

Virginia Tech Environmental Health & Safety Safety Management System User's Guide

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VT EHS welcomes any suggestions that will improve this system for our clients. Please provide feedback to safety@vt.edu and it will be relayed to the development team. If you have an immediate concern, please call 1-3600.



Using the EHS Safety Management System

The EHS Safety Management System (SMS) can be used to manage a number of tasks associated with a campus space or group of people that work together. The Safety Management System allows users to manage:

- Emergency contacts and critical information
- People
- Required training
- Lab or workgroup-specific training
- Chemical registration
- Laser Registrations
- Documents
- Waste pickup and more!

To access the system, use either of the links on the VT EHS home page (<http://www.ehss.vt.edu>).



Logging into the SMS

The Safety Management System uses Virginia Tech's CAS system to authorize access. Users must have a Virginia Tech PID or Guest ID in order to access EHS systems and training. If you are temporarily associated with Virginia Tech, please obtain a sponsored PID (<http://www.ims.vt.edu/forms/sponsored-pid.pdf>).

If you have problems logging in from this screen, please contact 4HELP at <http://4help.vt.edu> or by calling 540-231-4357.



The screenshot shows the Virginia Tech Central Authentication Service (CAS) login interface. At the top, there is a header with the Virginia Tech logo and the text "Central Authentication Service". Below the header, there are navigation links for "Help", "Terms of Use", and "About CAS". The main login area contains a form with the following elements:

- A label "PID or Guest ID" above a text input field.
- A label "Username" above a text input field.
- A label "Password" above a password input field (displayed as dots).
- A link "Forgot username or password?" below the password field.
- A checkbox labeled "Warn before logging into other sites."
- Two buttons: "Login" and "Clear".

Below the login form, there is a link "Switch to high security PDC login." and a "Security Notice" section. The "Security Notice" states: "For security reasons, please **close** your web browser when you have finished accessing services that require authentication."

The Welcome Screen

Once you are successfully logged in, the labs or spaces your PID is associated with will be displayed. The headings only display if you have labs falling within the respective criteria.

- Labs or workspaces where you are the Principle Investigator or Responsible Person;
- Labs or workspaces that you created;
- Labs or workspaces that you are associated with; and
- Labs or workspaces you have responsibility for within your Department (i.e., you are assigned the coordinator role by your Department)



The screenshot shows the 'Welcome to the Safety Management System' page. At the top, there is a red header with the Virginia Tech logo and the text 'Environmental Health and Safety Protect the Future'. Below the header is a banner image showing a person in a lab coat and gloves working with equipment. The main content area has a light beige background. It starts with the heading 'Welcome to the Safety Management System' and a sub-heading 'Formerly Laboratory Management System/Chemical Inventory'. There is a '[Logout]' link. A paragraph explains that each room used for chemicals should be entered as a separate Lab/Workspace and provides instructions on how to add a new one. Below this is a button labeled 'Add A New Lab/Workspace'. The page then lists three categories of labs/workspaces: 'All Labs/Workspaces:', 'Labs/Workspaces you've created:', and 'Labs/Workspaces you are associated with:'. Each category has a list of entries with a 'Manage Lab/Workspace' button next to them. The entries are: '1004 Old Mill Rd/Drakes Butler Building, 1004 Old Mill Rd Blacksburg. (sdd)', 'Moss Arts Center. Audio (rkainer)', and 'Health & Safety Bldg. 104 (adamsz)'.

VirginiaTech
Invent the Future

Environmental Health and Safety
Protect the Future

Welcome to the Safety Management System

Formerly Laboratory Management System/Chemical Inventory

[[Logout](#)]

Each room you use, where you store or use chemicals, should be entered as a separate Lab/Workspaces. To do this, click on 'Add A New Lab/Workspace' link below. Once you have entered the data for that room, you will be returned to this page where you can add additional rooms as needed.

[Add A New Lab/Workspace](#)

All Labs/Workspaces:

[1004 Old Mill Rd/Drakes Butler Building, 1004 Old Mill Rd Blacksburg. \(sdd\)](#) [Manage Lab/Workspace](#)

Labs/Workspaces you've created:

[Moss Arts Center. Audio \(rkainer\)](#) [Manage Lab/Workspace](#)

Labs/Workspaces you are associated with:

[Health & Safety Bldg. 104 \(adamsz\)](#) [Manage Lab/Workspace](#)

Creating a New Lab or Workspace

Any Virginia Tech Faculty or Staff member with a valid PID can create a lab or space.

When creating a lab or space, it's important that you have the following information available:

- Principle Investigator or Responsible Party name and PID
- Lab Department, Building, and Room or Group name
- Location of the CHP / HazCom plan, and last date updated
- Location of the spill kit, if one is in the space
- Name and phone numbers (work, home, & cell) for two emergency contacts

To begin creating a new lab or space, simply click the [\[Add A New Lab/Workspace\]](#) button from the Welcome Screen.



The following screen will appear. Complete the form fields, then hit [\[Save\]](#).

Register Your Lab or Workspace

[\[Return to List \]](#)

A unique name will be assigned to this lab, workspace or workgroup based on the location information entered below (e.g., department, building and room). For functions, please download the [Users Guide](#).

Registration Tabs

If you work with chemicals or lasers in your lab or workspace, please indicate below.

Chemical Registration: ☐

Laser Registration: ☐

If you will be using chemicals or lasers, check these boxes. This will create additional tabs for your use.

PI/Responsible Person Name: Zack Adams

PI/Responsible Person PID: adamsz

(NOT FULL EMAIL)

If you aren't the PI/Responsible Person, be sure you use the appropriate PID, not the whole e-mail address.

Department: Environmental Health and Safety

Building: Health & Safety Bldg

Room# or Group Name: OSHG

Floor: Ground

A room number is preferred. A group name may be included as well to clarify if one room has

CHP/HazCom location: Office 101

(Physical location of lab/workplace specific document)

Last CHP/HazCom update: 12/15/2015 (Date)

SDS location: In A Department File, located

Spill kit location: Room 11

Most places on campus fall under either CHP or HazCom requirements. If you have questions, contact EHS at 1-3600 or

Please provide the names and phone numbers for both a primary and secondary emergency contact for this lab/workspace. This information is vital to assuring the university and first responders can reach a person who understands the research being performed and hazards that may be present in this area should an emergency occur. You must provide at least the work and home phone number for each contact. If that person has a cell phone, that number must be provided as well. Cell phone numbers will be maintained confidential.

Emergency Contact, Primary

Name: Zack Adams

Work Phone #: 540-231-5985

Home Phone #: 540-555-1212

Cell Phone #: 540-555-1212

Emergency Contact, Secondary

Name: Robin McCall-Miller

Work Phone #: 540-231-2341

Home Phone #: 540-555-1212

Cell Phone #: 540-555-1212

Save



Your Lab / Workspace Summary Page

When you click on the [\[Manage Lab/Workspace\]](#) button, or the lab/workspace name from the Welcome Page, you are taken to the Summary Page. The Summary Page is your starting point for most activity in the system.

Health & Safety Bldg, 104

[\[Return to List \]](#)[\[✕ delete this lab/workspace \]](#)

Chemical Registration

Waste Pickup

Summary

Users

Required Training

Documents

Summary

Edit PI, location and Emergency Contact Info.

Edit Summary/Tabs

PI/Responsible Person: Zack Adams

Department: Environmental Health and Safety

Building: Health & Safety Bldg

Room# or Group Name: 104 **Floor:** Ground

Location of CHP/HazCom: unknown

Date of last update to CHP/HazCom: unknown

Location of Spill kit: unknown

Emergency Contact, Primary

Name: Rob Lowe

Home Phone #: (540) 231-0000

Work Phone #: (540) 231-0000

Cell Phone #:

Emergency Contact, Secondary

Name: Christian Sides


Home Phone #: (540) 231-0000

Work Phone #: (540) 231-0000

Cell Phone #:

Individual tabs direct you to specific tasks. More tabs will be added as the system is expanded.

The Edit Summary/Tab button allows you to edit the information on this page.

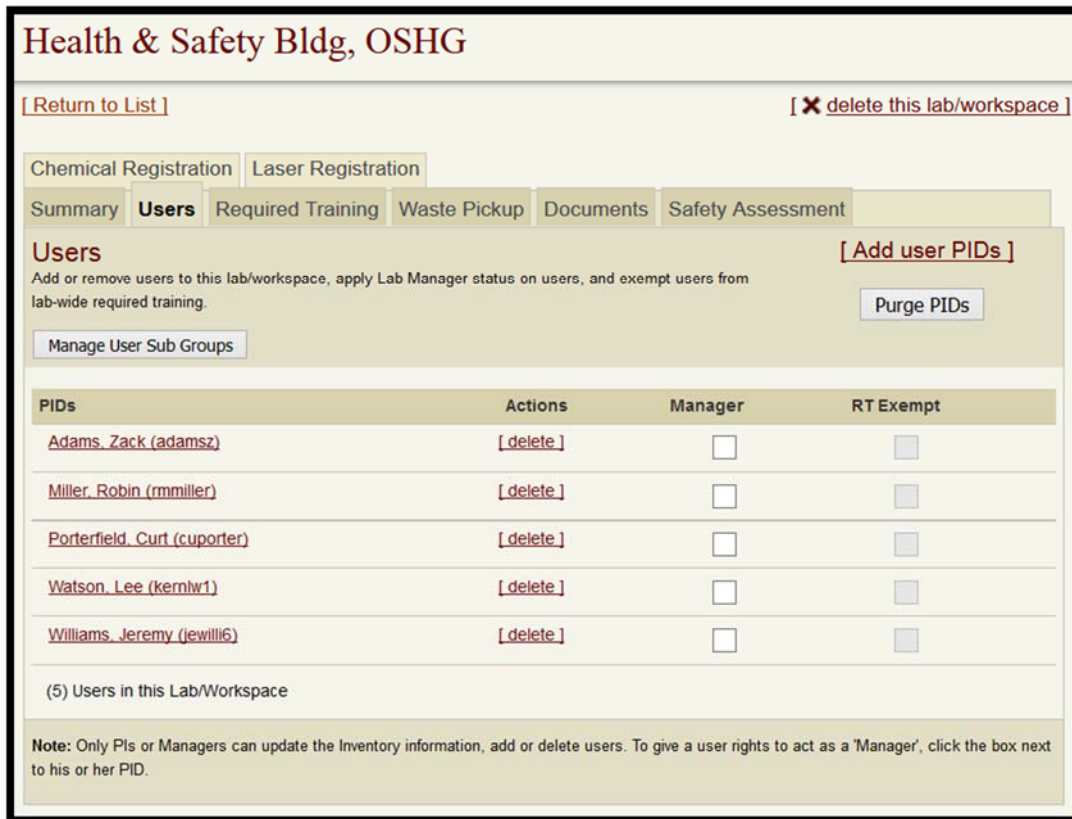


Virginia Tech Environmental Health & Safety
www.ehss.vt.edu

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Managing Lab / Workspace Users

Begin by navigating to the **[Users]** tab.



Health & Safety Bldg, OSHG

[\[Return to List\]](#) [\[X delete this lab/workspace\]](#)

Chemical Registration Laser Registration

Summary **Users** Required Training Waste Pickup Documents Safety Assessment

Users [\[Add user PIDs\]](#)

Add or remove users to this lab/workspace, apply Lab Manager status on users, and exempt users from lab-wide required training.

[Manage User Sub Groups](#) [Purge PIDs](#)

PIDs	Actions	Manager	RT Exempt
Adams_Zack (adamsz)	[delete]	<input type="checkbox"/>	<input type="checkbox"/>
Miller_Robin (rmiller)	[delete]	<input type="checkbox"/>	<input type="checkbox"/>
Porterfield_Curt (cuporter)	[delete]	<input type="checkbox"/>	<input type="checkbox"/>
Watson_Lee (kernlw1)	[delete]	<input type="checkbox"/>	<input type="checkbox"/>
Williams_Jeremy (jewill6)	[delete]	<input type="checkbox"/>	<input type="checkbox"/>

(5) Users in this Lab/Workspace

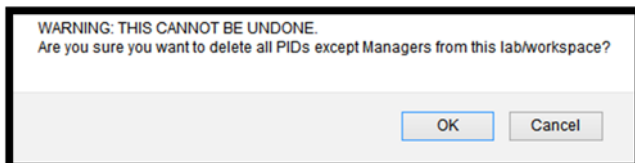
Note: Only PIs or Managers can update the Inventory information, add or delete users. To give a user rights to act as a 'Manager', click the box next to his or her PID.

To ADD users to a Lab / Workspace:

1. Click on the link **[Add user PIDs]**.
2. This opens an input box. Enter only valid PIDs into the box. You can add multiple persons at one by adding PIDs separated by spaces or commas.
3. After entering the PIDs, click the button to save and add another, or save and finish. You will receive an error message if a PID cannot be validated.

To remove ALL users from a Lab / Workspace:

1. Click on the **[Purge PIDs]** button.
2. You will receive a warning alert:



WARNING: THIS CANNOT BE UNDONE.
Are you sure you want to delete all PIDs except Managers from this lab/workspace?

[OK](#) [Cancel](#)

3. Click **[OK]** to remove all users EXCEPT Managers, **[Cancel]** to cancel and return to the screen.

To remove a single User from a Lab / Workspace:

1. If necessary, scroll down to the User you wish to delete.
2. Click the **[delete]** text link directly beside the User's name.

Watson, Lee (kernlw1)	[delete]	<input type="checkbox"/>	<input type="checkbox"/>
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3. The user is deleted from the Lab/Workspace. Note that this does not DELETE the user from the EHS system, or affect any of the individual's training records. Deleting a person from a lab simply removes the affiliation with the space.

To assign/unassign an individual as a Manager for the Lab / Workspace:

Managers can perform all tasks associated with the Lab / Workspace including adding and removing people, updating chemical registrations, and managing training and performing related tasks.

1. If necessary, scroll down to the User you wish to assign as a Manager.
2. To assign a User as a Manager, check the box in the "Manager" column. To unassign, un-check the box. Changes are effective immediately.

PIDs	Actions	Manager	RT Exempt
Adams, Zack (adamsz)	[delete]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

What Training is Required for My Users?

Most training requirements are driven by specific tasks, equipment or hazards. For specific guidance: http://www.ehss.vt.edu/training/what_training.php. Inspection or audit reports may contain recommendations on training. ***This is not an all-inclusive list; EHS provides over 90 training classes on a wide range of topics. Individual managers or coordinators are still responsible for lab-specific or machine-specific training.***

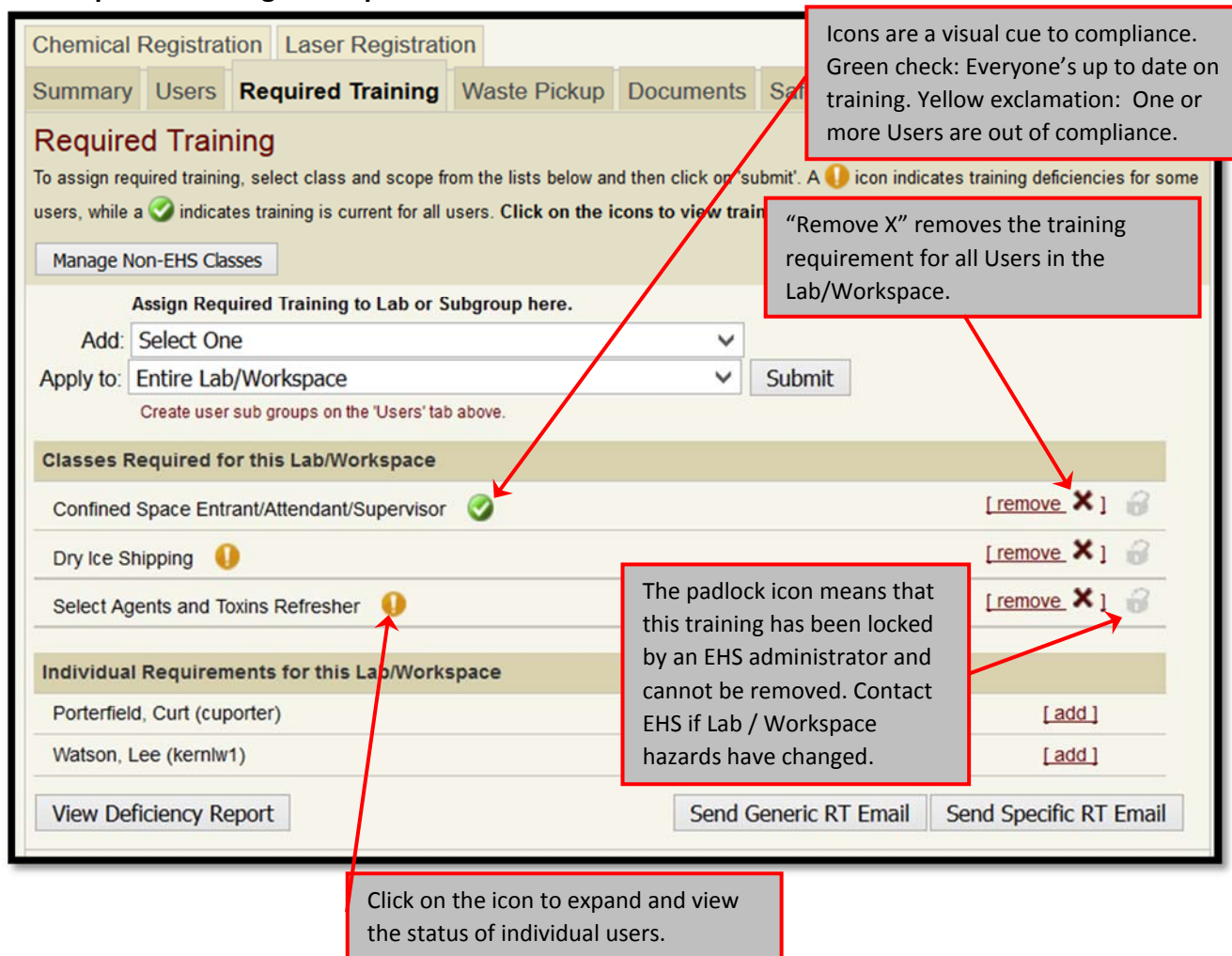
- Adult First Aid / CPR training is required for machine shop coordinators, persons who work in remote locations (i.e. farms, field work such as forest surveys), on energized electrical systems, in confined spaces, etc.
- Users involved in biological research typically have very specific requirements for training. For details, see <http://www.ibc.researchcompliance.vt.edu/training>.
- Bloodborne pathogens training is mandatory for persons potentially exposed to human blood, tissues or body fluids in the course of work activities.
- Compressed Gas Cylinder Safety is recommended for anyone working in a Lab / Workspace that uses any type of compressed gas.
- Individuals who use aerial lifts (boom trucks, articulating lifts, scissor lifts, or telescoping lifts) or powered industrial trucks (forklifts, low-lift/high-lift walkies, order pickers) must complete both an online class and a skills observation. Generally, not everyone in a Lab/Workspace needs these certifications – only those individuals that will be actually using the lift.
- Electrical Qualified Person training is required for any persons exposed to energized electrical systems operating at 50 volts or more to ground. This includes exposures that occur as part of research.
- Persons with an occupational exposure to X-rays must complete appropriate training in X-ray safety.
- Persons working with radioisotopes must complete appropriate training in radioactive materials safety.

Managing Training for Lab / Workspace Users

Training requirements for Users falls into two basic categories:

- Training that is assigned to ALL persons associated with the Lab / Workspace
- Training requirements that are unique to an individual, or a group of people, based on a specific hazard, piece of machinery/equipment, or task

The Required Training Tab Explained



Icons are a visual cue to compliance. Green check: Everyone's up to date on training. Yellow exclamation: One or more Users are out of compliance.

"Remove X" removes the training requirement for all Users in the Lab/Workspace.

The padlock icon means that this training has been locked by an EHS administrator and cannot be removed. Contact EHS if Lab / Workspace hazards have changed.

Click on the icon to expand and view the status of individual users.

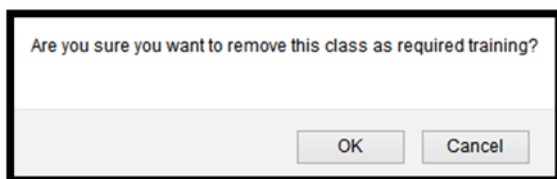
Assigning Training to All Lab/Workgroup Users

To assign training as REQUIRED for all Users of a Lab / Workspace:

1. Click on the [Required Training] tab.
2. Select the class from the drop-down list and click [Submit].

To remove training as REQUIRED for all Users of a Lab / Workspace:

1. Select the "Remove" link or click the [X] beside the class name.
2. You will receive a confirmation box

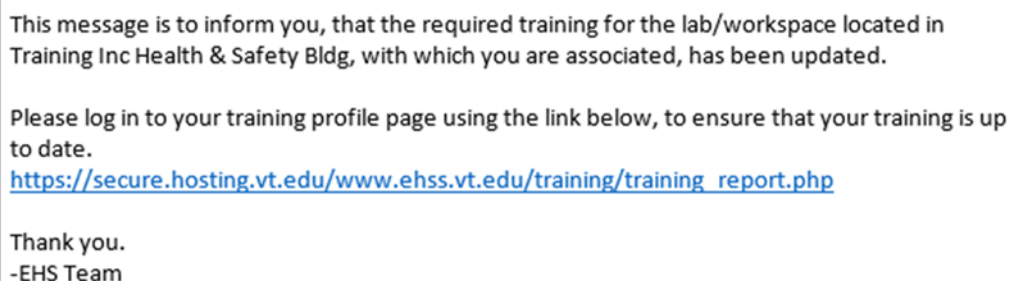


3. Click [OK] or [Cancel].

Note: If the padlock symbol appears to the right of a required training, it is locked by an EHS administrator. Please contact EHS at 1-3600 or safety@vt.edu to discuss.

There are two options for notifying Users that you have changed or updated training requirements for the lab. The "Send Generic RT Email" button will send an email to all users in the lab/workspace, asking them to check their Training Profile page for new requirements. The new "Send Specific RT Email" button will email each user who has unfulfilled requirements and give them the exact list of classes they need:

1. Make any changes needed to the required training.
2. Click the [Send Generic RT Email] or [Send Specific RT Email] button.
3. Users associated with the Lab / Workspace will receive an email similar to the following, specifying the Lab / Workspace and building.



This message is to inform you, that the required training for the lab/workspace located in Training Inc Health & Safety Bldg, with which you are associated, has been updated.

Please log in to your training profile page using the link below, to ensure that your training is up to date.

https://secure.hosting.vt.edu/www.ehss.vt.edu/training/training_report.php

Thank you.
-EHS Team

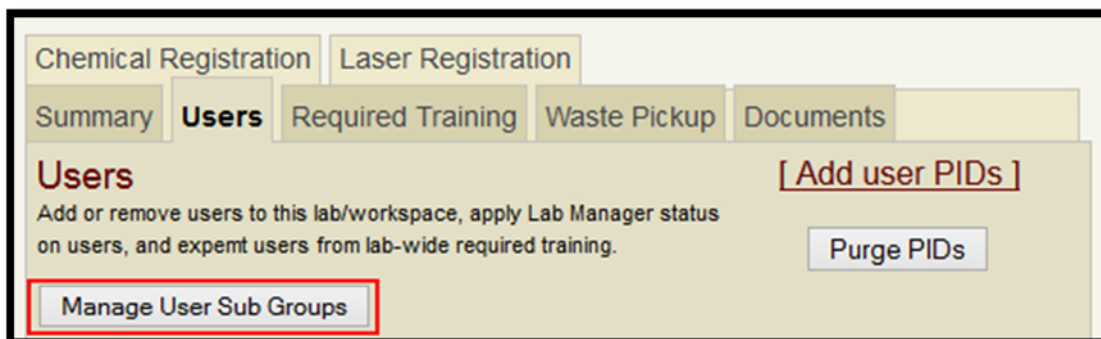
To EXEMPT a Manager from a Lab / Workspace's Required Training.

1. Make any changes needed to the required training.
2. Return to the **[Users]** tab.
3. If necessary, scroll down to the Manager you wish to exempt.
4. To exempt a Manager, check the box in the "RT Exempt" column.
To enforce training requirements, un-check the box. Changes are effective immediately.

PIDs	Actions	Manager	RT Exempt
Porterfield, Curt (cuporter)	[delete]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Creating and Assigning Training to Subgroups

If certain training requirements only apply to a sub group of people within your lab/workspace, you can do that by creating a "Subgroup". From the "Users" tab, click on the "Manage User Sub Groups" button. This page will let you create Sub Groups, add or remove users to them, or delete them.



The Manage Sub Group page is where you will manage the groups themselves. Here, you'll have the ability to add a new group, as well as view and manage your existing Sub Groups, if there are any.

Manage Sub Groups for Health & Safety Bldg, A1A

[Return to Lab]

Add Sub Group

Name:

Existing Sub Groups

Name	Actions
El Maestro	[users] [rename] [delete ✕]
Slackers & Hackers	[users] [rename] [delete ✕]
Supreme Beings	[users] [rename] [delete ✕]
Third Rock From the Sun	[users] [rename] [delete ✕]

By clicking on the [**users**] link, you will be shown 2 boxes. The left box contains users not in the sub group, while the right box contains users who are currently in the sub group.

Manage Sub Groups for Health & Safety Bldg, A1A

[Return to Lab]

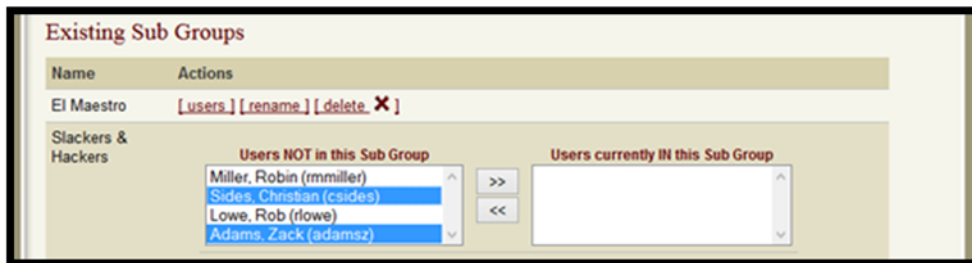
Add Sub Group

Name:


Existing Sub Groups

Name	Actions
El Maestro	[users] [rename] [delete ✕]
Slackers & Hackers	<div> <div> <h5>Users NOT in this Sub Group</h5> <div> Miller, Robin (rmmiller) Sides, Christian (csides) Lowe, Rob (rlowe) Adams, Zack (adamsz) </div> <div> <input type="button" value="save"/> <input type="button" value="cancel"/> </div> </div> <div> <div> <input type="button" value="save"/> <input type="button" value="cancel"/> </div> <div> <h5>Users currently IN this Sub Group</h5> <div> <input type="text"/> </div> </div> </div> </div>
Supreme Beings	[users] [rename] [delete ✕]
Third Rock From the Sun	[users] [rename] [delete ✕]

To add users to a sub group, you may move them individually, or by selecting multiple users at once using the ctrl key (PC).

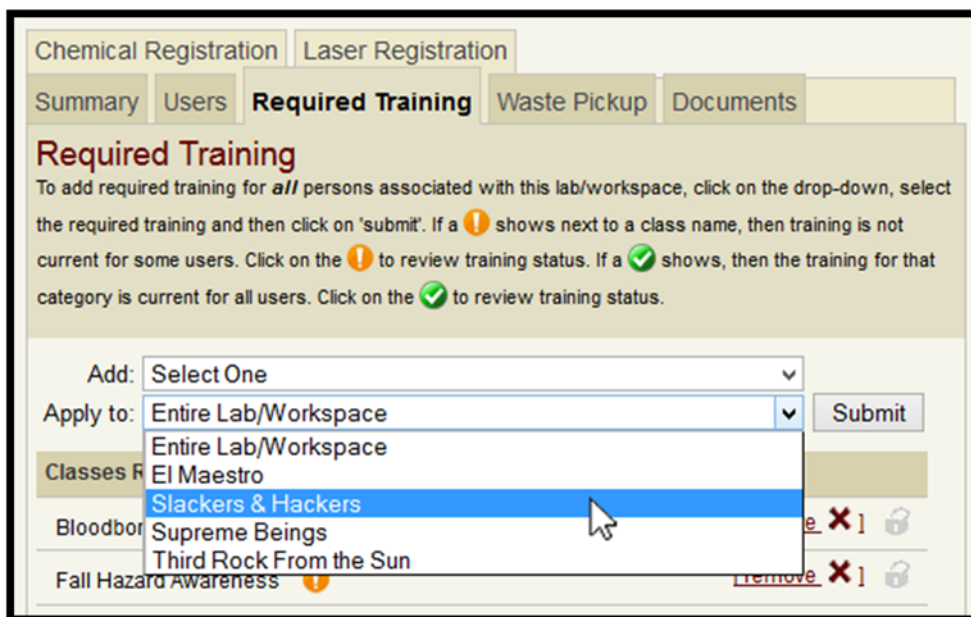


Once selected, simply use the >> button.




When finished, click on [**Save**] and then [**Return to Lab**] link.


Once you have created a sub group, it will now appear in the "Apply to:" select list under the "Required Training" tab.




This will allow you to assign required training to the entire sub group. If the required training needs to be assigned to the entire lab/workspace, simply leave the default case selected.


Each sub group will have its own reporting area, and as with lab/workspace-wide required training, you will now be able to immediately see the status of the users training within that sub group.

Powered Industrial Truck Training 


[remove] 


Requirements for Sub Group 'El Maestro'


Bloodborne Pathogens 


[remove] 



Requirements for Sub Group 'Slackers & Hackers'

Asbestos Supervisor 

[remove] 

Bloodborne Pathogens 

[remove] 

PID	Date Taken	Date Expires	
Adams, Zack (adamsz)	2012-02-07	2012-02-07	Register 
Lowe, Rob (rlowe)			Register 

Requirements for Sub Group 'Supreme Beings'

None

Requirements for Sub Group 'Third Rock From the Sun'

None

Individual Requirements for this Lab/Workspace

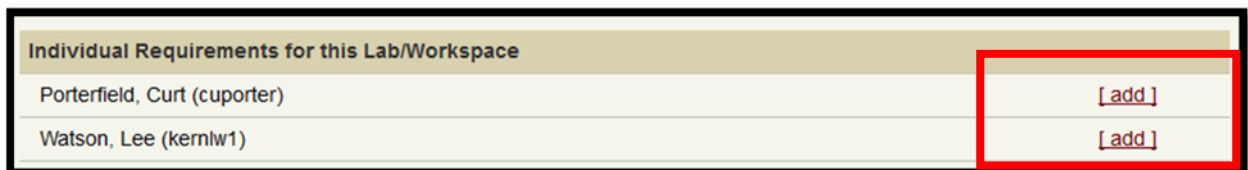
Adams, Zack (adamsz) [add]

Assigning Training to an Individual

Occasionally, Managers may need to set additional specific training requirements for an individual User. For example, only one User may be required to use an Aerial Lift or Forklift. The Manager probably does not want to assign that training to the entire Lab / Workspace staff.

To ASSIGN training to a specific Lab / Workspace User:

1. Navigate to the **[Required Training]** tab. At the bottom you will see a section titled "Individual Requirements for this Lab/Workspace" Click on **[add]** for the individual in question. If an individual already has individual training requirements, the link will say **[manage]**.

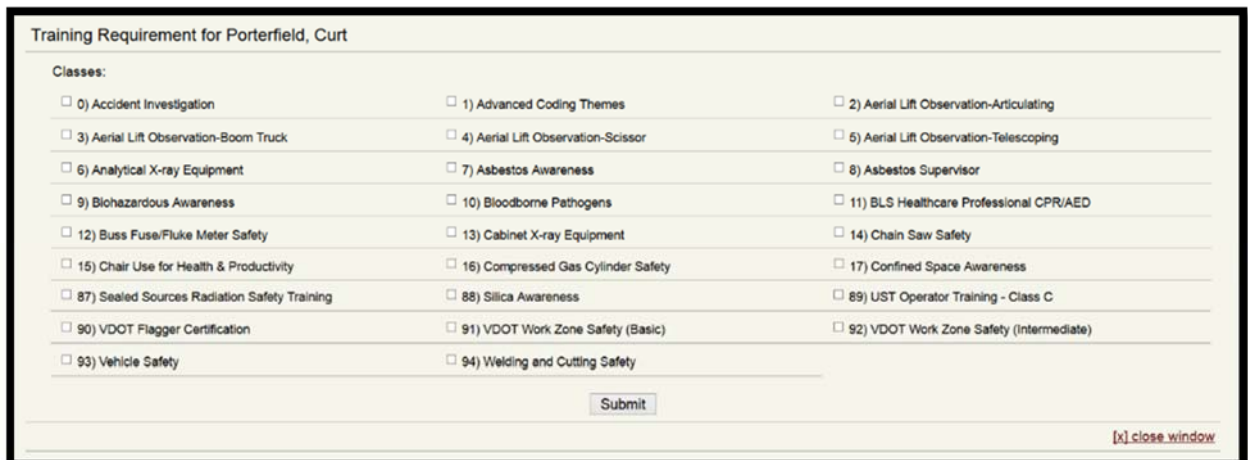


Individual Requirements for this Lab/Workspace	
Porterfield, Curt (cuporter)	[add]
Watson, Lee (kernlw1)	[add]

A window opens with a complete list of EHS training programs (over 90+ possible trainings).

2. Check the boxes for the individual requirements you wish to assign. Some boxes may already be checked, if the individual already has additional required training. You do NOT need to duplicate training that is already established on the **[Required Training]** tab.

This does not preclude or replace any lab-specific or machine-specific training to work in your lab or workspace.



Training Requirement for Porterfield, Curt

Classes:

<input type="checkbox"/> 0) Accident Investigation	<input type="checkbox"/> 1) Advanced Coding Themes	<input type="checkbox"/> 2) Aerial Lift Observation-Articulating
<input type="checkbox"/> 3) Aerial Lift Observation-Boom Truck	<input type="checkbox"/> 4) Aerial Lift Observation-Scissor	<input type="checkbox"/> 5) Aerial Lift Observation-Telescoping
<input type="checkbox"/> 6) Analytical X-ray Equipment	<input type="checkbox"/> 7) Asbestos Awareness	<input type="checkbox"/> 8) Asbestos Supervisor
<input type="checkbox"/> 9) Biohazardous Awareness	<input type="checkbox"/> 10) Bloodborne Pathogens	<input type="checkbox"/> 11) BLS Healthcare Professional CPR/AED
<input type="checkbox"/> 12) Buss Fuse/Fuke Meter Safety	<input type="checkbox"/> 13) Cabinet X-ray Equipment	<input type="checkbox"/> 14) Chain Saw Safety
<input type="checkbox"/> 15) Chair Use for Health & Productivity	<input type="checkbox"/> 16) Compressed Gas Cylinder Safety	<input type="checkbox"/> 17) Confined Space Awareness
<input type="checkbox"/> 87) Sealed Sources Radiation Safety Training	<input type="checkbox"/> 88) Silica Awareness	<input type="checkbox"/> 89) UST Operator Training - Class C
<input type="checkbox"/> 90) VDOT Flagger Certification	<input type="checkbox"/> 91) VDOT Work Zone Safety (Basic)	<input type="checkbox"/> 92) VDOT Work Zone Safety (Intermediate)
<input type="checkbox"/> 93) Vehicle Safety	<input type="checkbox"/> 94) Welding and Cutting Safety	

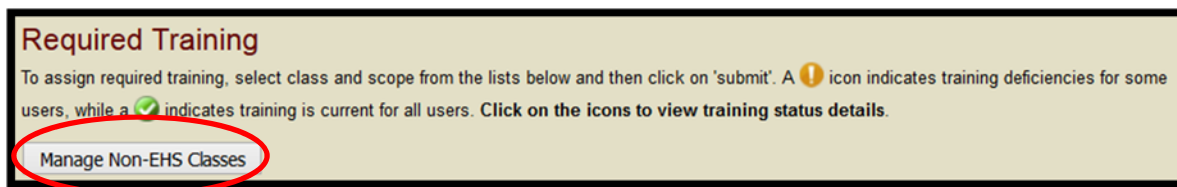
[\[x\] close window](#)

3. Click **[Submit]**

Documenting Lab/Workgroup Specific Training

Many EHS programs establish a requirement that the Principal Investigator, Lab Manager or Supervisor create lab/workgroup specific documentation and perform training on these procedures for all affected employees. Examples include: Part B of the Chemical Hygiene Plan, Energy Control Procedures, and Standard Operating Procedures. The SMS includes a tool that allows you to create a class name for this training, assign persons to whom it applies, and then record the date the training was performed.

Navigate to the [\[Required Training\]](#) tab and click on the [\[Manage Non-EHS Classes\]](#) link.

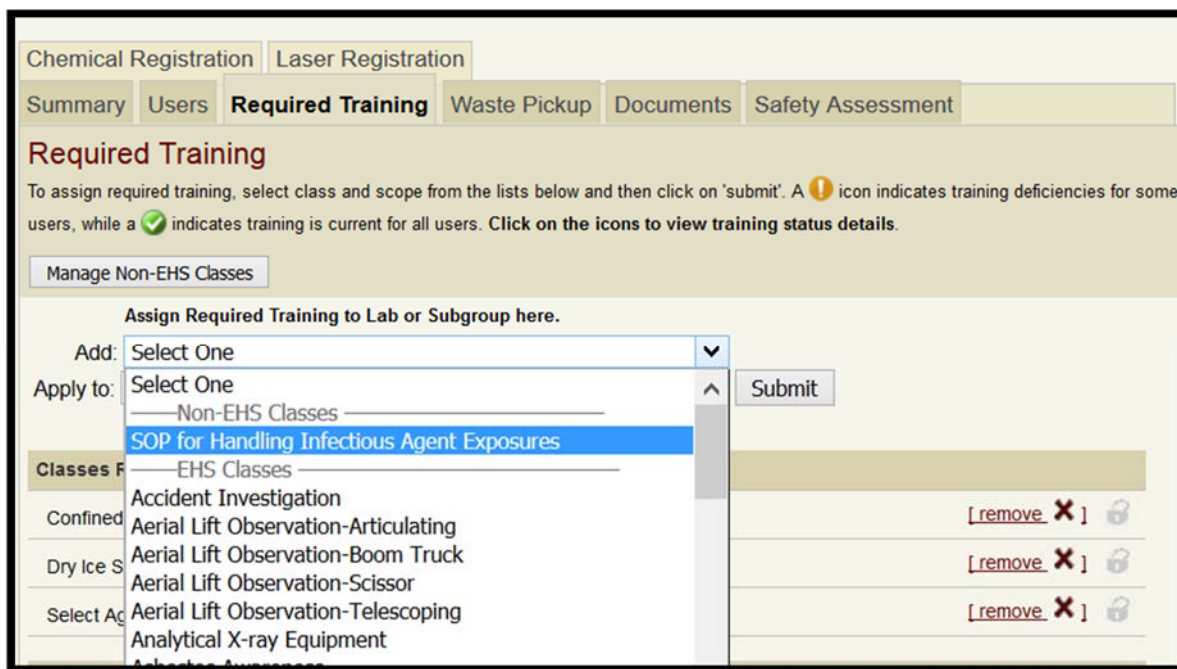


On the next screen, click on [\[Add External Class\]](#)

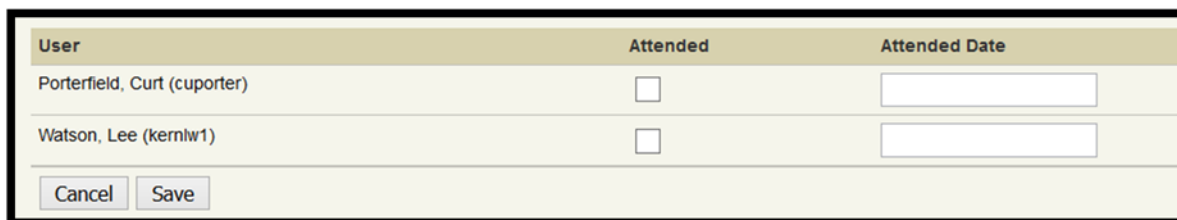


On the next screen, enter a class name of your choosing. We suggest you make the class name as descriptive as possible (i.e. Drill Press Safety Training Spring Semester 2016). Enter the Class Date (MM-DD-YYYY), select the Expires (in years) duration and then click on [\[Submit\]](#). The page will refresh and your class will now be listed. Click on [\[Return to Lab\]](#) when you are done adding classes.

The class(es) you created will now be available in the 'Add' drop-down list on the **[Required Training]** tab and can be added to either the entire lab/workgroup or any subgroup you have created. Just select the class name and then click on 'Apply to' and select with the entire lab/workgroup or any subgroup.



Once you've added the class and have conducted the training, you will need to record attendance. To do this, click on the **[Manage Non-EHS Classes]** link on the Required Training tab. Pick the class from those you have created and click on **[Record Attendance]**. Check the box for each person who attended, enter the date the training was performed and then click on 'save'.



User	Attended	Attended Date
Porterfield, Curt (cuporter)	<input type="checkbox"/>	<input type="text"/>
Watson, Lee (kernlw1)	<input type="checkbox"/>	<input type="text"/>

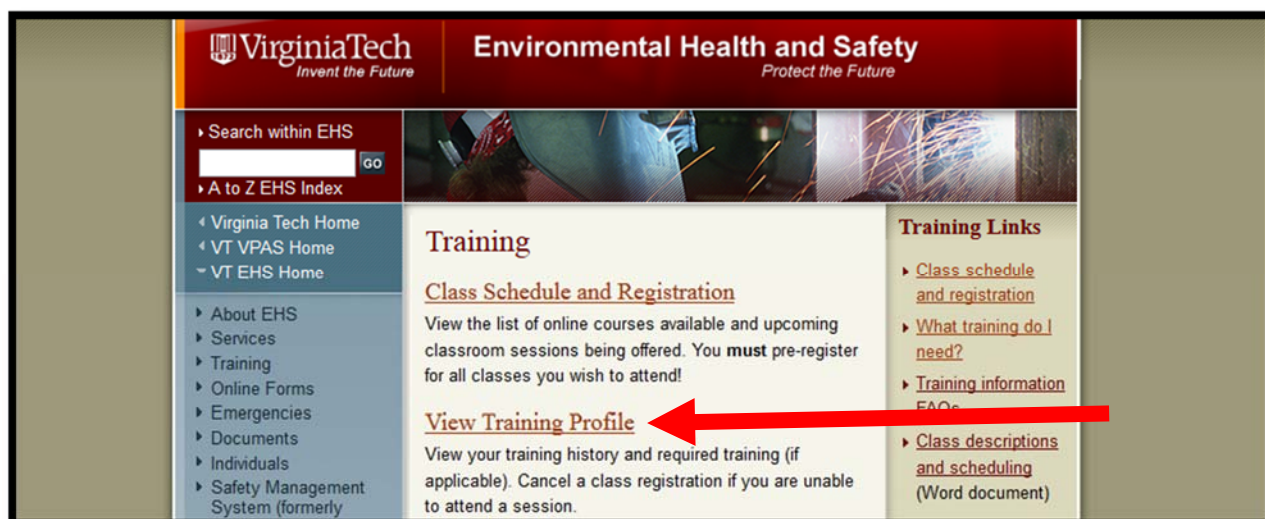
Cancel Save

Helping Users View / Register for Training

Setting requirements in the SMS affects each User's personal profile in the EHS system. Each User has a Training Profile that shows personal training requirements and supports registration/completion of EHS classes. A User can access their profile from the EHS Home Page. Go to the "Training" link.



From there, select the "View Training Profile" link.



If the User is not logged in through CAS, the CAS dialog will appear. See Page 2 for any issues logging in through CAS.

Search within EHSS

Enter your search here **GO**

A to Z EHSS Index

- Virginia Tech Home
- VT VPAS Home
- VT EHS Home

- About EHS
- Services
- Training
- Online Forms
- Emergencies
- Documents
- Individuals
- Accident Data
- Blog

- Frequently Asked Questions
- Contact Information
- Customer Service
- Anonymous Complaints

- Chemical/Biological/

- Facility/Workplace Safety
- Farm Safety
- Construction Safety

- Specialty Labs
- Environmental Issues

Training Profile

Welcome Watson, Lee (Administrator)

[[Logout](#)]

Required classes that need to be taken or updated

Class Name	
Hazard Communication Coordinator	Register
Personal Protective Equipment (PPE) Coordinator	Register
Welding and Cutting Safety (registered to take this class Online)	Register
Respiratory Protection (expired: 2014-02-19)	Register

Department Wide Requirements Personal Requirements Lab Specific Requirements

Classes currently registered for

Class Name	Class Date	Actions
Aerial Lift Observation-Articulating	Online Class	X
Lockout-Tagout Awareness	Online Class	X Launch

Classes taken

Class Name	Date taken (YYYY-MM-DD)	Expires (YYYY-MM-DD)
Powered Industrial Truck Training	2013-01-08	2019-01-08
Respiratory Protection More [+]	2013-02-19	2014-02-19

Department Wide Requirements Personal Requirements Lab Specific Requirements

 denotes expired/expiring certification for required class.

Small icons beside the Class name let Users know where the requirement originated. If the requirement is for a Lab/Space, the space name appears when the mouse hovers over the link.

This class is a requirement for the lab located at 104 Health & Safety Bldg.

Users can click [Register] to find and enroll in upcoming classes.

Reference for the icons used to identify required training classes.

Users can cancel a registration by simply clicking the red "X".

Some EHS classes can be started simply by clicking a [Launch] button.

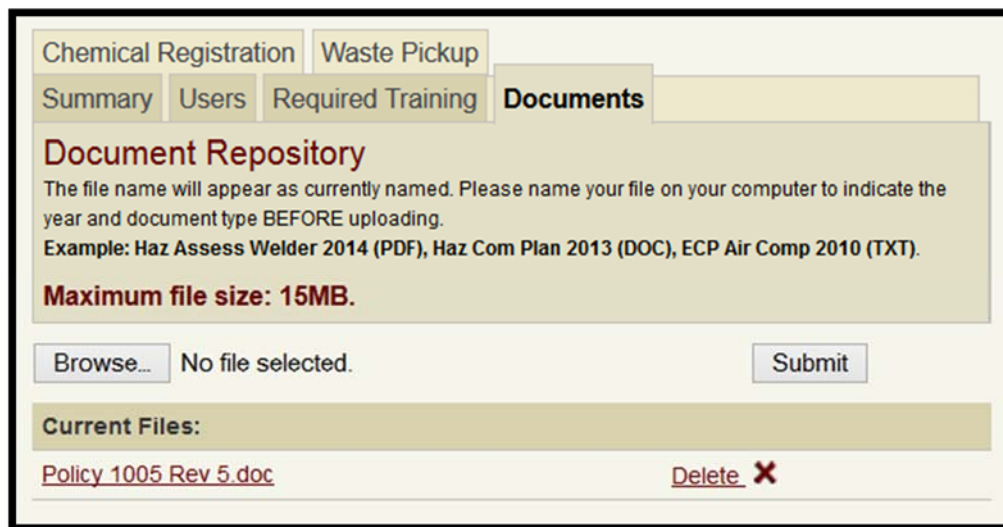
Training expiring soon or expired is noted by a special icon.

Clicking the "+" expands the history for that class, showing all past class completions.



Using the Document Repository

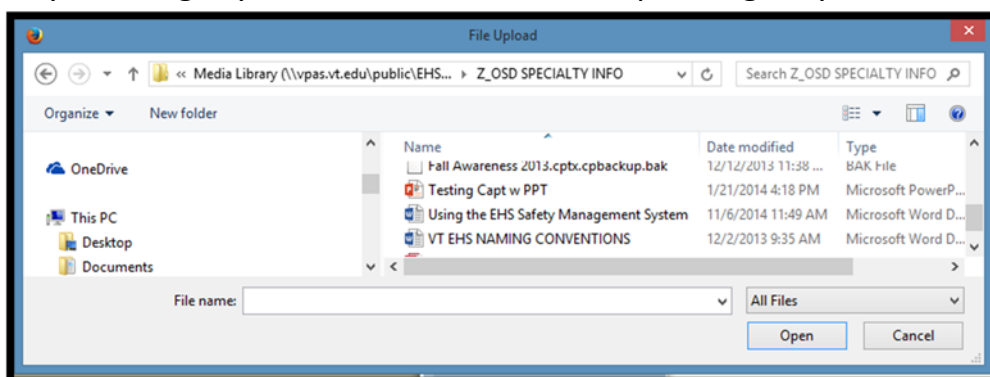
Each Lab / Workspace has an associated document repository. This can be used to share documents between Managers and EHS. The maximum file size is 15 MB, and once a document is uploaded it cannot be edited, renamed etc.



The screenshot shows a web interface with tabs: Chemical Registration, Waste Pickup, Summary, Users, Required Training, and Documents. The Documents tab is active, showing a 'Document Repository' section. It includes instructions: 'The file name will appear as currently named. Please name your file on your computer to indicate the year and document type BEFORE uploading. Example: Haz Assess Welder 2014 (PDF), Haz Com Plan 2013 (DOC), ECP Air Comp 2010 (TXT). Maximum file size: 15MB.' Below this is a 'Browse...' button, the text 'No file selected.', and a 'Submit' button. At the bottom, under 'Current Files:', there is a link 'Policy 1005 Rev 5.doc' and a 'Delete' button with a red X icon.

To UPLOAD a document to your Lab / Workspace:

1. Navigate to the [Documents] tab.
2. Select [Browse]. The File Upload dialog box will open. Note: The dialog box may look slightly different than shown, depending on your Internet browser.



3. Select the file you wish to upload.
4. The file name will appear beside the [Browse] button. Click [Submit].



The screenshot shows the 'Documents' tab with the 'Browse...' button now displaying the selected file name: 'VT EHS NAMING CONVENTIONS.pdf'. The 'Submit' button remains to the right.

5. The file will now appear in the Document Repository.

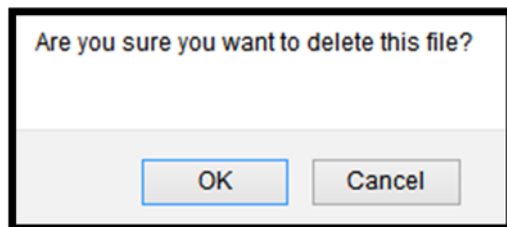
To DELETE a document from your Lab / Workspace:

1. Navigate to the [Documents] tab.
2. Select the “Delete” link or [X] to the right of the file name.



Note: Deletion from a Lab / Workspace is permanent and cannot be undone.

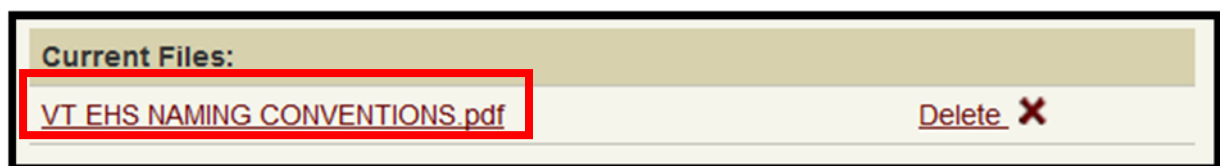
3. A dialog box appears.



4. Select [OK] to delete the file, or [Cancel] to return to the Document Repository.

To OPEN a document from your Lab / Workspace:

1. Navigate to the [Documents] tab.
2. Click on the file name. Depending on file type, you may be prompted to Download the file, or the file may open in the Browser directly.



Registering Chemicals & Hazardous Substances

Potentially hazardous materials and conditions that may result in immediate or serious harm must be registered within the Safety Management System.

- This system will assist in determining that the quantity of chemicals in a building does not exceed [allowable limits imposed by the Fire Code](#) for each hazard class of chemical (e.g., corrosive, flammable, toxic, etc.).
- Emergency responders will have access to this information when responding to emergencies.
- We need to know the maximum quantities of certain chemicals located in each room. Each room = a lab; you do not have to separately enter rooms within rooms. Ask yourself: What is the maximum amount of a particular chemical you think you'll have, on any one day, during the course of the year?
- This is **not** a complete inventory of all your chemicals. We do not expect you to provide exact amounts for each chemical listed in this system, but rather the expected maximum quantities or volumes on any one day throughout the year.
- If you have chemicals not listed in one of the pre-loaded categories, you can provide an aggregate quantity and appropriate unit of measure for any other materials in a hazard group in the room. This will go in the "Other" field at the bottom of each hazard class section.

Questions related to the Chemical Registration process

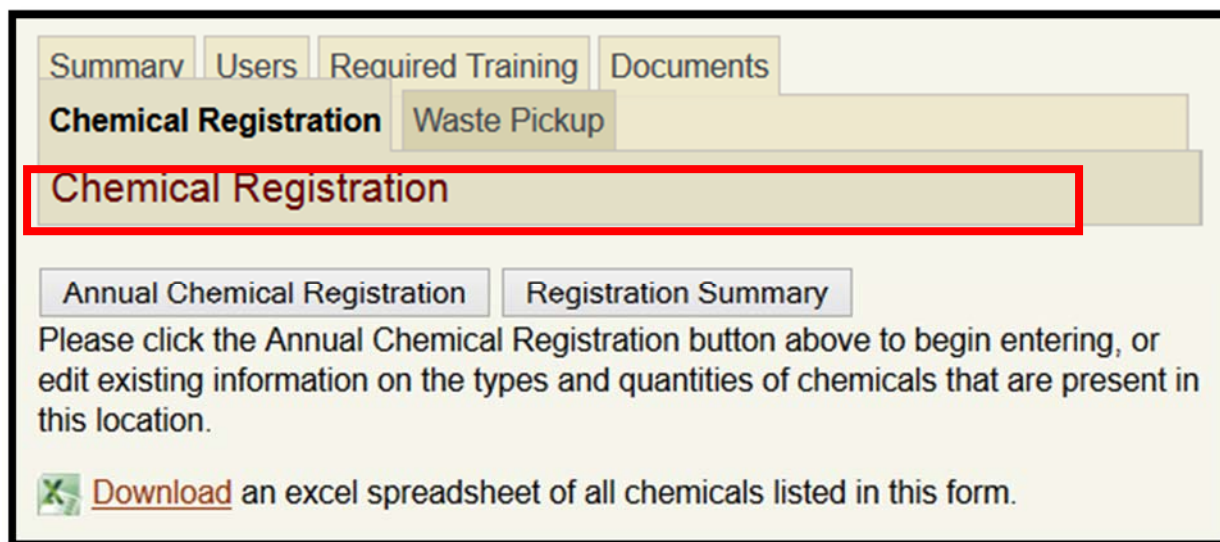
- Do I need to add all chemicals I may have currently that are not specifically listed in each category on the form?
EHS is asking participants to register the maximum amount of the specific chemicals listed for each category or grouping. Any other chemicals /materials in your lab space, that are part of a particular category but not listed in the pre-loaded form, should be reported as one aggregate quantity / amount in the space for "If you have any other (category) not listed above, please enter the approximate aggregate quantity for those materials here and provide the appropriate unit of measure for those materials (e.g., liters, pounds, etc.)".
- If the quantity / volume of a particular chemical varies frequently through the course of the year, how should I report my quantity? The object is to estimate the maximum amount of materials at any time

throughout the course of a year. Please report the maximum amount you expect to have in the space at any time during the year.

- Should rooms within a room be registered separately?
No
- I have instruments that are connected to solvent reservoirs when in operation. How do I report these?
Include these volumes in your total for the lab space.
- How will participation be monitored?
EHS will be working with Department Heads, Directors, and other University Administrators to encourage and verify responses.

Preparing to Register Your Chemicals

Go to the [Chemical Registration] tab. If this is your first time creating the Chemical Registration, you will probably find it helpful to download the Excel spreadsheet and use it to gather information on your Lab / Workspace. Once you've gathered the information, you'll want to have it handy as you complete the registration process.



The screenshot shows a web interface for chemical registration. At the top, there are tabs: Summary, Users, Required Training, Documents, Chemical Registration, and Waste Pickup. The 'Chemical Registration' tab is selected and highlighted with a red border. Below the tabs, there are two buttons: 'Annual Chemical Registration' and 'Registration Summary'. Below these buttons, there is a text instruction: 'Please click the Annual Chemical Registration button above to begin entering, or edit existing information on the types and quantities of chemicals that are present in this location.' At the bottom, there is a green download icon followed by the text 'Download an excel spreadsheet of all chemicals listed in this form.'

Spreadsheet Example:

For each of the following chemicals, enter the **maximum** amount you would expect to have on-hand during the course of the year. If you do not have a specific chemical, leave that field blank.

Chemical	Total Amount in Storage and Use	Units	Primary Hazard	Secondary Hazard
2-Cyclohexen-1-ol			Peroxide Formers	
2-Hexanol			Peroxide Formers	
2-Pentanol			Peroxide Formers	
3-Methyl-1-butanol			Peroxide Formers	
4-Heptanol			Peroxide Formers	
4-Penten-1-ol			Peroxide Formers	
Acetal			Peroxide Formers	Flammable Liquid (Class IA, IB, IC)
Acetaldehyde			Peroxide Formers	Flammable Liquid (Class IA, IB, IC)
Acetic Acid			Combustible Liquid (Class II, IIIA, IIIB)	Corrosives
Acetic acid anhydride			Combustible Liquid (Class II, IIIA, IIIB)	Water Reactive
Acetone			Flammable Liquid (Class IA, IB, IC)	
Acetone peroxide			Organic Peroxides	
Acetonitrile			Flammable Liquid (Class IA, IB, IC)	
Acetyl chloride			Flammable Liquid (Class IA, IB, IC)	Water Reactive
Acetylene			Flammable Gas	

Completing your Annual Chemical Registration

1. Navigate to the [**Chemical Registration**] tab and click [**Annual Chemical Registration**].
2. Using the information from your spreadsheet, enter the appropriate information in the form. Use the "Comment" fields to add information as necessary. There are five screens with categories that match those found on the Excel spreadsheet.

Flammable Gases ?

Acetylene	12	Standard Cylinders	10	%	
Butane	13	Standard Cylinders	11	%	
Chlorofluoroethylene	14	Standard Cylinders	12	%	
Chlorotrifluoroethylene	15	Standard Cylinders	13	%	
Diazomethane (gas)	16	Standard Cylinders	14	%	
Ethane	17	Standard Cylinders	25	%	
Ethylene	18	Lecture Bottles	15	%	
Ethylene Oxide	19	Lecture Bottles	16	%	
Hydrogen	20	Standard Cylinders	17	%	
Liquefied Petroleum Gas (LPG)	21	Lecture Bottles	18	%	
Methane	22	Lecture Bottles	19	%	
Propane	23	Lecture Bottles	20	%	
Silane	24	Lecture Bottles	21	%	
Tetrafluoroethylene	25	Standard Cylinders	22	%	
Vinyl Acetylene (gas)	26	Standard Cylinders	23	%	
Vinyl Chloride	27	Standard Cylinders	24	%	

If you have any other Flammable Gases not listed above, please enter the approximate aggregate quantity for those materials here and gas type(s) and cylinder size(s).

28 comm fla gas

< Back Save and Continue >

3. At the bottom of each screen, click the [**Save and Continue**] button to move to the next section.



4. The 6th Screen allows for the input of additional research hazards present in the Lab / Workspace.

Other Research Hazards Progress: 1 2 3 4 5 6

Please indicate below if you have the equipment, materials or perform the research that is described.

Other Research Hazards |

Radioactive Materials: Any Quantity

X-ray Producing Equipment: Do Not Have

Human Tissue or Cell Lines: Any Quantity

Nanomaterials: Any Quantity
Please describe the material(s) being used:
super bad stuff test's

Known Human Carcinogen: Any Quantity

Bioinfectious Agents: Any Quantity
Please describe the material(s) being used:
test's

Class 3b, 3r or 4 Laser Systems: Do Not Have

Electrical Research: Do not perform electrical research

Comments:
test's

< Back Finish

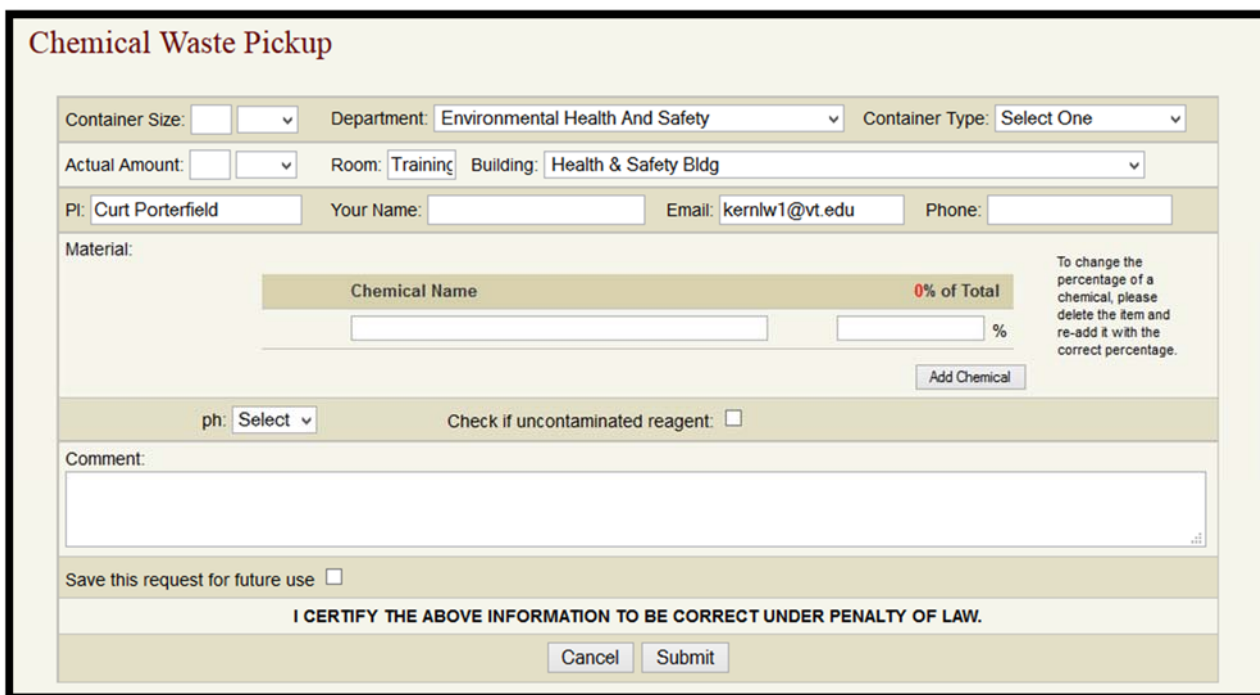
5. Click the [Finish] button. You will get a confirmation message.

Thank You
Your lab inventory has been saved.

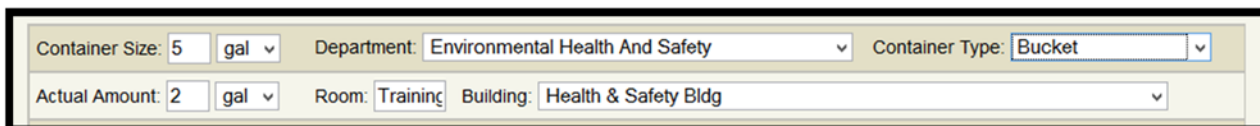
Requesting a Waste Pickup

This tab should only be used for chemical waste ONLY. Please do NOT use this form for Radiological, Biological, or general waste (trash).

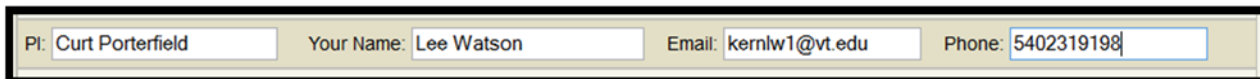
1. Navigate to the [**Waste Pickup**] tab and click [**Request Waste Pickup**].
2. The Chemical Waste Pickup form opens.



3. Enter the Container information and the actual amount of chemical to be picked up. Common container sizes and types can be selected using the drop-down menus. EHS needs to know the approximate amount of waste in the container.



4. Your e-mail address and the Principal Investigator's name should automatically be populated on the form. Type your name and a contact phone number in the appropriate spaces.



- Enter the individual components of the waste in the container. Identify the chemical name of the material, and as a percentage of the total amount identified in Step 3. Click **Add Chemical** to update each line and the total percent. The sum (in percent) displays in **RED** on the upper right of the section.

Material:

Chemical Name	50% of Total
[delete] Hydrogen Peroxide 4%	50 %
Ethyl alcohol	50 %

[Add Chemical](#)

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

The total of materials **MUST** equal 100%. When the total is correct, the percentage displays in **GREEN**.

Material:

Chemical Name	100% of Total
[delete] Hydrogen Peroxide 4%	50 %
[delete] Ethyl alcohol	50 %
	%

[Add Chemical](#)

To change the percentage of a chemical, please delete the item and re-add it with the correct percentage.

- Enter the pH of the waste material. If the material is an uncontaminated reagent, check the appropriate box.

ph: Check if uncontaminated reagent: ☐

- Enter any comments that the Hazardous Materials Management team may need in order to process your waste pickup.

Comment:

Available for pickup between 8 AM- 12PM MWF. Alternate pickup time may be set by contacting Curt Porterfield at 1-8759.

- You have the option to save the request as a template for future use. If you are satisfied with the information, click **Submit**. In submitting the request, you are certifying the type and amount of waste in accordance with all regulations.

Save this request for future use ☐

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.


[Cancel](#) [Submit](#)

9. Once the ticket is submitted, you will see a confirmation screen. You must print and attach the pickup ticket to the container.

Chemical Waste Pickup

Thank you!

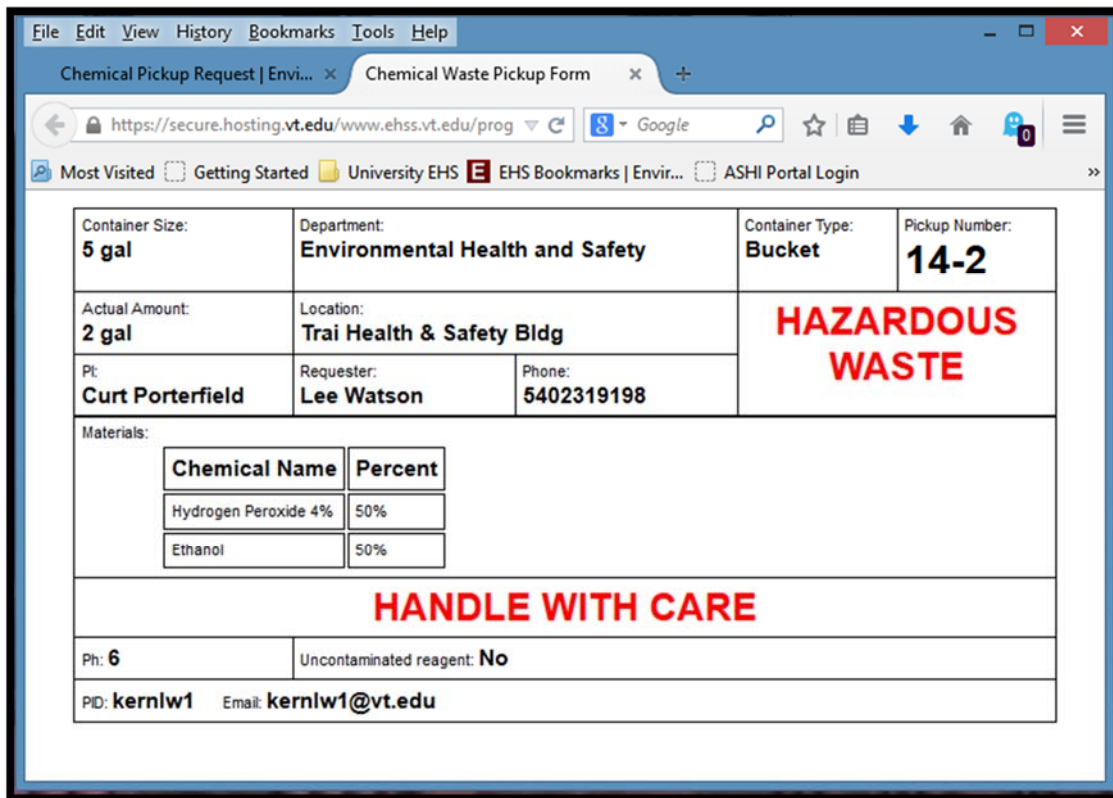
Your pick-up request has been received.

 [Print](#) and attach to container.

Please allow two weeks for your pickup to occur.
 You may track your pickup requests from the Waste Pickup Tab in the [Safety Management System](#).

[Return](#) [Submit another request from this Lab](#)

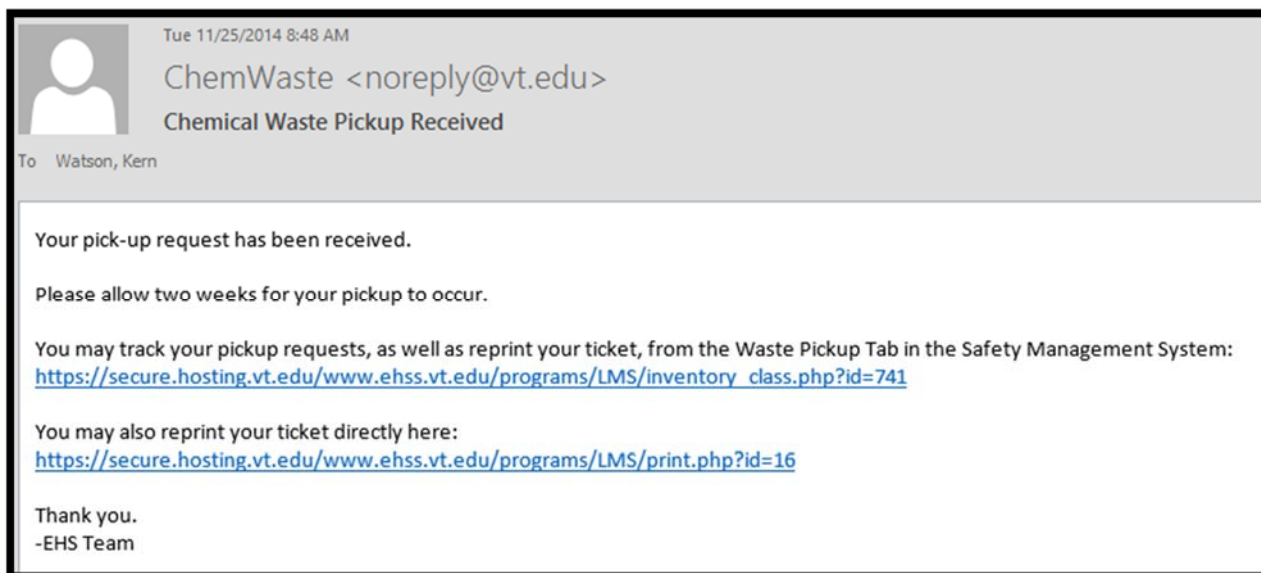
When you click the [[Print](#)] link, a new browser window will open. Use your browser's print function to print the ticket. It does not have to be printed in color.



The screenshot shows a web browser window displaying the 'Chemical Waste Pickup Form'. The browser's address bar shows the URL: <https://secure.hosting.vt.edu/www.ehss.vt.edu/prog>. The form contains the following information:

Container Size: 5 gal	Department: Environmental Health and Safety	Container Type: Bucket	Pickup Number: 14-2						
Actual Amount: 2 gal	Location: Trai Health & Safety Bldg		HAZARDOUS WASTE						
Pt: Curt Porterfield	Requester: Lee Watson	Phone: 5402319198							
Materials: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Chemical Name</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Hydrogen Peroxide 4%</td> <td>50%</td> </tr> <tr> <td>Ethanol</td> <td>50%</td> </tr> </tbody> </table>				Chemical Name	Percent	Hydrogen Peroxide 4%	50%	Ethanol	50%
Chemical Name	Percent								
Hydrogen Peroxide 4%	50%								
Ethanol	50%								
HANDLE WITH CARE									
Ph: 6	Uncontaminated reagent: No								
PID: kernlw1 Email: kernlw1@vt.edu									

10. You will receive an e-mail confirmation that the waste pick-up request was successful.



11. After a ticket is submitted, you will be able to track the process on the Waste Pickup tab. The ticket will initially appear with a submitted date. You have the ability to reprint the waste pickup ticket.

Lee Watson	2014-11-25	Extinguisher to be discarded.	Reprint Ticket
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The ticket status will be updated by EHS.

Summary

Users

Required Training

Documents

Chemical Registration

Waste Pickup

Chemical Waste Pickup
 This tab should only be used for chemical waste ONLY. Please do NOT use this form for Radiological, Biological, or general waste (trash).

Request Waste Pickup

Requestor	Submitted	Comment	Received	Processed
Lee Watson	2014-11-24	Available for pickup between 8 AM - 12 PM MWF. Alternate pickup time may be set by contacting Curt Porterfield at 1-8759.	2014-11-24	

To Load a Saved Waste Pickup Request

1. Navigate to the [**Waste Pickup**] tab and click [**Request Waste Pickup**].
2. The Chemical Waste Pickup form opens. You will see a new section at the top of the form. Select the saved request from the drop-down list, then click [**Go**]. The form will now be populated with the information from the saved request.

Chemical Waste Pickup

Load a saved request:
PFE Waste (Health & Safety Bldg, Training Inc)
Go

Container Size:
Department: Environmental Health And Safety
Container Type: Select One

Actual Amount:
Room: Training
Building: Health & Safety Bldg

PI: Curt Porterfield
Your Name:
Email: kernlw1@vt.edu
Phone:

Material:

Chemical Name	0% of Total
	%

Add Chemical

pH: Select
Check if uncontaminated reagent:

Comment:

Save this request for future use

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT UNDER PENALTY OF LAW.

Cancel
Submit