



## Environmental Health & Safety (EH&S) Training Management System Frequently Asked Questions

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### 1. How can I access and complete EH&S training?

Lab personnel need to be on a **Roster**, and a corresponding **Individual Profile** page, in the new [EH&S Training Management System](#) (TMS) to access and complete web-based training. Alternatively, personnel can fulfill a training requirement by attending a classroom training session. It is preferred that you [log into the TMS](#) and register for the classroom session so the instructor will know how many trainees are attending. [

### 2. What if I do not have a Harvard ID?

If you are a Harvard faculty, staff, or student and just do not know your Harvard ID **number**, ensure that you have submitted all paperwork required for a permanent Harvard ID **number** to your local Human Resources (HR) representative or Registrar (for students) so they provide you with your Harvard ID **number**. If you work in lab in a Harvard building (affiliates, tenants), particularly at the Longwood campus, you could apply for a Harvard Special ID **number**. In both these cases, you will then need to obtain a [Harvard PIN](#). You will then be able to log in by selecting the HUID option on the PIN login page.

If you are not a Harvard faculty appointment, staff member or student, or **do not** have a Harvard Special ID, then [obtain an XID](#). Do not obtain an XID if you are eligible for and will eventually be issued a permanent Harvard ID or Special ID, since training could then be incorrectly associated with different accounts. Please contact your local HR or supervisory staff as some departments have established internal processes for obtaining XIDs and these processes need to be followed. Once you have obtained your XID, you will be able to log in by selecting the **XID option** on the PIN login page.

### 3. What if I cannot access the training system (e.g., receive a message to the effect of “your account has not been configured to use this application”)?

Verify that you have entered your valid Harvard ID and password correctly, and that your Training Manager, PI or designee has added you to their Lab Roster. Please contact your local EH&S Lab Safety Advisor, call 617-496-3797, or email [ehs\\_training@harvard.edu](mailto:ehs_training@harvard.edu) for assistance.

#### **4. As a trainee, how does this EH&S Training Management System work?**

Each Training Manager sets a **Hazard Profile** that describes the research/work of their personnel involving hazards and/or activities that have associated EH&S training requirements.

Once the **Hazard Profile** is complete, a list of personnel is added to **Roster**. Once added to a roster, each individual on the roster is assigned the corresponding training requirements identified by the **Hazard Profile** and these requirements are shown in that person's **Trainee Profile**. Each subsequent person added to that **roster** will assume the training requirements defined by the Hazard Profile. Once this is complete, trainee's are "in the system" and each have a **Trainee Profile** that lists training requirements and history. Email notifications from the system will remind each trainee of any overdue training requirements. All training requirements associated with the group for which you are on a roster will be carried on your **Trainee Profile**.

#### **5. Who assigns training requirements to me?**

Designated Training Managers, or his/her authorized user, assign training requirements based on the hazards associated with the research/work of their group. A Training Manager must then ensure that any specific training requirements for personnel must be added (or removed) from their individual **Trainee Profile**.

#### **6. What if I believe the training requirements assigned to me are not correct?**

A Training Manager or his/her authorized users have the user rights to modify each of their personnel's **Trainee Profile** to either add or subtract specific training requirements. Please contact your local EH&S Lab Safety Advisor, call 617-496-3797, or email [ehs\\_training@harvard.edu](mailto:ehs_training@harvard.edu) for assistance.

#### **7. If I am assigned to multiple lab groups will I have to repeat trainings?**

One of the key features of this new system is the functionality that will prevent someone from taking repeat trainings on certain topics. Trainees can be assigned to multiple rosters and carry a multiple set of training requirements assigned by each **Hazard Profile**. Any and all training completed by a trainee is captured in his/her **Trainee Profile** and credit is given towards that trainee's training requirements in one or more labs.

#### **8. Can I take training beyond what is "assigned" to me?**

Yes. Under a Trainee's "Optional Training" tab, there will be a list of additional web-based trainings available to be taken at anytime. Registration to additional classroom trainings will be reserved initially for those personnel fulfilling a training requirement. If space becomes available in the classroom training, others interested in the topic but not required to attend the training session may register for the classroom training.

#### **9. Who else has access or uses the system?**

The system is ultimately used by PIs, Lab Directors, School/Department Managers and Administrators, Environmental Safety Compliance Officers (ESCOs), Campus Services groups, EH&S and others at the University to track ongoing compliance with EH&S training requirements. "User Categories" have been established in the system to assign individual users with specific user rights into one of four distinct roles:

**Training Director:** This role is for individuals who oversee several distinct groups of trainees. This role is not responsible to administrate the training of their staff, but may want access to high level reports that give a big picture view of training status. Common Harvard job titles that fall into this class include Director, Executive Director, Research Operations Manager, Department Administrator, Associate Director, Dean, Assistant Dean, and Department Chair.

**Training Manager:** This is an individual who directly manages or oversees a group of people needing training in either a lab or non-lab setting. This role is responsible for creating the roster of individual employees that report to them and for specifying the required training courses on a group or individual basis. Common Harvard job titles that fall into this class include Principal Investigator, Lab

Safety Officer/Coordinator, Department Manager, and Department Supervisor. Some Training Managers may be delegated this role by the manager or PI.

**Trainee:** Individuals who are required to take EH&S training. The system is used to either register for an “in-person” classroom training session or to complete an on-line training session. Trainees can also get a snapshot view of their training history and upcoming requirements.

**Course Director:** This role is for individuals who are instructors for classroom trainings. The Course Director is responsible for creating upcoming training events for trainees to register for. The Course Director role serves as a scheduling tool as well as an attendance sheet. After an in-class training the course instructor accessed his/her Course Director page and checks off all trainees who attended their class.

**10. What changes have been made to the courses for fulfilling my lab training requirements?**

While there are several training courses that remain the same as those that you have taken in the past, some previous courses have changed, been incorporated into one training course, and/or have new titles. The table below summarizes these changes.

Previous Course(s)	New Course	New Format
Lab Safety Longwood (LAB101), Lab Safety Cambridge (LAB102), Hazardous Waste (ENV201)	General Laboratory Safety (LAB100) [harmonizes content from multiple departments including CCB, MCB, SEAS, Physics, EPS, as well as campuses including Cambridge and Longwood, into one university-wide course]	Online
Biosafety (LAB103), Bloodborne Pathogens (IHS103), NIH rDNA Guidelines (LAB110)	Laboratory Biosafety (LAB103) [consolidates content, and keeps rDNA guidelines that apply to general researchers]	Online
NIH rDNA Guidelines (LAB110)	Recombinant DNA for the PI (LAB110) [includes specific details for PIs as required by NIH]	Online
Hazardous Waste Refresher (ENV201)	General Laboratory Safety Refresher (LAB200) [includes the required annual hazardous waste refresher and recent regulatory changes and incident case studies]	Online/ Annual
Bloodborne Pathogen Refresher (IHS103)	Laboratory Biosafety Refresher (LAB203) [includes the required annual bloodborne pathogen refresher and recent regulatory changes and incident case studies]	Online/ Annual
Laser Microscope Safety	Commercial Laser Microscope Safety [name clarifies that training addresses commercially-available laser microscopes with appropriate housing/shielding or interlocks; those using self-constructed or modified laser microscopes should take the more comprehensive Laser Safety course]	Online/ Every 2 years

**11. How would we determine which title applies to our department’s staff?**

Please choose the title, which best represents your staff’s role in your department. We choose titles that we felt best represented staff working in Harvard laboratories.

**12. Will I be able to obtain reports outlining the status of my department’s training compliance?**

Yes, your Lab Safety Advisor will be able to provide you with a report outlining the status of your department’s training compliance. This information will be also available to the **Training Director** for your department.

**13. May I suggest a training topic to be added to the EH&S training system?**

Yes, please let your Lab Safety Advisor know which topic you think should be added to the EH&S training system. EH&S will review the topic and determine whether or not to add it to the list of training topics.

#### 14. What refresher class(es) should I take after completing initial lab safety courses?

After completing initial training requirements you will be required to take the corresponding refresher courses. See the table below for more information:

<b>Initial Course (Online Unless Specified)</b>	<b>Refresher Course</b>	<b>Refresher Format/Frequency</b>
General Laboratory Safety (LAB 100)	General Laboratory Safety Refresher (LAB 200)	Online/ Annual
Laboratory Biosafety (LAB 103)	Laboratory Biosafety Refresher (LAB 203)	Online/ Annual
Recombinant DNA for the PI (LAB 110)	Recombinant DNA for the PI (LAB 110)	Online/ Every 3 years
Shipping Regulated Biological Materials and Dry Ice (LAB 104)	Shipping Regulated Biological Materials and Dry Ice (LAB 104)	Online/ Every 2 years
Shipping Excepted Quantities: Flammables, Corrosives, and Common Fixatives (LAB 109)	Shipping Excepted Quantities: Flammables, Corrosives, and Common Fixatives (LAB 109)	Online/ Every 2 years
Shipping Dry Ice (LAB 114)	Shipping Dry Ice (LAB 114)	Online/ Every 2 years
Radioactive Materials Safety (RPO 101)	Radioactive Materials Safety Refresher (RPO 201)	Online/ Every 2 years
Laser Safety (RPO 102)	Laser Safety Refresher (RPO 202)	Online/ Every 2 years
Respiratory Protection (IHS 107)	Respiratory Protection Refresher (IHS207)	Online/ Annual

#### 15. Must visiting scholars, interns or temporary personnel be added to a Roster and take training?

If your scope of work involves hazardous materials, processes or equipment, you must be added to a **Roster** and take the relevant training courses.

For Lab Safety training, if you will not be working with such materials, processes or equipment in the lab, or if you will work in a lab for less than a week under direct supervision, you do not have to be added to a Roster or undergo the online or classroom training. However, you will need to receive lab-specific training on the specific materials and equipment you will work with, along with an orientation of the lab safety and emergency equipment, which should be documented on a [Laboratory Safety Orientation Checklist](#).

#### 16. Are PIs to be listed on their own rosters?

If Principal Investigators, who serve as a Training Managers, have a lab that works with rDNA or work themselves in a lab with hazardous materials, they do not need to be added on their own roster. A training manager has a separate page in their account called **My Training** where they can set their own **Hazard Profile** to set their own training requirements and will be able to take training from their Training Manager profile.

#### 17. Should separate training rosters and profiles be set up for a PI who maintains separate/non-overlapping labs or core facilities in separate buildings or departments?

Separate Lab Rosters and Profiles are required for each lab under a Principal Investigator. Contact EH&S to set up the separate labs.

#### 18. If updates in completion status or training requirements are made in an individual's training profile, how soon will these changes propagate through the database?

After completing an online course, training credit is applied to the trainees' profile instantaneously. In class training credit will update within a few business days.

The “Training Up-to-date” status that is displayed on a summary screen for Training Managers (PI) or authorized users is refreshed every 2 hours. Automated email notifications are also based on this “Training Up-to-date” field.

### **19. Why am I receiving emails from TMS?**

The TMS sends out automated emails to notify users of overdue training. Depending on your role the content of these emails differ.

#### Added to a Roster:

Any individual who is added to a roster for the first time will receive an email from the system notifying them of their new Trainee role.

#### Training Overdue:

Trainees who are overdue for one or more training requirements will receive a weekly email reminder until they are completely up to date.

#### Trainees Overdue for 30+ days:

Training Managers receive an email if any personnel on their roster are 30 days overdue for a training requirement. This email will be sent weekly until there are no longer any personnel who are 30 days out of compliance.

Please contact the Environmental Health & Safety office at 617.496.3797 or [ehs\\_training@harvard.edu](mailto:ehs_training@harvard.edu) with any questions or concerns about safety training.