- A. Completing your EHS Training Needs full version: <u>http://kb.mit.edu/confluence/x/DgCZBg</u>
 - 1. Go to Atlas Learning Center (<u>http://web.mit.edu/training/learning_center.html</u>)

Atlas MIT world	HOME	ABOUT ME	CAMPUS LIFE	NON-PRODUCTION				1	jvan
MENU	edit	2			My Training Needs	My Courses	Course (2. Catalog My F	Profile i
Time and Vacation Entry Buying My Reimbursements	1	N	ly Training I	Profile			edX	() Iynda.com	Skills
Service Requests			Y EHS ACTIVITIES Warning! Or	ly complete this sectio	n if you work or plan to work i	in a lab or non-lab sp.	ace that ma	e ay contain hazards	ehs.mit.edu s.
		FI	ur research or work a mplete some EHS tra ND TRAINING GRO	ctivities and the materi ining.	ials or equipment that you us	e may require you to		Create EH	S Profile
		Yo	ur research or work a implete some EHS tra	ctivities and the materi ining.	ials or equipment that you us	e may require you to		Join a	Group
		Yo	Y ACADEMIC SUB	rolled in any academic	subjects.				

- 2. Click My Profile
- Click on Create EHS Profile or Update Pi/Activities button
 - 3a. Select/update your PI/Supervisor name.
 - 3b. Select your EHS activities. Suggested activities will be highlighted based on PI/Space Registration Hazards. Click Submit to save.

Note: To view how to update EHS Training Reconciliation review the EHS Reconciliation Quick Guide: http://ehs.mit.edu/site/sites/default/files/files/Trai

ning Reconciliation QuickGuide.pdf

Find your PI or Supervisor				
My Profile / Find your Pi or Supervisor				
For your EHS training records, we first need to know supervisors in charge of laboratories or other facilitie				
Principal Investigator or Supervisor:				
Galanek, Mitchell S	GALANEK Environ	nent, Health and Safety Office		
Continue cancel	ſ	Search for a PI		
Or Add Another				
View by Last Name or search for a PI A B C D E F G H I J K	LMNOPQR	Abruzzio, Robert John	ABRUZZIO	Bates Accelerator
		Adalsteinsson, Elfar	ELFAR	Research Lab Of Electronic
		Adams, Edward E	EEADAMS	Civil & Environmental Engi

Wy Profile / Select Your Activities	
Select any activities that are involved in your work now, or in the foreseeable future.	dese
lighlighted items are potential activities based on Your PI/Supervisor affiliations.	
BIOSAFETY	
Use biological materials requiring BL1 or BL2 containment, or use recombinant DNA/RNA or synthetic nucleic acids requiring BL1 or BL2 containment.	
Supervise a laboratory that uses biological materials requiring BL1 or BL2 containment, or uses recombinant DNA/RNA or synthetic nucleic acids requiring BL1 or BL2 containment.	
Perform research with human blood or body fluids, human cells, or human cell lines more into	
Perform research with HIV or HBV (note: lentivirus transfer vectors excluded) more Info	
Supervise a laboratory that performs research with human blood or body fluids, human cells, or human cell lines.	
Ship or prepare to ship infectious agents (human or animal), genetically modified organisms, human specimens, blood, clinical or diagnostic specimens, or toxins	
Enter biological research labs to provide maintenance or service or handle materials, equipment, etc., from biological labs as a non-researcher providing a service for these research labs CHEMICAL SAFETY	
Use potentially hazardous chemicals in a laboratory (this includes even common chemicals such as oil ,	

Need Assistance?: For Technical Support contact IS&T (M-F 8 AM to 6 PM), at 617-253-1101 or <u>helpdesk-business@mit.edu</u> || For MIT Learning Center Training System Support contact Learning Services Team <u>training@mit.edu</u> || For EHS Services Support contact EHS (M- F 8AM to 5PM), at 617-452-3477 or <u>environment@mit.edu</u>

3b.

4. Click My Training Needs tab to see your Required and Recommended Training based on your EHS Training Profile.

Welcome to the Learning Center Below is a personalized list of your 'Training Needs', both required and recommended assig based on your work at MIT. Some Training Needs are assigned to you by others, and some you make via 'My Profile.' Training may include classroom courses, web-based courses, sig Click on each Training Need to see your completion options. Please contact training.comit all statuses all priority levels CODE/R Lab Specific Chemical Hygiene Training	Don't about his sesio
all statuses all priority levels REQUIRED CODE/R CODE/R Lab Specific Chemical Hygiene Training EHS00	gnments are the result of selections gnatures, or medical forms. Ledu for assistance. The list of required/recommended courses can be filtered by status and/or by priority levels.
Lab Specific Chemical Hygiene Training EHS00	All statuses - all priority levels -
	all statuses all statuses required only
Signature: Read Dept. Chem. Hygiene Plan EHS00	completed completed i recommended only
General Chemical Hygiene EHS00	100 COMPLETED
General Biosafety for Researchers EHS00	1260 COMPLETED
Managing Hazardous Waste EHS00	501 EXPIRES 08/27/2016 🛇
RECOMMENDED CODE/R	

A. By hovering to the right of the course code () you will see why the course is required/recommended.



B. Click on the course name to see the completion options. Courses will have a classroom and/or web-based option. Click on the option you prefer and enroll.

ASSIGNMENT FULFILLMENT OPTIONS (You must complete ONE of the following)	
Managing Hazardous Waste (Classroom) Course Code: EHS00501c	CLASSROOM
Managing Hazardous Waste (web) (Web-Based) Course Code: EHS00501w	WEB-EASED
	Page 2 of 4

MIT Learning Center - Quick Guide for EHS Reps, Coordinators and Staff

B. Running EHS Training Reports

1. Go to EHS Training from the Atlas Menu or FULL CATALOG (<u>http://web.mit.edu/training/ehs_trn_tools.html</u>) Note: You will only be presented with options to run reports for DLCs, PIs and people whose training records you have permission to see.

Run Training Rep	ort								
This web page allows authorized EHS administrators and departmental administrators to run a report on EHS Training required and completed. To run reports, you need an MIT Certificate and appropriate authorizations defined in the Roles Database.									
Report 1: All registered users within	a DLC								
Department, Lab or Center: Group Results by PI: Exclude Ex-Employees & Ex-Students: Run Report	D_ACAD - Academic Services								
Report 2: An individual person									
Kerberos ID:	Lookup Learner								
Report 3: Report on all registered us	sers under a PI or supervisor								
Department, Lab or Center: PI or Supervisor: Exclude Ex-Employees & Ex-Students: Run Report P	D_ACT - Program in Art Culture & Technology Adler, Andrea (AFRANK)								

2. Report 1: DLC Training Report - calculates the overall complete/not complete percent at the top based on the number of people affiliated with the

DLC 1	rainin	ng Repor	t										
DLC	D_k	(I - Koch Institute f	or Integrativ	e Cancer Re	search								
Training St	atistics Nu	mber of Learners	Incomplet	e Complet	e % Complete								
		745	146	599	80%								
DAGK													
BACK													
Results	▶↓ Expand /	All 🕨 🕨 Collapse A	All .										
						Last		Hac	Number				
	Learner		×	erberos ID	PI / Supervisor(s)	Actiivity Selection Date	MIT Affilliation	completions w/o triggers	of Req's	Incomplete	Complete	% Complete	Status
👻 Ar	non, Angelika	B (ANGELIKA) -	D_KI										
▶ .	Amon, Angeli	ika B	a	ngelika	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	8	0	8	100.0 %	1
<u>۲</u>	Attner, Miche	elle Andrea	<u>n</u>	nattner	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Berchowitz, L	uke Edwin.	L.	ikeb	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	6	1	5	83.3 %	1
•	Blank, Heidi I	Marie	h	<u>blank</u>	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	6	0	6	100.0 %	1
•	Boehmer, Ch	ristian	2	boehmer	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	No	6	4	2	33.3 %	1
•	Bonney, Meg	an Ellis	0	nbonney	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Cimino, Jenni	ifer O	وز	young	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	6	0	6	100.0 %	1
•	Dodgson, Sta	acie Elizabeth	<u>s</u>	dodgson	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Falk, Jill E		jf	alk	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Goranov, Ale:	ki I	9	oranov	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	No	6	0	6	100.0 %	1
•	Kim, Bong Si	oon	b	ongkim	Amon, Angelika B (ANGELIKA) - D_KI		Employee	Yes	4	0	4	100.0 %	1
•	Knouse, Krist	tin Ann	k	knouse	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	No	9	2	7	77.8 %	1
•	Lajoie, Juliani	n E	jį	ajoie	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Levin, Tracy		tl	evin	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Employee	Yes	8	1	7	87.5 %	1
•	Miller, Matthe	ew Paul	<u>n</u>	npmiller	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Oromendia, A	Ana Belen	a	nao	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	6	0	6	100.0 %	1
•	Pfau, Sarah J	leanne	s	pfau	Amon, Angelika B (ANGELIKA) - D_KI	03/17/2012	Student	Yes	9	0	9	100.0 %	1
									-		-		

3. Report 2: Individual (Learner) Training Report

- /											
Learner T	raining Repo	rt									
Learner: Kerberos ID: MIT ID: Email Address:	Jessica Van jvan 925316498 <u>JVAN@MITEDU</u>										
BACK											
PI / Supervisors & Re	eason(s) for Training										
PI / Supervisor	Department	, Lab or Cente	r								
DiBerardinis, Lo	uis (LOUDIB) D_EHSO	-									
raining Requiremen	nts										
				n for							
Required Trainin	ng	Requiremen	t Code Require	ment Completion Date	Renew By	8	Status				
General Chemic	cal Hygiene	EHS00100	View	¥ -	•	🗙 In	icomplete				
Lab Specific Che	emical Hygiene Training	EHS00110	View	<u>x</u> -	•	X Incomplete					
Signature: Read	1 Dept. Chem. Hygiene Plan	EHS00111	View	<u>x</u> -		X Incomplete					
Bloodborne Patr	h: Researchers	EHS00200		04/23/2009	04/22/2010	2/2010 Renewal Past Due					
Hepatitis Informa	ation form	EHS00208	View	04/23/2009	No Expiration	Completed					
General Biosafe	ty for Researchers	EHS00260	Viev	<u>v</u> 04/23/2009	No Expiration	🖌 C	ompleted				
Managing Hazar	rdous Waste	EHS00501	View	04/15/2009	04/14/2010	Rene	wal Past Due				
The learner has successfully completed the required training The learner's required training has expired The learner's required training has expired											
Course Name		Start Date	Completion Date	Location	Delivery Me	ethod	Course Code				
EHS Lunch & Le	am	02/16/2012	02/16/2012	Building N52	Classroom	Training	EHS00780c				
IATA Dang. Good	ds Training - Initial	01/26/2012	01/26/2012	Environment, Health & Safe	ety Classroom	n Training	EH800525c				
EHS Lunch & Le	am	01/12/2012	01/12/2012	Building N52	Classroom	1 Training	EHS007800				

4. *Report 3:* Report on all registered users under a PI or Supervisor (PI Training Report)

DLC		D_KI - Koch Institute for Integrative Cancer Research												
PI Training Statistics		Chang, Paul (PCHAN	IG2)			_								
rainin	g Statistics	Number of Learners	s Incomplete	Complete	% Complete	e								
		9	1	8	89%	J								
BACK														
esuns	▶↓ Expa	and All 🛛 🕨 T Collapse	All											
							Last							
	Learner		Kerberos ID	PI / Supervis	ior(s)		Actiivity Selection Date	MIT Affilliation	Has completions w/o triggers	Number of Req's	Incomplete	Complete	% Complete	Stat
•	Cataldo	Melissa Chesarone	<u>cataldom</u>	Chang, Pau	I (PCHANG2)	- D_KI	03/17/2012	Employee	No	9	1	8	88.9 %	1
	Chang, I	Paul	pchang2	Chang, Pau	(PCHANG2)	- D_KI	03/17/2012	Employee	No	15	0	15	100.0 %	-
•		Allegra G	agh2014	Chang, Pau	(PCHANG2)	- D_KI	03/17/2012	Student	No	6	0	6	100.0 %	1
+	Hawkins	filliogra o											100.0 %	
► ► ►	Hawkins Jwa, Mir	, mogra o	mirijwa	Chang, Pau	I (PCHANG2)	- D_KI	03/17/2012	Employee	No	9	0	9	100.0 %	*
> > > >	Hawkins Jwa, Mir Rood, Je	enniler Evelyn	mirijwa jennyr	Chang, Pau Chang, Pau	I (PCHANG2) I (PCHANG2)	- D_KI - D_KI	03/17/2012 03/17/2012	Employee Student	No No	9	0	9	100.0 %	<i>✓</i>
>	Hawkins Jwa, Mir Rood, Je Sangpo,	enniter Evelyn Tenzin	mirijwa jennyr	Chang, Pau Chang, Pau Chang, Pau	I (PCHANG2) I (PCHANG2) I (PCHANG2)	- D_KI - D_KI - D_KI	03/17/2012 03/17/2012 03/17/2012	Employee Student Employee	No No No	9 9 8	0	9 9 8	100.0 % 100.0 % 100.0 %	* * *
* * * * * *	Hawkins Jwa, Mir Rood, Jø Sangpo, Todorova	nnifer Evelyn Tenzin a, Tanya Todorova	mirijwa jennyr Isangpo todorova	Chang, Pau Chang, Pau Chang, Pau Chang, Pau	I (PCHANG2) I (PCHANG2) I (PCHANG2) I (PCHANG2) L (PCHANG2)	- D_KI - D_KI - D_KI	03/17/2012 03/17/2012 03/17/2012 03/17/2012	Employee Student Employee Student	No No No Yes	9 9 8 8	0 0 0 0	9 9 8 8	100.0 % 100.0 % 100.0 %	
)	Hawkins Jwa, Mir Rood, Ja Sangpo, Todorova Uchima,	nnine Evelyn Tenzin a, Tanya Todorova Llien	miriiwa jennyr Isangno todorova liien	Chang, Pau Chang, Pau Chang, Pau Chang, Pau Chang, Pau	I (PCHANG2) I (PCHANG2) I (PCHANG2) I (PCHANG2) I (PCHANG2)	- D_KI - D_KI - D_KI - D_KI	03/17/2012 03/17/2012 03/17/2012 03/17/2012 03/17/2012	Employee Student Employee Student Student	No No Yes No	9 9 8 8 9	0 0 0 0	9 9 8 8 9	100.0 % 100.0 % 100.0 % 100.0 %	-> -> -> -> ->

Note: Click on the to view a Learner's Training Requirements or click on the button in the Results toolbar to view all Learners' Training Requirements. To close this view click on the Collapse All button.

Reminder: Use the **BACK** button within the page to return to the previous page

Requirement Set	Req. Code	Requirement	Completion Date	Renew By	Status
Haz Chemicals in a Lab	EHS00100	General Chemical Hygiene	07/30/2010	12/31/9999	🖌 Completed
	EHS00110	Lab Specific Chemical Hygiene Training	08/09/2011	08/08/2012	🛹 Completed
	EHS00111	Signature: Read Dept. Chem. Hygiene Plan	07/30/2010	12/31/9999	🕜 Completed
	EHS00501	Managing Hazardous Waste	07/25/2011	07/24/2012	🕜 Completed
Research with Blood	EHS00208	Hepatitis Information form	07/23/2010	12/31/9999	🕜 Completed
	EHS00260	General Biosafety for Researchers	07/23/2010	12/31/9999	🕜 Completed
	EHS00200	Bloodborne Path: Researchers	07/25/2011	07/24/2012	🛹 Completed
	Requirement Set Haz Chemicals in a Lab Research with Blood	Requirement Set Req. Code Haz Chemicals in a Lab EHS00100 EHS00110 EHS00110 EHS00111 EHS00101 Research with Blood EHS00208 EHS0200 EHS0200 EHS0200 EHS02001	Requirement Set Req. Code Requirement Haz Chemicals in a Lab EHS00100 General Chemical Hygiene EHS00110 Lab Specific Chemical Hygiene Training EHS00111 Signature: Read Dept Chem. Hygiene Plan EHS00501 Managing Hazardous Waste Research with Blood EHS00208 Hepatitis Information form EHS00200 Bloodborne Path: Researchers	Requirement Set Req. Code Requirement Completion Date Haz Chemicals in a Lab EHS00100 General Chemical Hygiene 07/30/2010 EHS00110 Lab Specific Chemical Hygiene Training 08/09/2011 EHS00111 Signature: Read Dept. Chem. Hygiene Plan 07/30/2010 EHS00101 Managing Hazardous Waste 07/25/2011 Research with Blood EHS00208 Hepatitis Information form 07/23/2010 EHS00200 Bloodborne Path: Researchers 07/23/2010	Requirement Set Req. Code Requirement Completion Date Renew By Haz Chemicals in a Lab EH600100 General Chemical Hygiene 07/30/2010 12/31/9999 HAZ Chemicals in a Lab EH600110 Lab Specific Chemical Hygiene Training 08/09/2011 08/09/2012 EH500111 Signature: Read Dept. Chem. Hygiene Plan 07/30/2010 12/31/9999 EH500501 Managing Hazardous Waste 07/25/2011 07/24/2012 Research with Blood EH600260 General Biosafety for Researchers 07/23/2010 12/31/9999 EH500200 Bloodborne Path: Researchers 07/25/2011 07/24/2012