



Assessment and Inspection Management System (AIMS)

Online Safety Tool

Conducting Laboratory PPE Assessments: *A User's Guide*

In accordance with [Lab PPE Policy](#) issued by University Provost and Executive Vice President, a PPE assessment is required to be conducted annually, or sooner whenever new, unique, or higher-risk activities or equipment are introduced to the laboratory.

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Access AIMS



- To log into **AIMS**, go to <https://labcliq.com/harvard.cfm>
- Enter your **HarvardKey** credentials (username and password)

-ATTENTION-

- Successful login depends on **HarvardKey** (email) credentials, and therefore the AIMS user profile **must** have the user's current **HarvardKey**.
- If you change your Harvard Key, please notify lab_safety@harvard.edu.
- To troubleshoot or request changes to your Harvard Key, please contact HUIT at 617-495-7777 / ithelp@Harvard.edu.

Start/Update Assessment

1. Select **Start/Update PPE Assessment** tab from PPE section on left-side menu.
2. By default, your research lab group will be displayed. If you work with multiple groups, select the intended group for this assessment from dropdown menu or by typing group name in search field.
3. Select **Begin Assessment**.


If need to add/delete rooms in your group, contact AIMS Helpdesk at lab_safety@harvard.edu



The screenshot shows the PPE assessment interface. On the left, a blue sidebar contains a 'PPE' menu with two options: 'Start/Update PPE Assessments' (highlighted with a red dashed box and arrow 1) and 'Continue PPE Assessments'. The main content area has a white header with four tabs: 'Start/Update PPE Assessments' (selected), 'Continue PPE Assessments', 'Pending PPE Assessments', and 'View Past Assessments'. Below the tabs is a dark blue bar with 'Select Scope'. The main area is divided into sections: 'Select Group' (with a search field containing 'ehs test' and a dropdown menu showing 'Research Lab - EHS Test Lab', highlighted with arrow 2), 'Activity Assessment', 'Attachments', 'Notes', and 'Review Assessment'. At the bottom, a dark blue bar contains the 'Begin Assessment' button (highlighted with arrow 3). On the right, a grey box titled 'Instructions for the Assessor' contains the text: 'This assessment must be completed by the Principal Investigator (PI)/Core Facility Manager or their designee (e.g., Lab Safety Officer/Coordinator, Lab Manager) for each research group (i.e., lab group or core facility). Select the research group, and then begin the assessment.'

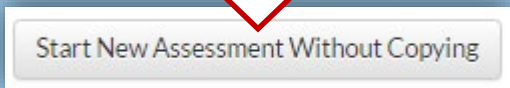
Start/Update Assessment (continued)

4. Select **Continue** to update an open (in-progress) assessment.
5. Select **Copy** to use a previous (completed) assessment as a basis for your update (to view previous assessment, select PDF icon).
6. Select **Start New Assessment Without Copying** to start a completely new assessment from the very beginning.

The screenshot shows a user interface with two tables and a button. The first table, titled 'Open Assessments', has columns for Date, Group, Assessor, and a 'Continue' button. The second table, titled 'Previous Assessments', has columns for Date, Group, Assessor, and 'Copy' and 'PDF' buttons. A third button, 'Start New Assessment Without Copying', is located at the bottom right. Red arrows with numbers 4, 5, and 6 point to the 'Continue', 'Copy', and 'Start New Assessment Without Copying' buttons respectively.

Open Assessments			
Date	Group	Assessor	
10/26/2017	Research Lab - EHS Test Lab	de Sousa, Joana	

Previous Assessments			
Date	Group	Assessor	Copy
10/12/2017	Research Lab - EHS Test Lab	de Sousa, Joana	 



Conduct Assessment

1. Select a **Category** to narrow down activities list.
2. Check appropriate box(es) to identify activity(ies) performed by your research group.
 - a) Uncheck/check **locations** (rooms) where activity occurs
 - b) Add any standard **PPE** based on policy specific to your lab (or department or facility) from dropdown menu
 - c) Use comment box to add non-standard PPE or explain any modifications to minimum university-wide PPE
4. Select **Save Category** to add or update other category activities.
5. Select **Save All Categories** to save entire assessment and proceed to upload attachments (e.g., protocols), add notes, or review assessment.

The screenshot shows a web form for conducting an assessment. At the top, a 'Category' dropdown menu is set to 'Chemicals' (callout 1). Below it, a section titled 'Select Applicable Activities' contains a checkbox for 'solids of low or moderate toxicity' which is checked (callout 2). To the right of this checkbox is a text box with 'Additional Information' regarding hazardous solids. Below the activity selection, there is a section for 'Activity Locations' with a dropdown menu showing '[Blackstone S] 231' selected (callout 3a). To the right of the location selection is a dropdown menu for 'Add to PPE' with the option 'Acid-resistant apron if more than 4 liters of highly corrosive chemi' selected (callout 3b). Below this is a section for 'Required PPE' with a text input field containing 'Disposable gloves' (callout 3c). At the bottom right of the form are two buttons: 'Save All Categories' (callout 5) and 'Save Category' (callout 4).

Submit Assessment for Review/Approval

1. Select **Review Assessment** tab on far right, top navigation bar
 - confirm locations, activities and PPE identified during assessment
2. Select **Submit for Review** tab to notify your PI that assessment is ready for approval
 - This action cannot be reversed once completed. Please review your assessment carefully before submitting.

The following action buttons are also available

- **Cancel Assessment** - to delete the assessment or redundant draft
- **View/Print Draft** - to generate a PDF of assessment (e.g., to show your PI)

Select Scope **Activity Assessment** Attachments Notes **Review Assessment**

Submit for Review Cancel Assessment View/Print Draft

Click "Submit for Review" to initiate the second phase of this assessment process. Your research group's Principal Investigator or Core Facility Manager will receive an email requesting that he/she log in to review and approve your assessment. Note that if your PI/Core Manager has authorized you to approve the assessment online instead of logging in him/herself, you can view/print a pdf of the draft assessment to show or email your PI, then go to the Continue PPE Assessments tab above. If you submit the online approval, then your PI is required to sign the printout of the final assessment report.

You may also cancel/delete this assessment.

Assessed Labs

Facility	Room	24-Hour Phone
Blackstone South	231	
Landmark Center	B146.2	
Landmark Center	L3-82	

Identified Activities

Chemicals solids of low or moderate toxicity
Chemicals more than minimal amounts of liquids with acute or chronic toxicity (pure chemicals, mixtures or solutions)

If your PI has delegated you to approve assessments online **and** you have captured your PI's signature on the printed assessment copy, follow approval instructions listed on [page 9](#).

Continue Assessment

1. Select **Continue PPE Assessments** tab from left-side or top navigation bars
2. Check **Status**
 - **“Open”** means that an assessment already exists in a draft format
 - **“Pending Approval”** means an assessment has been conducted and submitted to PI (or designee) for approval
3. Select appropriate response action icon / button
 - For **Open** status [for draft assessments], reponse options are **Continue** (green arrow), **Cancel** (red X), or **Print** (PDF image)
 - For **Pending Approval** status assessments, response options are **Review** (blue clipboard) and **Print** (PDF image)

If your PI has delegated you to approve assessments online **and** you have captured your PI's signature on the printed assessment copy, select **Review** and follow approval instructions on [page 9](#).

PPE ▾

- Start/Update PPE Assessments
- Continue PPE Assessments**
- Pending PPE Assessments
- View Past Assessments

HARVARD
Assessment & Inspection Management System (AIMS)

Start/Update PPE Assessments **Continue PPE Assessments** Pending PPE Assessments View Past Assessments

Date	Group	Type	Principal Investigator	Department	Assessor	Status	Action
Sep 26, 2018	EHS Test Lab	Group	de Sousa, Joana (joana_desousa@harvard.edu)	Campus Services: Environmental Health and Safety	Administrator, SafetyStratus	Open	Continue Cancel Print
Sep 10, 2018	EHS Test Lab	Group	de Sousa, Joana (joana_desousa@harvard.edu)	Campus Services: Environmental Health and Safety	de Sousa, Joana	Pending Approval	Review Print

Approve / Finalize Assessment

1. Select **Continue PPE Assessments** tab
2. Select **Review** icon/action button
3. Select **Finalize Assessment** to approve assessment

Also available are the following response action buttons:

- **Reopen Assessment** - to perform further changes to assessment, which changes the status from “Pending Approval” to “Open” (or draft)
- **Discard Assessment** - to delete assessment
- **Cancel** - to return to previous screen

The screenshot displays the Harvard Assessment & Inspection Management System (AIM) interface. At the top, the Harvard logo and the text 'HARVARD Assessment & Inspection Management System (AIM)' are visible. Below this, there are four tabs: 'Start/Update PPE Assessments', 'Continue PPE Assessments', 'Pending PPE Assessments', and 'View Past Assessments'. A red arrow labeled '1' points to the 'Continue PPE Assessments' tab.

A red dashed box highlights a tip: **TIP: Sort and filter by status for “Pending Approval” to quickly find your pending assessment**.

The main content area shows a table of assessments with various filters and sorting options. A red bracket labeled 'SEARCH FILTERS' encompasses the search fields for Type, Principal Investigator, Assessor, Department, and Status. A red arrow labeled '2' points to the 'Status' filter dropdown, which is currently set to 'Pending Approval'. A red arrow labeled '3' points to the 'Finalize Assessment' button at the bottom of the interface.

The table below shows the following data:

Date	Group	Type	Principal Investigator	Department	Assessor	Status	Actions
Sep 10, 2018	EHS Test Lab	Group	de Sousa, Joana (joana_desousa@harvard.edu)	Campus Services: Environmental Health and Safety	de Sousa, Joana	Pending Approval	Review, Print
Jul 26, 2018	EHS Test Lab	Group	de Sousa, Joana	Campus Services: Environmental Health and Safety	Administrator,	Pending	Review, Print

Respond to Pending (due or overdue) Assessment

1. Select **Pending PPE Assessments** tabs from left menu or top navigation bars


PPE ▾

- Start/Update PPE Assessments
- Continue PPE Assessments
- Pending PPE Assessments**
- View Past Assessments

Start/Update PPE Assessments Continue PPE Assessments **Pending PPE Assessments** View Past Assessments

Note: Assessments will show as pending starting 30 days before annual due date

2. Select **Begin** action/icon button to pull up a list of upcoming due or overdue assessments for you to update by annual due date.

Assessment Date	Group	Type	Principal Investigator	Department	Status	Action
	Cole	Group	Philip Cole (pacole@bwh.harvard.edu)	HMS: Genetics	Incomplete	 Begin

View or Print Completed Assessment Reports

1. Select **View Past Assessments** tabs from left-side menu or top navigation bars
 - Default view displays assessments completed within past year
2. To customize **date range**, type in start and end date search fields
3. To sort list, select the up/down arrows icon listed in the desired column heading
4. To **view** assessment, select green **“View”** action/icon button
5. To generate a PDF, select **“Print”** PDF action/icon button
6. To view more search options (e.g. assessor, department, group, PI), select yellow funnel **“Filters”** button

The screenshot displays the Harvard Assessment & Inspection Management System (AIMS) interface. The top navigation bar includes tabs for 'Start/Update PPE Assessments', 'Continue PPE Assessments', 'Pending PPE Assessments', and 'View Past Assessments'. The left sidebar menu also contains these options, with 'View Past Assessments' highlighted. The main content area shows a table of assessment reports with columns for '#', 'Date', 'Group', 'Assessor', 'Principal Investigator', 'Department', 'Approver', and actions ('View', 'Print'). A 'Filters' button is located at the top left of the table. Below the table, there are search fields for various attributes: Number, Assessor, Approver, Scope, Group, Principal Investigator, and Department. Red callouts 1 through 6 point to specific elements: 1 points to the 'View Past Assessments' tab; 2 points to the date range search fields; 3 points to the sort arrows in the 'Assessor' column; 4 points to the 'View' button; 5 points to the 'Print' button; and 6 points to the 'Filters' button.

#	Date	Group	Assessor	Principal Investigator	Department	Approver	Actions
13762	Mar 4, 2019	Wyss at CLSB- 5th Floor	Rasmussen, Robert	Rasmussen, Robert	[Wyss] Wyss Institute	Rasmussen, Robert	View, Print

Number	<input type="text"/>	Group	<input type="text"/>
Assessor	<input type="text"/>	Principal Investigator	<input type="text"/>
Approver	<input type="text"/>	Department	<input type="text"/>
Scope	<input type="text"/>		