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](https://labcliq.com/harvard.cfm)
- Enter your **HarvardKey** credentials (username and password)

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**-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](mailto:lab_safety@harvard.edu).
- To troubleshoot or request changes to your Harvard Key, please contact HUIT at 617-495-7777 / [ithelp@Harvard.edu](mailto: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
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.
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.
3. For each activity you selected:
   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.
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)

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.
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], response 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.
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
Respond to Pending (due or overdue) Assessment

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

   ![Pending PPE Assessments Tab]

   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 List]

<table>
<thead>
<tr>
<th>Assessment Date</th>
<th>Group</th>
<th>Type</th>
<th>Principal Investigator</th>
<th>Department</th>
<th>Status</th>
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<tr>
<td>Cole</td>
<td>Group</td>
<td>Philip Cole (<a href="mailto:pacole@bwh.harvard.edu">pacole@bwh.harvard.edu</a>)</td>
<td>HMS: Genetics</td>
<td>Incomplete</td>
<td>Begin</td>
</tr>
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</table>
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