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.
# Table of Contents

<table>
<thead>
<tr>
<th>Tutorial Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access AIMS</td>
<td>3</td>
</tr>
<tr>
<td>Start/Update Assessment</td>
<td>4-5</td>
</tr>
<tr>
<td>Conduct Assessment</td>
<td>6</td>
</tr>
<tr>
<td>Submit Assessment for Review</td>
<td>7</td>
</tr>
<tr>
<td>Continue Assessment</td>
<td>8</td>
</tr>
<tr>
<td>Approve Assessment</td>
<td>9</td>
</tr>
<tr>
<td>Respond to Pending (due or overdue) Assessment</td>
<td>10</td>
</tr>
<tr>
<td>View or Print Completed Assessment Reports</td>
<td>11</td>
</tr>
</tbody>
</table>
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. You may update your group’s room assignments if necessary. If any rooms are not already registered for your building in the AIMS database, contact **lab_safety@harvard.edu** to add the rooms to AIMS
4. Select **Begin Assessment**

AIMS Helpdesk

**lab_safety@harvard.edu**
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)
Continue Assessment

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
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