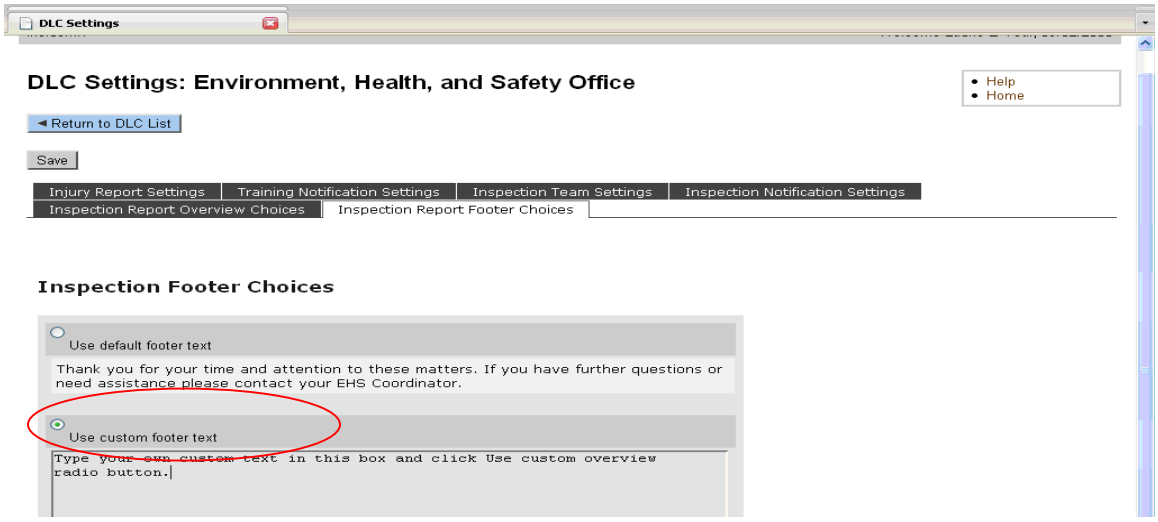
3. Click **Save** to use the default or custom overview text on your reports.



5. Inspection Report Footer Choices

Choose between default and custom footer language to include with the Inspection Report.

1. Click the radio button beside either the default or custom footer text.

- When choosing to use custom text, select the radio button **Use Custom Footer Text**, edit the text in the custom field box and replace with your own footer text.

- Click **Save** to use the default or custom footer text on your reports.