In accordance with the Lab PPE Policy issued by the 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

Go to AIMS to log in

- Enter your Harvard Key login username and password

-ATTENTION-

For users to successfully log into AIMS, the email provided to EH&S to set up the AIMS user profile must match the user’s Harvard Key email / username.

Users should contact HUIT at 617-495-7777 / ithelp@Harvard.edu to troubleshoot or update their Harvard Key email/username to match their official Harvard email addresses noted at connections.Harvard.edu. Alternatively, provide EH&S your Harvard Key email address.
Start/Update Assessment

1. Select **Start/Update PPE Assessment** within the PPE section on the left menu
2. Your research lab group will be displayed. If you work in multiple groups, you can select a specific **Group** from dropdown menu or by using the search (filter group by name or type) box
3. Select **Begin Assessment**

If need to add/delete rooms in your group, contact the AIMS Helpdesk at lab_safety@harvard.edu
Start/Update Assessment (continued)

5. Select **Continue** to update an open/in-progress assessment

6. Select **Copy** to use a previous/completed assessment as a basis for your update (if you want to review it first, select the PDF icon)

7. Select **Start New Assessment Without Copying** if you want to start from scratch
Conduct Assessment

1. Select a **Category** to narrow the activities list.
2. Check the appropriate box(es) to identify the activity(ies) being done by your research group.
3. For each activity you selected:
   a) Uncheck/check locations (rooms) where the activity occurs
   b) Choose from dropdown box to add any standard **PPE** based on the policy specific to your lab (or department or facility).
   c) Use the comment box to add non-standard PPE or to explain any modifications to the minimum university-wide PPE.
4. Click **Save Category** if you have other categories for which you want to add or update activities.
5. Click **Save All Categories** to save your whole assessment and proceed to upload attachments (e.g., protocols), add notes to this assessment, or review the assessment.
Submit Assessment for Review

1. Select the **Review Assessment** button on the far right of the primary horizontal navigation menu to confirm the info on the assessed lab locations, identified activities and PPE identified during the assessment.

2. Select **Submit for Review** button to notify your PI that the assessment is ready to be approved.

   **NOTE:** The **Submit for Review** action cannot be reversed once completed. Please review your assessment carefully before submitting.

At this window, the following action buttons are also available:

- **Cancel Assessment** - to delete assessment/duplicate draft
- **View/Print Draft** - to generate a PDF of the assessment (e.g., to show your PI)
1. Select **Continue PPE Assessments** on the left menu or the top tab.

2. Check **Status**
   - "Open" means that an assessment exists as a draft.
   - "Pending Approval" means assessment has been conducted and submitted to be approved by PI (or designee).

3. Select appropriate response action icon/button. For **Open** drafts, the response options are **Continue** (green arrow), **Cancel** (red X), or **Print** (PDF image) assessment. For **Pending Approval** assessment, the response options are **Review** (blue clipboard) and **Print** (PDF image). If your **PI** doesn’t log into AIMS to approve the assessment, and you have shown the assessment to your **PI** who has delegated the online approval role to you, select **Review** and follow steps on page 9.
Approve Assessment

1. Select the Continue PPE Assessments tab
2. To filter list, type text into / select value from dropdown list in search field(s)
3. To sort filtered results, select the arrow beside the heading of desired column
4. Select on the Review icon/action button
5. Select Finalize Assessment to approve the assessment

On the screen at Step 5, the following action buttons are also available:

- **Reopen Assessment** - to enable further changes to be made to the assessment, by changing from “Pending Approval” to “Open” (or draft) status
- **Discard Assessment** - to delete assessment
- **Cancel** - to return to the previous screen

TIP: Refine the list of assessments by filtering for a Status of Pending Approval
Respond to Pending (due or overdue) Assessment

1. Select **Pending PPE Assessments** on the left menu or the top tabs.

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

**Note:** Assessments will show as pending starting 30 days before the annual due date.
View or Print Completed Assessment Reports

1. Select **View Past Assessments** on the left menu or the top tabs

2. You may change the date range or select **Filters** to apply filters to modify what is displayed on screen.

3. To sort, select the arrow on column headings

4. To **view** assessment, select the green “**View**” action/icon button

5. To generate a **PDF**, select the “**Print**” PDF action/icon button